28 January 2016

SWIFT MyStandards

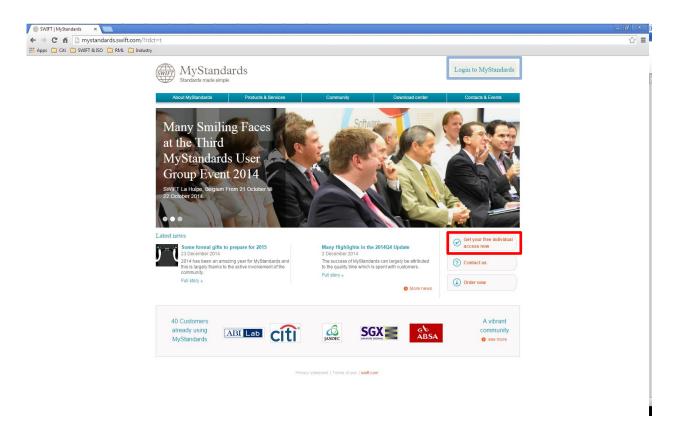
Requesting Access and Viewing T2S Usage Guidelines



Citi SWIFT MyStandards – Requesting Access and Viewing T2S Usage Guidelines

The following steps should be taken to register on SWIFT MyStandards and gain access to Citi Collections and Usage Guidelines in MyStandards.

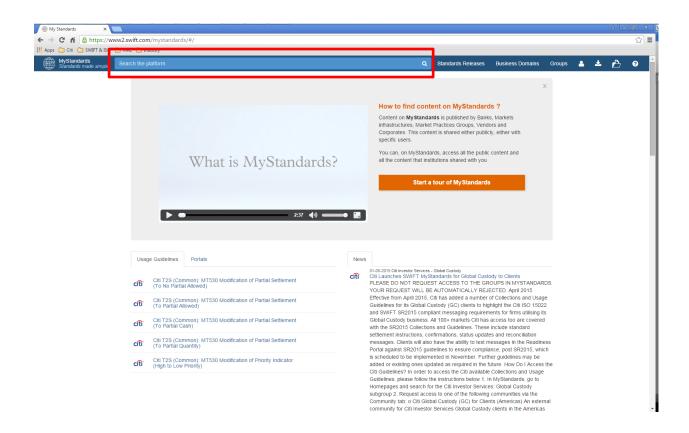
1. Go to the SWIFT MyStandards website on www.swift.com/mystandards



2. Select "Get your free individual access now" (highlighted in the red box in the screen shot above)

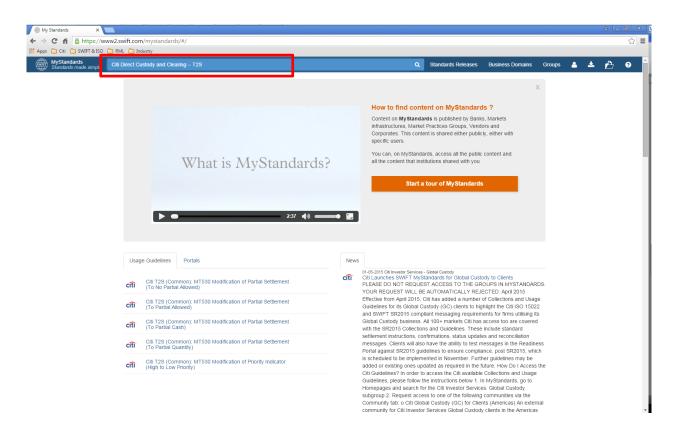


- 3. Follow the registration steps outlined using your institution email address. SWIFT will send an email to you once your access has been granted
- 4. Returning to the MyStandards home screen, select "Login to MyStandards" (highlighted in the blue box in the screen shot above). Once in, you should see a screen like the below



5. To access Citi's guidelines, select the "Search the platform" box (highlighted in the red box in the screen shot above) and type in "Citi Direct Custody and Clearing – T2S" in the search box, as show below:



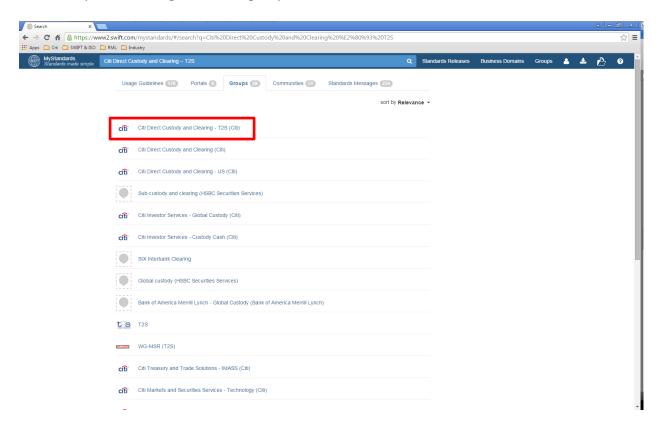


6. Select "Groups"



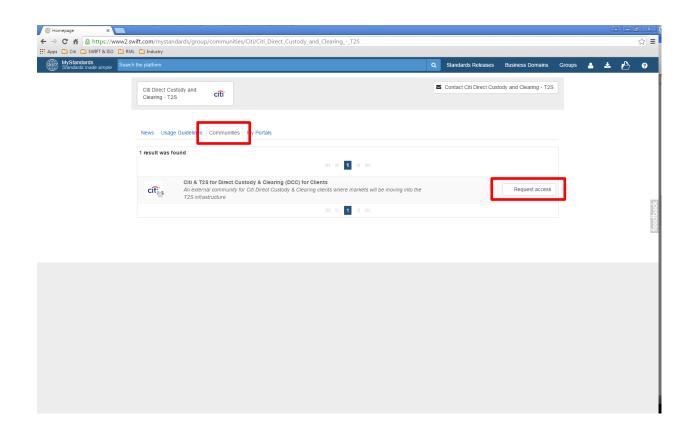


7. Then Select the "Citi Direct Custody and Clearing – T2S" subgroup



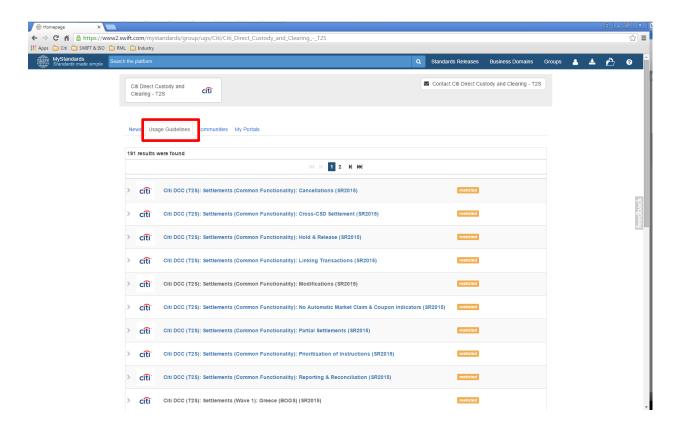
8. The "News Feed" for the T2S subgroup will appear. To request access to the guidelines, select "Communities" and "Request access" to the community. Please provide the name of your Client Executive / Representative in Citi with your request





9. Once approved, you will have access to the Collections and Usage Guidelines for Citi T2S. To view them, select the "Usage Guidelines" tab.

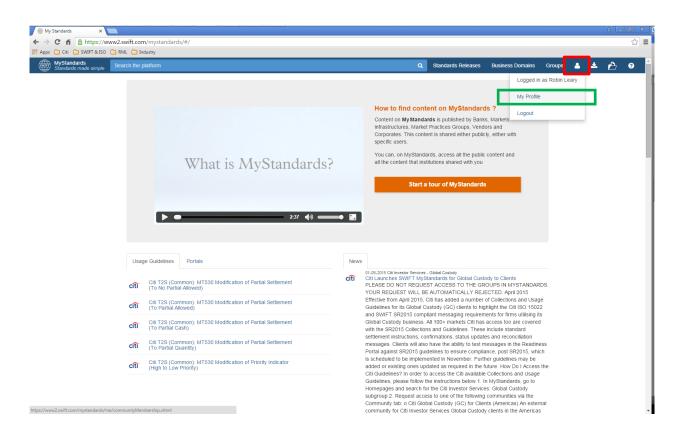




10. Once access has been granted and you're viewing the guidelines in the future, Steps 4 to 7 can be followed for access to the Guidelines.

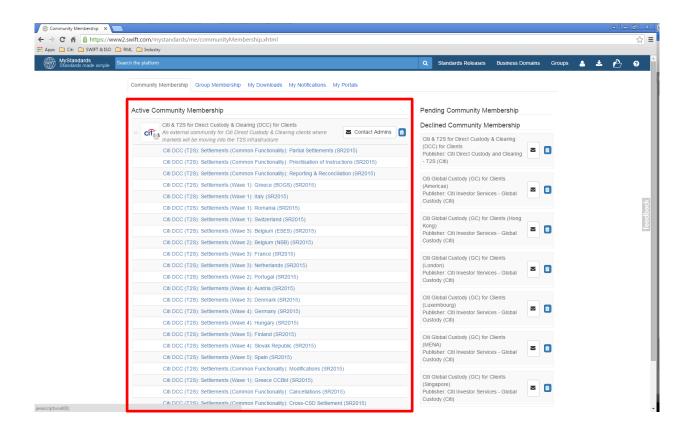


11. Alternatively, for viewing the guidelines in the future, after logging in, select the "Person" icon, as shown below in the red box and "My Profile", as shown in the green box. The "Citi Direct Custody and Clearing – T2S" Community should appear.



12. Expand the Community and a list of Collections will become available. Click on the Collection you require and the Usage Guidelines in that Collection will appear.







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