

How to request access to MyStandards  
and the Sveriges Riksbank Guidelines

## Instructions MyStandards

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If you already have access to mySWIFT you can start directly with procedure two, (Request access to MyStandards), if not, you need to complete the following three procedures to get access to mySWIFT and to MyStandards with Sveriges Riksbank Guidelines access:

### **Register to swift.com**

1. Go to <http://www.swift.com>
2. Click mySWIFT
3. Click How to register
4. Download or Play the instruction video - *How to become a swift.com user?*

The registration process is also documented in the swift.com [Registration User Guide](#)

5. When you are ready to complete the User Registration form then click [here](#) to access the form
6. When you have completed the User Registration form click Submit
7. Complete ALL the instructions you will receive in an e-mail

### **Request access to MyStandards**

1. Go to <http://www.swift.com>
2. From mySWIFT, click Access mySWIFT
3. Enter your email, password and 2-Step Verification
4. In mySWIFT click My tools menu and then click MyStandards
5. Select the check box and Accept the Terms of use

### **Request access to Sveriges Riksbank Guidelines**

1. When you are in MyStandards, click Groups
2. Under Groups, click Sveriges Riksbank  
Tip: You can use the Search group field
3. Under Sub-groups click RIX-RTGS or other relevant Sub-group
4. When inside the Sub-group, under Open Communities, click Request Access on the community of interest.  
The Membership Request window appears
5. You might need to specify the reason for requesting access. Use for example - Access required for training purposes. Click OK
6. The Request Access button should now say Member
7. You can then bookmark the URL of the community in your Internet browser so you can easily access it.