

SWIFT CUG/MUG registration

1. Registration for SWIFT Online Services

- CUG registration must be made via the SWIFT website at www.swift.com.
- Please register first, if you do not already have a SWIFT online account.
- To register for the SWIFT Online Service please click on www.swift.com and choose: Ordering and Support ⇒ Ordering ⇒ New customers. There you will see the option [Register](#) for SWIFT Support. Please fill in the requested information.
- After you have submitted this information you will twice receive one-half of the password within 24 hours by MT999 and by e-mail.
- After you have received both parts of the password, click on www.swift.com and choose: Ordering and Support ⇒ Ordering ⇒ New customers. There you will see the option [Login](#).
- Please log in using the new password. Upon the first login, you will be requested to change the password.

2. CUG registration for SWIFT T&T destination

- 1) To register for the CUG please click on www.swift.com and choose: Ordering and Support ⇒ Ordering ⇒ Existing customers ⇒ Member administered services ⇒ Subscribe to ⇒ [Market Infrastructure service](#).
- 2) Choose the market infrastructure, Swiss Interbank Clearing Ltd., towards the end of the Web page.
- 3) Select the “Test” link to request registration of your test and training as a member of the service and fill in the user name and password fields.
- 4) Please accept the SWIFT Ordering Tool terms and conditions.
- 5) Please fill in only the following fields (leave other fields blank or untouched):
 - 1.06: Ordering institution information:
Enter your “live” BIC
 - 2.01: Preferred implementation date:
Please choose the earliest possible date, which is the second weekend following the date of submission.
 - 3.02: Fin service configuration – BIC8 to be registered in the service
Enter your “test” BIC
- 6) Press the “Submit” button.
- 7) Please check the boxes in the customer confirmation section and press on the “I accept” button.

Automatic e-mail confirmation

Upon completion of these steps, a system-generated e-mail acknowledges receipt of your order, and also provides the reference, details and contractual framework of your order. Please forward this mail to: operations@sic.ch.

Validation

The order is submitted for internal validation at SWIFT. Each SWIFT product or service has its own validation criteria. Should validation errors be present, you will be contacted to complete or modify your order.

Acceptance

Upon successful validation, acceptance of your order will be effective upon confirmation by SWIFT by means of a separate e-mail or upon delivery or activation of the ordered SWIFT product or service. If you receive an e-mail, please forward it to: operations@sic.ch.

3. CUG registration for SWIFT live destination

- 1) Follow the steps 1 and 2 as described above.
- 2) Select the “live” link to request registration of your “live” destination as a member of the service.
- 3) Please accept the SWIFT Ordering Tool terms and conditions.
- 4) Please fill in only the following fields (leave other fields blank or untouched):
 - 1.06: Ordering institution information:
Enter your “live” BIC
 - 2.01: Preferred implementation date:
Please choose the earliest possible date, which is the second weekend following the date of submission.
 - 3.02: Fin configuration - BIC8 to be registered in the service:
Enter your “live” BIC

4. Registration for MT104 MUG (only for LSV+/BDD participants)

- 1) To register for the MT104 MUG please click www.swift.com and choose:
Ordering & Support ⇒ Ordering ⇒ Existing customers ⇒ Messaging services ⇒
Change subscription ⇒ SWIFT Net FIN Service under the heading “Change subscription”
 - Click on "Message User Group"
 - Click on "[Register for a Message User Group](#)"
- 2) Click on "[Message User Group registration request](#)" and fill in the user name and password fields.
- 3) Please accept the SWIFT Ordering Tool terms and conditions.
- 4) Enter the details and select the options necessary to process the order:
 - 2.01: Ordering institution information:
Your “live” BIC
 - 3.01: Preferred implementation date:
Please choose the earliest possible date, which is the third weekend following the date of submission.
 - 4.01: Message type:
Please enter your BIC Codes, as well as both the “live” and the “test & training” BIC.
 - 4.02: Add message type:
Please select MT104 Request for direct debit
 - 5.01: MT204 Sender information:
Do not select this position ⇒ not needed