A swift.com registration is necessary to access the KELER-specific standard messages published on MyStandards.
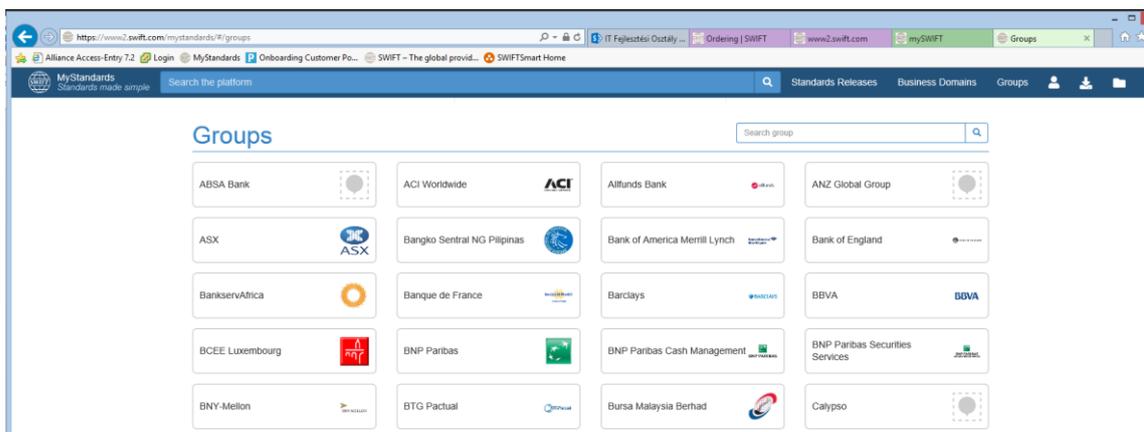
> https://www.swift.com/ → mySWIFT / Access mySWIFT / Create account

Following successful registration and sign-in, the MyStandards platform can be accessed under the menu item My tools / (Products/) MyStandards.

a) The "Usage Guidelines" published by KELER can be accessed (grouped into Collections) according to business aspects, depending on how it was shared, as described below

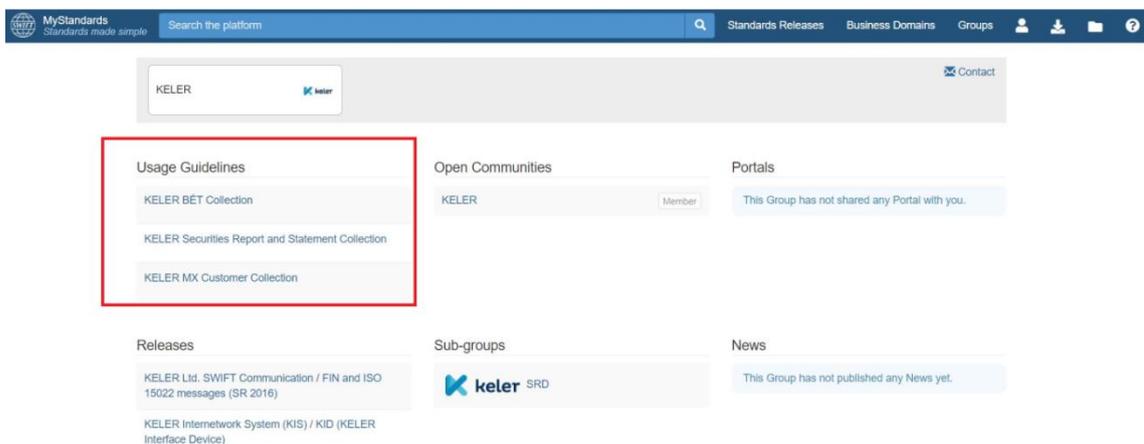> 1.) "Public" – publications accessible to all MyStandards users:

> > After selecting the "Groups" menu item, type the word "KELER" to be searched in the "Search group" field:

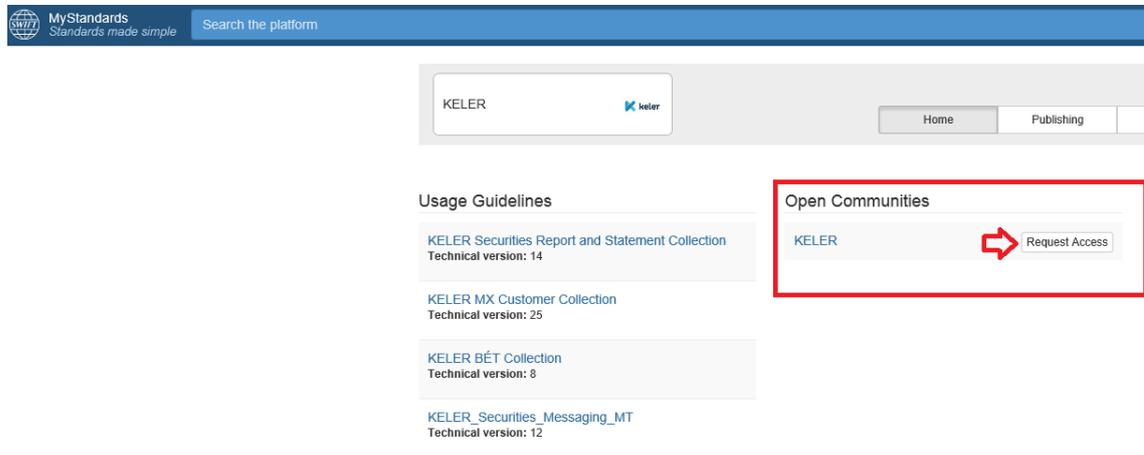> > Choose the item you wish to view from the search results.

> > By clicking on the KELER group, KELER's MyStandards site appears, and the "Public" collections, i.e. the collections published to be accessible to all MyStandards users will appear in the "Usage Guidelines" section.
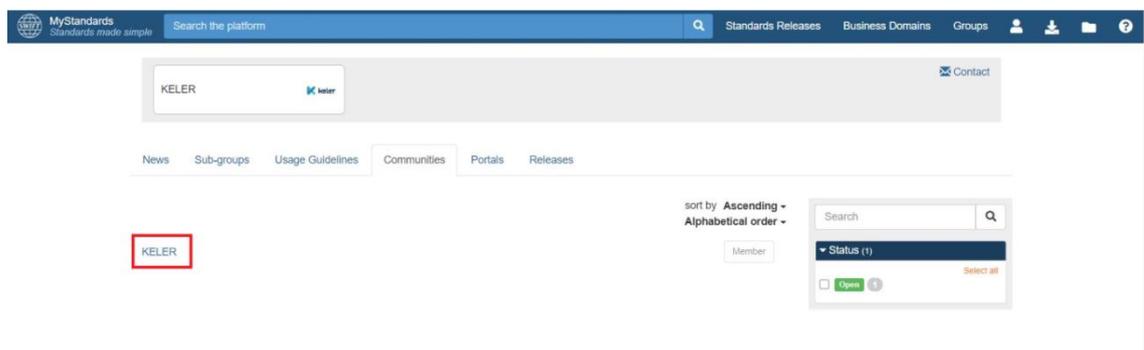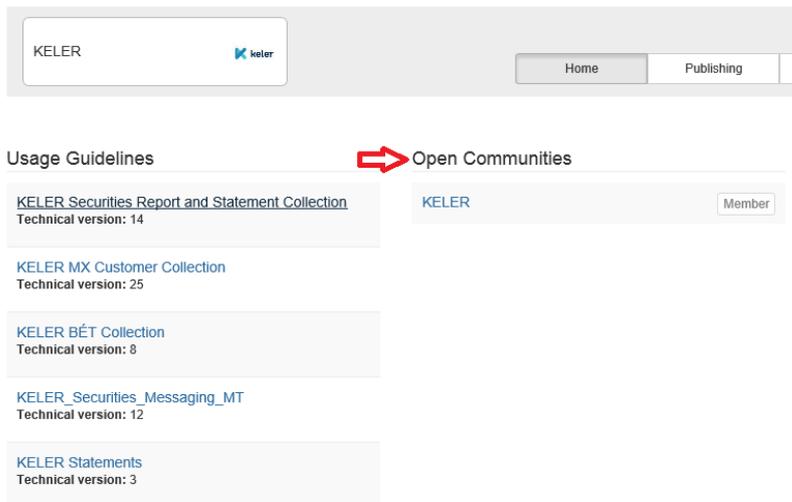
2.) In the case of "Restricted" publications, i.e. publications shared in a Community:
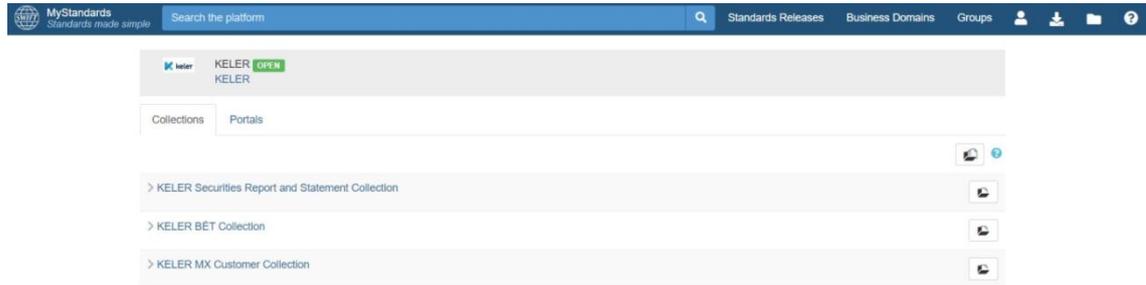
The restricted descriptions, i.e. the descriptions published in "Restricted" mode will be available only after registering into the specific community. This is possible by clicking on the "Request Access" button next to the specific community, under "Open Communities". The registration will be performed automatically, just click on the button.

Following registration, the open communities, e.g. "KELER", will appear by clicking on "Open Communities".
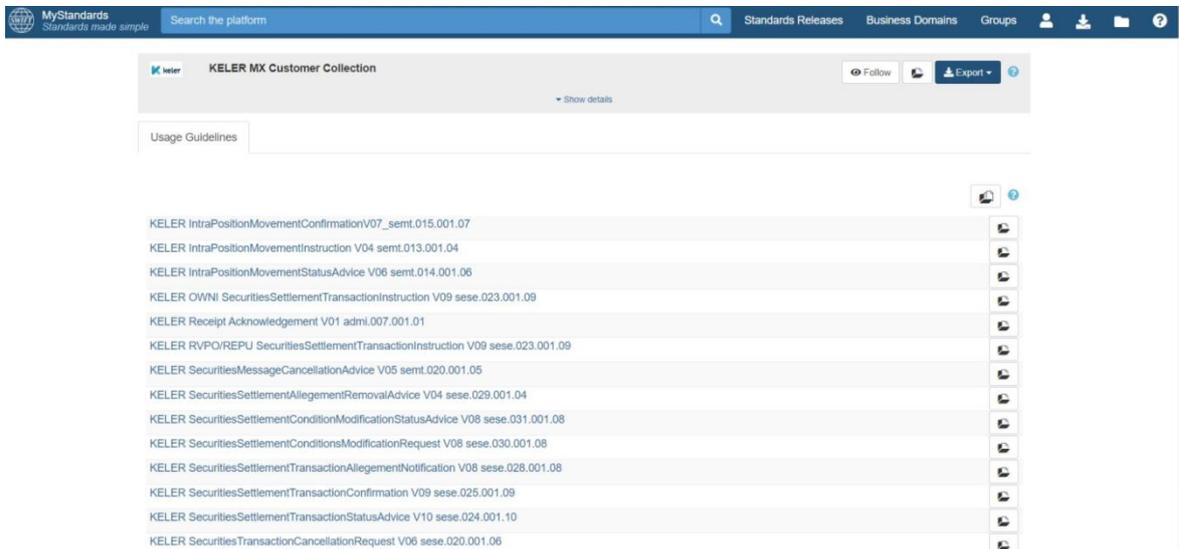
By clicking on the name of the specific "KELER" Community, you can access the related collections/guidelines.

b) Viewing the content of the messages

By selecting the Collection, the list of messages included therein will appear.

By choosing from the list, the parameters of the message can be browsed online as well, or they can be downloaded in PDF/Excel and XML format.