SwiftComply Registration Guide for Testers (Service Provider Users)

1. You will receive an email from Microsoft invitation

+	Compose	□· C :			1-1 of 1	< >
-		Primary	🔐 Social	Promotions		
	Inbox		_			
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O	Snoozed	Get started with Gmail				×
>	Sent	Customize your	Change profile	Import contacts	Get Gmail for	
	Drafts	inbox	image	and mail	mobile	
~	More					
Mee	et	🗌 🚖 Microsoft Invitatio.	The City of Calgary invited	you to access applications within the	eir organization - Please	1:30 PM
	New meeting					_

2. Please accept the invitation

Microsoft to me 👻	Invitations on behalf of The City of Calgary <invites@microsoft.com></invites@microsoft.com>	1:30 PM (8 minutes ago)	☆	•	:
	• Please only act on this email if you trust the organization represented below. In ra fraudulent invitations from bad actors posing as legitimate companies. If you were no with caution.	re cases, individuals may receiv t expecting this invitation, proc	e eed		
	Organization: The City of Calgary Domain: <u>CalgaryCity.onmicrosoft.com</u>				
	If you accept this invitation, you'll be sent to https://portal.azure.com	com/calgary.ca.			
	Accept invitation				

- 3.1 a) If you have an existing Microsoft account you will be directed to enter your password.(If not continue to 3.2)
 - b) Please enter your password and click sign in.
 - c) click stay signed in

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Micro	soft	
	stamail.com	
Enter p	bassword	
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Terms of use	e Privacy & cookies	
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3.2 If you do not have an account, you will be sent a code to your email for verification a) Click Send code

Calgary 49	
@gmail.co	om
Sign in	
We'll send a code to to sign you in.	@gmail.com
	Send code

b) Enter the code you received in your email and click sign in.



4. Select Accept on City of Calgary Review permissions page.



5. Select Next on City of Calgary More information required page



6. a) Select I want to set up a different method on the Account security page

	Keep your account secure
Υοι	ir organization requires you to set up the following methods of proving who you are.
Microso	oft Authenticator
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	Next
I want to set up	a) a different method

b) Select Phone in the drop down bar for Choose a different method pop out screen

	Keep your account secure
Your organization	requires you to set up the following methods of proving who you are.
Phone	
You can prove who you are b	Choose a different method $ imes$ o your phone.
United States (+1)	Which method would you like to use? Phone
Text me a code Call me	b) Cancel Confirm
Message and data rates may and cookies statement.	apply. Choosing Next means that you agree to the Terms of service and Privac
I want to set up a different me	thod

c) Select Canada as country of residence, and enter your cell phone number d) Select Text me a code, and select Next

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Phone
You can prove who you are by answering a call on your phone or texting a code to your phone.
What phone number would you like to use?
Canada (+1)
Text me a code d) Call me
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.
d) Next
Lwant to set up a different method

e) Enter the six digit code sent to your cell phone, and select Next

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Phone
We just sent a 6 digit code to +1 403-870-5532. Enter the code below. 982954 e)
Resend code
I want to set up a different method

f) Select Next on the successful SMS verification page

Keep your account secure	
Your organization requires you to set up the following methods of proving who yo	u are.
Phone	
SMS verified. Your phone was registered successfully	Next

g) Select Done when on the Success page

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Success!
Great job! You have successfully set up your security info. Choose "Done" to continue signing in Default sign-in method:
Phone +1 403
9) Done

7. You will be redirected to the Microsoft Azure Page. Please close this page and proceed to following website address to access SwiftComply. calgaryab.c3swift.com



8. Select on the SSO login button. This will automatically enter you into SwiftComply for the first time. In the future when selecting the SSO button you will be prompted for your verification. Each login will allow you to access the website for 8-10 hours.



9. Please be advised that the Password reset section on your profile page is not connected to your account and should not be used.



10. Please review the knowledge base tab within SwiftComply for instruction on software use. Please also visit our website <u>here</u> to review addition support such as tips and troubleshooting.

