Bankers World Online

User Guide

This guide explains how to use the Bankers World Online service. The guide describes the different tools and how to use them. This document is for users of Bankers World Online.

04 January 2019
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Preface

Purpose of the document

This user guide explains how to use the Bankers World Online service. The guide describes the different modules and how to use them.

Audience

This document is for users of Bankers World Online.

Significant changes

The following table lists all significant changes to the content of the Bankers World Online User Guide since the following previous editions. The table does not include editorial changes that SWIFT makes to improve the usability and comprehension of the document.

<table>
<thead>
<tr>
<th>Updated information since the March 2017 edition</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>The content of this document has been updated to reflect the latest enhancements and features of Bankers World Online.</td>
<td>Globally throughout the document</td>
</tr>
</tbody>
</table>

Related documentation

Frequently Asked Questions for SWIFTRef Users
1  Bankers World Online Content

Bankers World Online provides access to global payments and correspondent banking reference data as well as due diligence data on financial institutions and corporates worldwide.

Bankers World Online is divided into the following three modules:

- Bankers World Online BIC on page 5
- Bankers World Online REACH on page 5
- Bankers World Online ENTITY on page 5

1.1  Bankers World Online BIC

The Bankers World Online BIC module contains all BICs from the ISO registry and covers SWIFT-connected and non-connected financial institutions and corporates with more than 100,000 BICs in over 200 countries.

- All history BIC: covers all BICs that are not currently valid, but have existed in the past.
- All BIC events: all BIC events from BIC Plus are included. For example, this contains name changes, address changes, connectivity changes, and BIC deactivations.

1.2  Bankers World Online REACH

The Bankers World Online REACH module contains the following information:

- all national IDs (also called bank codes) collected from central banks and payment systems worldwide
- all LEIs from GLEIF
- reachability data from the Reach Plus directory
- countries & currencies
- holidays
- IBAN validation with data from the IBAN Plus directory

1.3  Bankers World Online ENTITY

The Bankers World Online ENTITY module contains the following due diligence data:

- financial data
- credit ratings
- shareholding
- legal ownership structures
- people
## Bankers World Online Data Providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Type of data provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWIFT</td>
<td>• BIC data from SWIFT's back-office system&lt;br&gt;• Data directly collected from individual banks and corporations&lt;br&gt;• Standing Settlement Instructions&lt;br&gt;• SEPA routing details&lt;br&gt;• Link between IBAN National ID and IBAN BIC</td>
</tr>
<tr>
<td>Copp Clark</td>
<td>• Bank holidays&lt;br&gt;• Exchange settlement holidays&lt;br&gt;• Exchange trading holidays&lt;br&gt;• Holidays per currency</td>
</tr>
<tr>
<td>Data from central banks and national code providers</td>
<td>The national code data is sourced directly from the originating sources. The country data contains a national codes section. This section provides information about national codes along with the source of information.</td>
</tr>
<tr>
<td>Google</td>
<td>Google maps</td>
</tr>
<tr>
<td>Moody’s</td>
<td>• Bank Financial strength rating&lt;br&gt;• Credit ratings (short and long-term)&lt;br&gt;• Immediate and ultimate parent&lt;br&gt;• Moody’s organisation IDs&lt;br&gt;• Securities ratings and identifiers (CUSIP/ISIN and stock exchange ticker)</td>
</tr>
<tr>
<td>Reuters</td>
<td>• Business summary, industry classifications, weblinks, contact details&lt;br&gt;• Financials (income statement, balance sheet, cash flow, stock)&lt;br&gt;• Ownership&lt;br&gt;• Executives and directors&lt;br&gt;• Stock data</td>
</tr>
<tr>
<td>Dun &amp; Bradstreet</td>
<td>• Immediate and ultimate parent&lt;br&gt;• Industry classification and contact details&lt;br&gt;• Key financial indicators (if no data available from Reuters)&lt;br&gt;• Executives and directors (if no data available from Reuters)</td>
</tr>
<tr>
<td>Provider</td>
<td>Type of data provided</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>The Economist Intelligence Unit</td>
<td>• Banking sector risk</td>
</tr>
<tr>
<td></td>
<td>• Country profiles</td>
</tr>
<tr>
<td></td>
<td>• Exchange rates</td>
</tr>
<tr>
<td></td>
<td>• Interest rates</td>
</tr>
<tr>
<td></td>
<td>• Travel and news (links to more information)</td>
</tr>
</tbody>
</table>
3 Bankers World Online Language Availability

Bankers World Online is available in the following languages:

- English
- French
- Japanese
- Mandarin
- Russian
- Spanish

The labels and explanations are translated. However, the data received remains in English.
4 Request Free Trial Access

If you would like to try the Bankers World Online before ordering, then you can request a free trial. The free trial period lasts for one month.

For more information, see Frequently Asked Questions for SWIFTRef Users.
5 Log in to Bankers World Online

Before you begin

- You must be a registered SWIFTRef user. If you are not registered, then register on swift.com. If you forget your password, then see Frequently Asked Questions for SWIFTRef Users.
- You must be an activated user. For more information, see Frequently Asked Questions for SWIFTRef Users.
- You must use one of the supported browsers. For more information, Frequently Asked Questions for SWIFTRef Users

Procedure

2. You are redirected to the customer login page on www.swift.com.

Sign in with your swift.com credentials

Email address

Password

Forgot password?

Your swift.com password

Don't have an account?

How do I become a swift.com user? video
Registration User Guide
swift.com security guidelines

Create account

Sign in
3. Type your e-mail address and your password and click **Sign in**.

The Bankers World Online landing page appears.

*Note*  
*The BIC Online tool will be available until the end of January 2019.*
6 Bankers World Online Interface

6.1 SWIFTRefdata Home Page

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankers World Online</td>
<td>The top of the screen indicates the SWIFTRef products you have access to.</td>
</tr>
<tr>
<td>Download Area</td>
<td>Download SWIFTRef files from the Download Area.</td>
</tr>
<tr>
<td>Countries &amp; Holidays</td>
<td>Access country data, as well as the holiday calendar.</td>
</tr>
<tr>
<td>IBAN Validation</td>
<td>Validate IBANs with this tool.</td>
</tr>
</tbody>
</table>

6.2 Search Area

Use the main page, simple, and advanced search areas to access information.
Main page search

Search for institution name, country, city, BICs, LEIs, other identifiers

Search

Additional search options

More search options for: Institutions SSIs Payment System News

Additional search options for Institutions

Institution name, Country, City, BICs, LEIs, Moody's ID, other identifiers

Institutions (440487) SSIs (17362) Payment System (357) News (5679)

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Type Identifier value</th>
<th>FIN Service Code</th>
<th>Type Service Code</th>
<th>IBAN National ID</th>
<th>Type an IBAN National ID</th>
<th>Credit Rating type</th>
<th>Any type</th>
<th>Office type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution name</td>
<td>Type a name</td>
<td>Identifier status</td>
<td>Active (live)</td>
<td>IBAN BIC</td>
<td>Type an IBAN BIC</td>
<td>Credit Ratings</td>
<td>Any rating</td>
<td>Parent</td>
</tr>
<tr>
<td>Country</td>
<td>Any Country</td>
<td>Connected BIC</td>
<td>Connected BIC</td>
<td>SEPA Adherence</td>
<td>Any SEPA Adherence</td>
<td>Office type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Address</td>
<td>Type a city or an address</td>
<td>Non connected BIC</td>
<td>Non connected BIC</td>
<td>SEPA Payment</td>
<td>Any SEPA Payment</td>
<td>Office type:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional search options for SSIs

Institutions (440487) SSIs (17362) Payment System (357) News (5679)

<table>
<thead>
<tr>
<th>Currency</th>
<th>Owner BIC</th>
<th>Type an owner BIC</th>
<th>Country</th>
<th>Any Country</th>
<th>Category</th>
<th>Any Category</th>
<th>SSI type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Currency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Correspondent</td>
<td></td>
</tr>
</tbody>
</table>

Reset Search
### Additional search options for Payment System

<table>
<thead>
<tr>
<th>Institutions (4404871)</th>
<th>SSIs (17362)</th>
<th>Payment System (387)</th>
<th>News (5679)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym</td>
<td></td>
<td>Payment System</td>
<td></td>
</tr>
<tr>
<td>Acronym</td>
<td></td>
<td>Payment System</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td>Any Country</td>
<td></td>
</tr>
</tbody>
</table>

**Less search options**  
**Reset**  
**Search**

### Additional search options for News

<table>
<thead>
<tr>
<th>Institutions (4404871)</th>
<th>SSIs (17362)</th>
<th>Payment System (307)</th>
<th>News (54048)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution name</td>
<td></td>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>Type a name</td>
<td>Broadcast via SWIFT</td>
<td>Reuters News</td>
<td></td>
</tr>
<tr>
<td>BIC</td>
<td></td>
<td>Keyword</td>
<td>Keyword</td>
</tr>
<tr>
<td>Type a BIC</td>
<td></td>
<td>Type a keyword</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td>Date from YYYY-MM-DD</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>Any Country</td>
<td></td>
<td>Broadcast Initiator</td>
<td>Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broadcast number</td>
<td>Type a broadcast number</td>
</tr>
</tbody>
</table>

**Less search options**  
**Reset**  
**Search**
6.3 Search Results Area

Example

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Identifier type</th>
<th>Value</th>
<th>Country</th>
<th>City</th>
<th>Legal type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>(HONG KONG) DEUTSCHE BANK AG, HONG KONG BRANCH</td>
<td>National ID</td>
<td>905564005403</td>
<td>CHINA</td>
<td></td>
<td>UN</td>
<td>Inactive</td>
</tr>
<tr>
<td>AAREAL BANK AG (FORMERLY WESTDEUTSCHE IMMOBILIENBANK AG)</td>
<td>National ID</td>
<td>55200600</td>
<td>GERMANY</td>
<td>WIESBADEN</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>AAREAL BANK AG (FORMERLY WESTDEUTSCHE IMMOBILIENBANK AG)</td>
<td>BIC</td>
<td>IMMDE5MIDDX</td>
<td>GERMANY</td>
<td>WIESBADEN</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>ACHTUNDZWANZIGSTE KG NRS NORD DEUTSCHE REEDEREI H. SCHULDT GMBH &amp; CO.</td>
<td>LEI</td>
<td>525900UJB8VLIRWZIV80</td>
<td>GERMANY</td>
<td>Hamburg</td>
<td>LE</td>
<td>Active</td>
</tr>
<tr>
<td>ACHTUNDZWANZIGSTE KG NRS NORD DEUTSCHE REEDEREI H. SCHULDT GMBH &amp; CO.</td>
<td>BRN</td>
<td>HRA 101692</td>
<td>GERMANY</td>
<td>Hamburg</td>
<td>LE</td>
<td>Active</td>
</tr>
<tr>
<td>ADAMS STIFTUNG GÖTZ HÜBNER FÜR INTERKULTURLE FÜHREN AM OBERSCHLESISCH-DEUTSCHEN UND POLNISCH-DEUTSCHEN BEISPIEL</td>
<td>LEI</td>
<td>525900CI89SC4BEYMTW30</td>
<td>GERMANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADAMS STEUERBERATUNGSGESellschaft MBH</td>
<td>LEI</td>
<td>9067600049MVH6E60V34</td>
<td>GERMANY</td>
<td>Malsch a.N.</td>
<td>LE</td>
<td>Active</td>
</tr>
<tr>
<td>AF EIGENKAPITALFONDS FUER DEUTSCHEN MITTELSTAND GMBH &amp; CO. KG</td>
<td>GIIN</td>
<td>180JF1.99999.8L.376</td>
<td>GERMANY</td>
<td>Hamburg</td>
<td>LE</td>
<td>Active</td>
</tr>
</tbody>
</table>

Search filters

After you have performed a search and the search results appear, then search filters may be available to the left of the results.

Click the appropriate option button or select from a drop-down list to refine your original search results.

Icons and tools

Depending on which module that you use, the following icons and tools may be available on search results pages:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back</td>
<td>Navigate to another page</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Results per page 20</td>
<td>Change the number of records displayed per page</td>
</tr>
</tbody>
</table>
7 Bankers World Online Structure

Bankers World Online contains the following data:

- Institutions on page 17
- SSIs on page 18
- Payment System on page 21
- News on page 22

Bankers World Online contains the following tools:

- Countries & Currencies on page 22
- Holidays on page 23
- IBAN Tools on page 24

7.1 Institutions

Institutions contains the searchable institutions. The information is separated into different sections:

Institution profile
- bank details
- general and switchboard contacts
- business summary
- sector information

Payments data
- routing data
- service codes (SWIFT FIN and SWIFTNet service codes)
- national IDs (also called bank codes)
- IBAN data
- SEPA data (SEPA adherence and SEPA routing)
- payment systems (participation to payment systems)

SSI data
- listed SSIs
- operational structure
- BIC and national ID

BIC events
- history of changes to BICs

Broadcasts and news
- SWIFT broadcasts
- Reuters news (significant developments)
Due Diligence

- financial data
- financial description
- income statement
- balance sheet
- cash
- stock
- credit ratings
- Moody's
- shareholding
- ownership structure
- People: executives and directors

7.2 SSIs

| Institution name, Country, City, BICs, LEIs, Moody’s ID, other identifiers |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| Institutions (4345796) | SSIs (17282) | Payment System (507) | News (5679) | |
| Currency | Owner BIC | Country | Category | SSI type |
| Any Currency | Type all owner BIC | Any Country | Any Category | |

There are currently 17282 SSIs owner(s) for the selected criteria.

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Owner BIC</th>
<th>Country / City</th>
<th>Number of SSIs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELENOBANKAIAD</td>
<td>AABAABABXX</td>
<td>SERBIA / BEograd</td>
<td>15</td>
</tr>
<tr>
<td>AL MUZANIN EXCHANGE CO. K3OC</td>
<td>AABAABABXX</td>
<td>KUWAIT / KUWAIT</td>
<td>108</td>
</tr>
<tr>
<td>ALAWLAL BANK</td>
<td>AABAABABXX</td>
<td>SAUDI ARABIA / ALKHODAR</td>
<td>93</td>
</tr>
<tr>
<td>ALAWLAL BANK</td>
<td>AABAABABXX</td>
<td>SAUDI ARABIA / RIYADH</td>
<td>121</td>
</tr>
<tr>
<td>BANK OF ALAND PLC</td>
<td>AABAABABXX</td>
<td>FINLAND / MARIEHAMN</td>
<td>39</td>
</tr>
<tr>
<td>BANK OF ALAND PLC</td>
<td>AABAABABXX</td>
<td>FINLAND / MARIEHAMN</td>
<td>53</td>
</tr>
<tr>
<td>ALANDISBANKEN ABI (FINLAND), SVENSK FILIAL</td>
<td>AABAABABXX</td>
<td>SWEDEN / STOCKHOLM</td>
<td>13</td>
</tr>
<tr>
<td>ANGLO AMERICAN SA FINANCE LIMITED</td>
<td>AABAABABXX</td>
<td>SOUTH AFRICA / JOHANNESBURG</td>
<td>13</td>
</tr>
<tr>
<td>SPARKasse AACHEN</td>
<td>AABAABABXX</td>
<td>GERMANY / AACHEN</td>
<td>60</td>
</tr>
<tr>
<td>UNITED BANK OF ALBANIA SH.A</td>
<td>AABAABABXX</td>
<td>ALBANIA / TIRANA</td>
<td>22</td>
</tr>
<tr>
<td>KREDITBANKEN A/S</td>
<td>AABAABABXX</td>
<td>DENMARK / AABENRAA</td>
<td>43</td>
</tr>
<tr>
<td>AAREAL BANK AG</td>
<td>AABAABABXX</td>
<td>BELGIUM / BRUSSELS</td>
<td>14</td>
</tr>
</tbody>
</table>
Data is now displayed differently in the SSIs section. You can view a Correspondent BIC, and consult categories and account numbers. To view additional details on the correspondent (for example, the national code) click on the BIC and navigate to the payment details of that BIC.

An SSI with several payment legs displays the following symbol:

If you click on the symbol, then the next legs in the payment flow are displayed.

**Example**

DEUTSCHE BANK A.G.

DEUTBEBBXXX has an account with the head office DEUTDEFFXXX for AED.

The next payment leg displays that DEUTDEFFXXX has a correspondent account with NBADAEAAVOS for AED and the category is ANYY.
Provide feedback

You can provide feedback on SSI data when you complete and submit the following form directly in Bankers World Online:

**Give feedback on specific data**

- **Type**: Error in SSI  ☐  Missing SSI
- **Correspondent BIC**: Type a correspondent BIC
- **Currency**: Type a currency

Please provide the correct data

+ Add another feedback

☐  I would like SWIFT to follow up with me

Submit  Cancel
# 7.3 Payment System

There are currently 267 Payment System for the selected criteria.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Payment System Name</th>
<th>ISO Country Code</th>
<th>No. of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedACH</td>
<td>Automated Clearing House</td>
<td>US</td>
<td>17862</td>
</tr>
<tr>
<td>BACS</td>
<td>Bankers Automated Clearing Services</td>
<td>GB</td>
<td>16735</td>
</tr>
<tr>
<td>FPS</td>
<td>Faster Payments Service</td>
<td>GB</td>
<td>15056</td>
</tr>
</tbody>
</table>

### Faster Payments Service

- **Country code**: GB
- **Currency codes**: GBP

- **Coverage**: Domestic
- **Platform**: FPS

- **Operator company**: Faster Payments Scheme Limited
- **Operator country**: UNITED KINGDOM
- **Operations start time**: 09:00
- **Operations cut-off time**: 23:59

### Participants (showing 10 of 10)

<table>
<thead>
<tr>
<th>PARTICIPANT ID</th>
<th>BIC</th>
<th>PARTICIPANT NAME</th>
<th>PARTICIPANT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001</td>
<td>NVBKGB2118R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
<tr>
<td>000002</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
<tr>
<td>000003</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
<tr>
<td>000004</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
<tr>
<td>000005</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
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<td>000006</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
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<td>000007</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
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</tr>
<tr>
<td>000008</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
<tr>
<td>000009</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
<tr>
<td>000010</td>
<td>NVBKGB2119R</td>
<td>NATIONAL WESTMINSTER BANK PLC</td>
<td>M</td>
</tr>
</tbody>
</table>
7.4 News

Institution name, Country, City, BICs, LEIs, Moody’s ID, other identifiers

<table>
<thead>
<tr>
<th>Institution name</th>
<th>Type</th>
<th>Broadcast via SWIFT</th>
<th>Reuters News</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type a name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>BIC</th>
<th>Keyword</th>
<th>Date from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Country</td>
<td>Type a BIC</td>
<td>Type a keyword</td>
<td>YYYY-MM-DD</td>
<td>YYYY-MM-DD</td>
</tr>
</tbody>
</table>

7.5 Countries & Currencies

Countries & Currencies contains the following information:

- Country
- Currency name - code
- Administrative capital
- Next holiday
When you select a country, the following information is provided:

- Macro Economic
- Holidays
- Credit ratings
- Payment data
- Broadcasts and news

7.6 Holidays

The Holidays tool contains a consolidated calendar including the countries that observe holidays on a specific day.

There are two main options to view the Holidays tool calendar:

- **Month view**
  
  Contains the countries that observe holidays on a specific day

- **Day view**
  
  Contains a list of countries, holiday names, holiday categories, and holiday types that observe holidays on the selected day

Select or deselect the following options to filter your view of the Holidays tool calendar:

- Bank Holidays
- Currency Holidays
- Exchange Trading Holidays
- Exchange Settlement Holidays
- Target Holidays
- Weekend
7.7 IBAN Tools

- **IBAN Validation** on page 24
- **IBAN Structure** on page 25
- **IBAN Constructor** on page 25

### 7.7.1 IBAN Validation

Validation tool
7.7.2 IBAN Structure

Structure tool example

![IBAN Structure Diagram]

7.7.3 IBAN Constructor

Procedure
1. Select the desired country from the drop-down list.
2. Type additional information into the fields provided (if necessary).
3. Click [Construct].
4. If it is valid, then the result IBAN and its relevant information will appear.
8 Support

You can provide your feedback with the new options:

**Give us your feedback**

Click on one of the two buttons below to give us your feedback.

- I want to give feedback on a specific data error or missing data
- I want to give general feedback about the product
Give feedback on specific data

Type
- Error in data
- Missing data
- Others

Type something here...

+ Add another feedback

☐ I would like SWIFT to follow up with me

Cancel  Submit
Give generic feedback

Would you recommend BWO to other customers?

0 1 2 3 4 5 6 7 8 9 10

😊 Not likely

Extremely likely 😊

Your comments to product management

Type something here...

☐ I would like SWIFT to follow up with me

Cancel Submit

If you do not find the information that you are looking for, then contact Support:

- **You are registered for SWIFT Support**

- **You are not registered for SWIFT Support**
  - If you have a BIC, then register on [www.swift.com](https://www.swift.com) > [Register now](https).
  - If you do not have a BIC or you do not know your BIC, then contact the SWIFTRef administrator at your institution.
<table>
<thead>
<tr>
<th>Type of support</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SWIFTRef data content and operational issues:</strong></td>
<td><strong><a href="http://www.swift.com/support">www.swift.com/support</a></strong></td>
</tr>
<tr>
<td>• data issues</td>
<td>• <a href="#">Documentation</a> (User Handbook)</td>
</tr>
<tr>
<td>• directory publication issues</td>
<td>• <a href="#">Knowledge base</a></td>
</tr>
<tr>
<td>• directory file queries</td>
<td>• <a href="#">Report a case</a></td>
</tr>
<tr>
<td>• website application errors</td>
<td></td>
</tr>
<tr>
<td>• identity and access management</td>
<td></td>
</tr>
<tr>
<td><strong>SWIFTRef sales enquiries</strong></td>
<td><strong>Send an e-mail to <a href="mailto:swiftref@swift.com">swiftref@swift.com</a></strong></td>
</tr>
</tbody>
</table>
9 Passkeys and Access to SWIFTRef Online Products

9.1 About Passkeys and Grant/Revoke Access

Overview

There are two ways that a SWIFTRef user administrator can give staff within an institution access to SWIFTRef products:

1. grant access with the Grant/revoke access tab
2. with a passkey

Only an administrator can use the grant/revoke access functionality. The administrator may receive a direct request from a user, and the administrator decides that it is easier to add the user with the Grant/revoke access tab than with a passkey.

For more information, see How does a SWIFTRef user administrator grant or revoke user access to SWIFTRef products? on page 35.

About passkeys

An administrator can use the grant/revoke access functionality even if the passkey exists.

If you decide to use the passkey option, then the following rules apply:

- The passkey is used by a person within the SWIFTRef user administrator's institution to register on swift.com and get access automatically to the SWIFTRef product linked to a specific contract. There is no need for additional approval by the administrator.
- The SWIFTRef user administrator can distribute the passkey to a large number of people in the institution. These people then decide if they want to register on swift.com and request access to SWIFTRef products. The administrator does not have to know in advance if each individual user already has a profile on swift.com.
- A passkey is linked to one domain name and one contract.
- Normally, there is only one product per contract.
- For one contract, an administrator cannot define two passkeys for the same domain name.
- An administrator cannot edit a passkey. The administrator can only add or remove passkeys.
Under **Contract details**, you see the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information about the contract</td>
</tr>
<tr>
<td>2</td>
<td>The passkey and the related domain name</td>
</tr>
<tr>
<td>3</td>
<td>SWIFTRef products linked to the contract and options that you may have ordered, such as daily updates or download automation</td>
</tr>
</tbody>
</table>

### 9.2 How does a SWIFTRef user administrator access passkeys for SWIFTRef online products?

**Procedure**

1. Log in to [www.swift.com](http://www.swift.com).
2. In your profile, select **Admin functions**, then select **Contract details**.
3. Select the appropriate contract from the drop-down list. This list contains the SWIFTRef contracts that you can manage.
4. You (the administrator) then give the passkey to new end users for self-activation.

**Related information**

- [About Passkeys and Grant/Revoke Access](#) on page 30
- [How does a user without a swift.com account get access to SWIFTRef products?](#) on page 33
9.3 How does a SWIFTRef user administrator add and remove passkeys?

Procedure
2. In your profile, select Admin functions, then select Contract details.
3. Select the appropriate contract from the drop-down list. This list contains the SWIFTRef contracts that you can manage.
4. Click Edit.
5. To add a passkey, click Add. Type the domain name for the new passkey.
   To remove a passkey, click Remove.
6. Click Save.

9.4 How does a user with a swift.com account get access to SWIFTRef products?

Procedure
1. Ask the SWIFTRef user administrator within your institution for the passkey for the product that you need access to.
   For more information, see About Passkeys and Grant/Revoke Access on page 30.
   - A passkey is linked to one domain name and one contract.
   - Normally, there will be only one product per contract.
2. Log in to www.swift.com with your existing profile.
3. Click Profiles > Request Accesses.
4. Click Edit.
5. Under **Licenses**, for SWIFTRef products, click **Enter Passkey**.

A pop-window appears.

6. Type your passkey and click **OK**.

7. Click **Save**.

The system verifies if your e-mail address is allowed by the passkey. After verification, the system grants you access to the SWIFTRef product that is linked to the passkey.

### 9.5 How does a user without a swift.com account get access to SWIFTRef products?

**Procedure**

1. Ask the SWIFTRef user administrator within your institution for the passkey for the product that you need access to.

   For more information, see [About Passkeys and Grant/Revoke Access](#) on page 30.

   A passkey is linked to one domain name and one contract.

   Normally, there will be only one product per contract.

3. Click **form**.

![SWIFTRef Portal](image)

4. Complete all of the fields, including your business e-mail address.
   
   Type the passkey that you received from your administrator.
   
   **Important** Your passkey is only valid for an e-mail address that is specific to the passkey. Your SWIFTRef user administrator should tell you the e-mail domain name that is allowed.

5. Click **Next**.

6. Type your phone number.

7. From the passkey, the system knows the institution that owns the contract. The system shows the BICs that are owned by the institution worldwide, if the contract allows this. For institutions without a BIC, the system also knows the owner of the contract and allows you to register for that institution without a BIC.

8. Select the BIC for which you want to register from the drop-down list.

9. If the institution has standard profiles defined, then a drop-down list displays the standard profiles that you can select.

10. Type your password, and click **Next**.
    
    The system sends a request for registration to the swift.com administrators of the institution.

11. When the swift.com administrator approves your request, your profile on swift.com is created, and you have access to the SWIFTRef products that belong to the passkey that you used.
    
    The system sends an e-mail to inform you about the approval of your registration.

12. You can now log in to and use the SWIFTRef products.
9.6 How does a SWIFTRef user administrator grant or revoke user access to SWIFTRef products?

As SWIFTRef user administrator, you can only grant or revoke access to SWIFTRef products for the contracts that you manage.

The same procedure applies to grant and revoke access for the following SWIFTRef products. Just select the appropriate tab:

- online SWIFTRef products (such as Bankers World Online) and manual download (monthly file): use the **Grant/revoke access** tab
- daily updates: use the **Grant/revoke daily update** tab
- download automation: use the **Grant/revoke download automation** tab

**Important** For download automation, you may only grant this option to two user IDs per contract. If you select more than two, then the system displays a warning.

**Procedure**

1. Log in to [www.swift.com](http://www.swift.com).
   **Tip** To view the video version of this task, see the Knowledge base tip 5019531.

2. Select the admin function tab **Grant/revoke access**.

3. Select the contract from the drop-down list.

4. Select the product from the drop-down list. Normally, there is only one product per contract.
5. Search for the users to whom you want to grant access for this product. You can use the following search criteria:
   • Name
   • BIC
   • E-mail
   • Contract#

   This searches for users who already have access to another contract for SWIFTRef products.

   If the scope of the contract = Group, then the system searches for all users of your institution worldwide. If the scope = Site, then the system searches for users that are registered for the owner of the contract.

6. Click [Search].

   The system displays the users found. If the user already has access to this product for the selected contract, then the check box in the first column is selected.

7. Check that the e-mail address is correct.

8. You can edit the check boxes in the first column. When you select one, access is granted. If you clear a check box, then access is removed.

9. Click [Save].

   A pop-up window appears showing which users will be granted access, and for which users access will be revoked.

10. Click [Confirm].

    The system stores the changes and sends an e-mail to the users to inform them that their profile on swift.com has changed.

Related information

   About Passkeys and Grant/Revoke Access on page 30
   Knowledge base video: How does a SWIFTRef Administrator grant and revoke user access to various products
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