



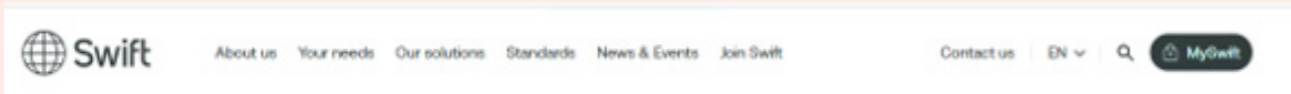
Royal Bank  
of Scotland

# Swift MyStandards guide for Bankline Direct customers

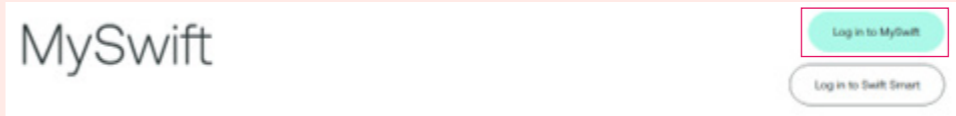


# Registering for Swift MyStandards As a first time user of MyStandards

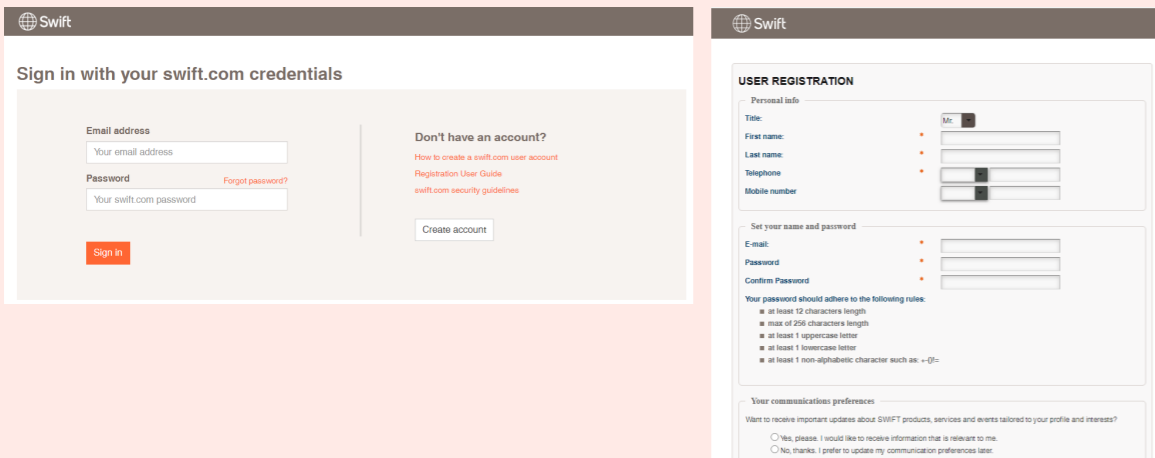
**1** Go to the Home Page by accessing <https://www.swift.com/> and click **MySwift** (on top right).



**2** Select **Log in to MySwift**.



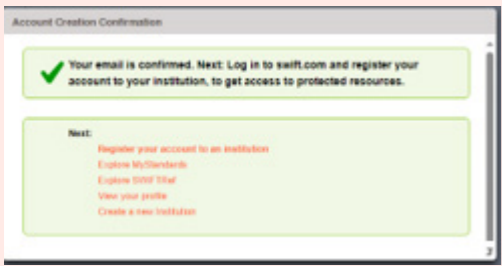
**3** Click on **Create Account** and follow the steps to register.



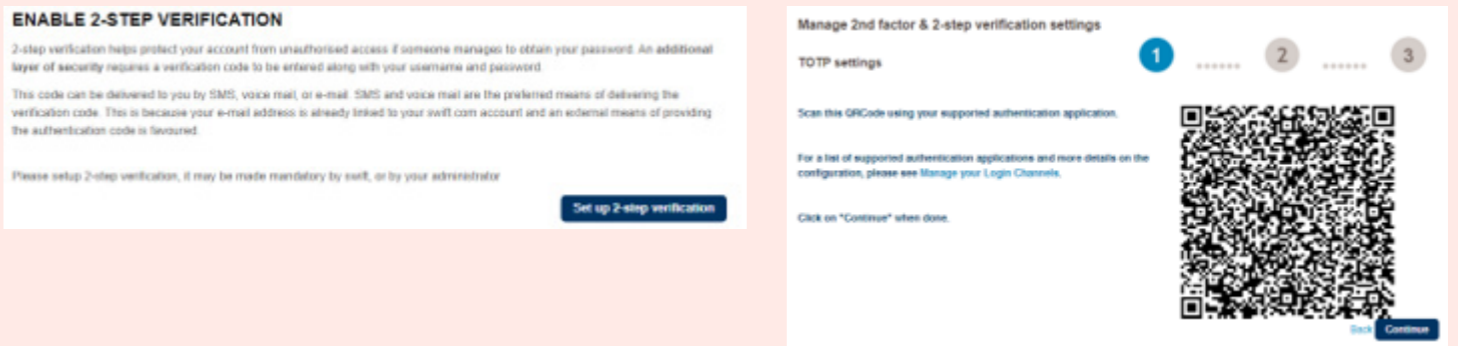
**4** Once completed, you will be sent an email to verify your account. Follow the link in the email to confirm.



**5** Once verified, follow the on screen guidance. Log in and register your account to your institution.



**6** Once completed, you will be sent an email to verify your account. Follow the link in the email to confirm.



# Using Swift MyStandards

## Understand and analyse documents

**1** Click the **Groups** tab

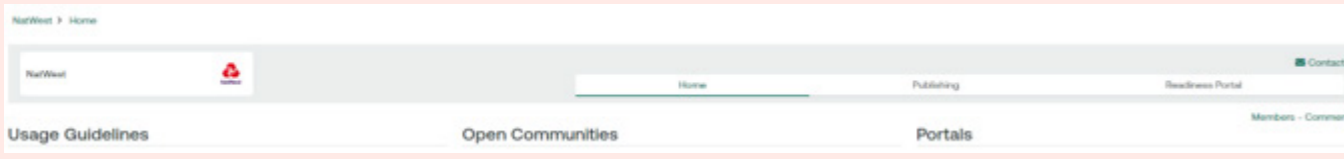
**2** Click on **'Communities'** and download sample messages – Here you will see NatWest guides relevant to your requirements.

### Testing files using the Readiness Portal

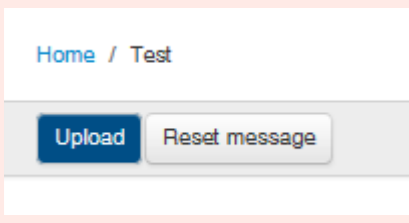
A Portal will be created based on your own specific requirements. The portal allows you to:

- Validate your own messages by uploading or copy/paste them in the Readiness Portal
- Correct your messages and revalidate them in the tool
- View the history of your tests and follow your progress
- Review Acknowledgement responses using “Get Response”
- Online Testing
- Use Get Response
- Test History

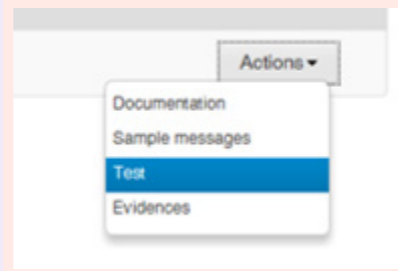
**1** You'll receive an email once your portal is ready, you can then access the test area under Portals within the NatWest group dashboard.



**2** Navigate to your sample message and select **Upload**.



**3** Once uploaded, under Actions, select **Test**.



**4** The validation report will appear and, if incorrect, you can now correct your message and revalidate it.



### Help and Support

For more support you can view the [MyStandards Readiness Portal](#) user guide or speak to your Implementation Manager. If you have any queries around MyStandards visit the [SWIFT FAQ](#) page