

Registration for User Access

All users must be registered in order to access the services in JSWIFT. All users of JSWIFT will access the system through one individual JSWIFT User Account, whether for personal transactions or for transactions on behalf of organizations the user is associated with. Once the user accesses the system through their individual user account, they may then associate themselves with the organizations they represent. This initial registration is “individual”; it requires the applicant to enter their personal data and upload an approved government issued ID. This is required to identify and verify the individual who will be given access on the JSWIFT platform. The User Access must never be shared hence all individuals using the system must have their own user credentials.

Have your TRN and a saved copy of a government issued ID (Passport, Driver’s Licence and National ID) before completing the application.

Please complete the Application Form in BLOCK CAPITALS or Sentence Case.

Visit our YouTube Channel @ Learning JSWIFT for the steps on User Registration: See YouTube Link below.

<https://www.youtube.com/watch?v=-puc197pfLA&t=143s>

User Account Registration steps:

1. Visit www.jswift.gov.jm
2. In the top right-hand corner of the portal, click Register.
3. Complete the online application form by updating ALL mandatory fields:
 - a. Upload a valid Government issued ID (format: jpg, jpeg, png and pdf)
 - i) Ensure that your picture and details are clearly visible.
 - ii) Ensure that the Government ID details entered, corresponds with the picture ID provided.
 - b. For the Contact Information section, select the ‘Add Contact’ button to save your
 - c. telephone number.
 - d. c) Read and Accept the Terms and Conditions
 - e. d) Check the “I’m not a robot” checkbox and follow the instructions
 - f. e) Click Submit (you will be directed to a confirmation page to review your details)
4. Review the details on the confirmation page.
 - a) If you are satisfied with the details entered, Click Confirm Submission
 - b) You will receive a confirmation pop-up message and an email confirming your application submission
5. A JSWIFT Administrator will review your application

- a. If your application is approved, you will receive an email notification with your JSWIFT username and a link to create your password
6. Open the JSWIFT notification email
 - a) Click the link to create your password (your browser will direct you to a page to create your password)
7. Create your password
 - a) Enter your password
 - b) Confirm your password
 - c) You will receive a message and an email notification confirming that your password has been created (if successful)

Registration of Company or Business

Have your Company Registration Details available to complete this application.

Visit our YouTube Channel @ Learning JSWIFT for the steps on Entity (Business/Company) Registration: See YouTube Link below:

https://www.youtube.com/watch?v=i716lXMZu_A&t=87s

Registration for User Access- Part 2

Completing the application for Broker Registration:

- 1) Log into JSWIFT using your User Credentials
- 2) Navigate to the Menu Options
- 3) Click **Licence**
- 4) Select **New**
- 5) Complete the Application
 - a. General Information Tab
 - i. Select Regime Type **All**
 - ii. Select appropriate **Process Type**
 1. **Individual or Body Corporate**
 - b. Body Corporate /Individual Licence Details
 - c. Upload Required Attachments
- 6) Submit Application

The application must be paid before processing.

How to Make Payment:

Visit our YouTube Channel @ Learning JSWIFT for the steps on ePayment/Online Payment.

See link below:

<https://www.youtube.com/watch?v=zpn3Ntx898k&t=122s>

1. Navigate to the Menu Options
2. Click **Accounting**
3. Click **Payment Order**
4. Select **New**
 - a. Select Trader (Name on the Application)
 - b. Select Document Type-**Licence**
 - c. Click **Search**
 - d. Add the Document for Payment from the available list.
 - e. Close the Pop-up Window
 - i. The selected document payment details will be added to the page.
5. Review the selection.
6. Select Payment Type-**ePayment** (located at the bottom left of the page)
7. Click **Verify**
8. Click **Pay Now**

How to Print a Licence Application:

Visit our YouTube Channel @ Learning JSWIFT for the steps on how to Search for an Application in JSWIFT:

See link below:

<https://www.youtube.com/watch?v=hDWwquwXRAM>

If the Licence application process displays the status **Approved** this means that the Licence is ready to be printed.

1. Navigate to the Menu Options
2. Select Search
 - a. Enter Search Criteria
3. Click Search
4. View the **Approved** application
5. The Print button is found on the top right of the General Information page of the application
6. Click Print
 - a. The application will be downloaded to the user's computer/device.

Broker Registration Course Code in JSWIFT eLearning:

Couse Code: 5m8m6c

The course container consists of the presentation and a tutorial video.