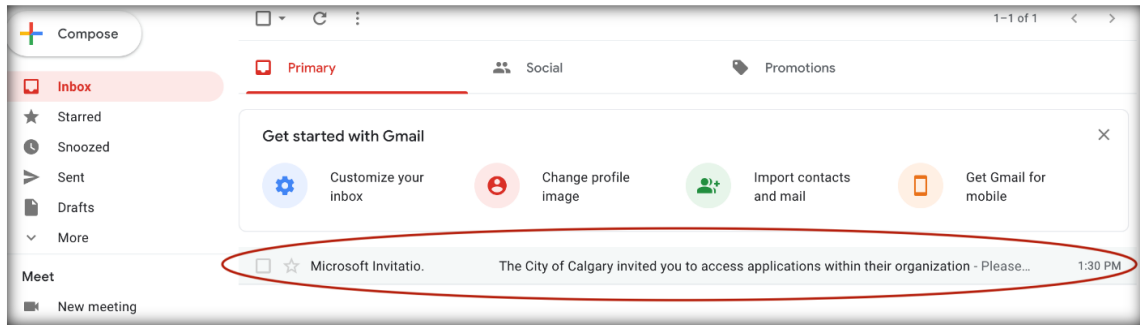
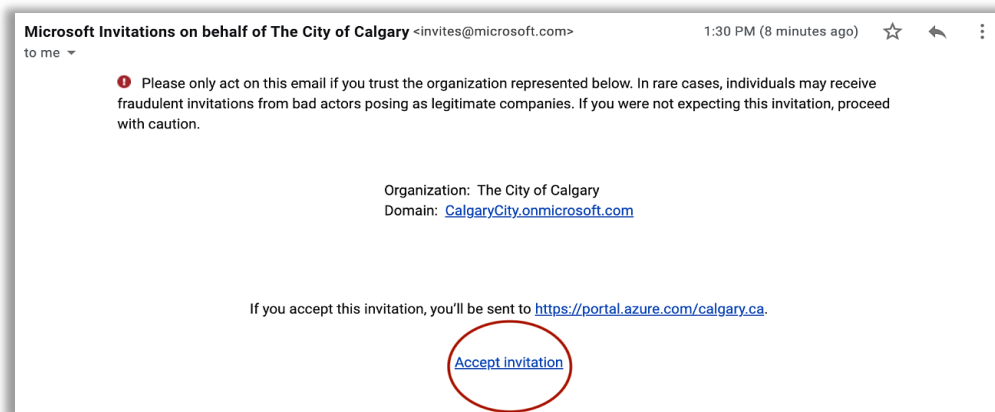


## SwiftComply Registration Guide for Testers (Service Provider Users)

### 1. You will receive an email from Microsoft invitation



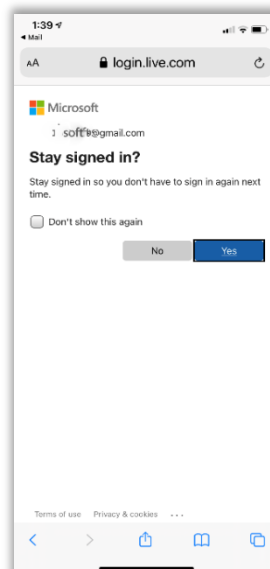
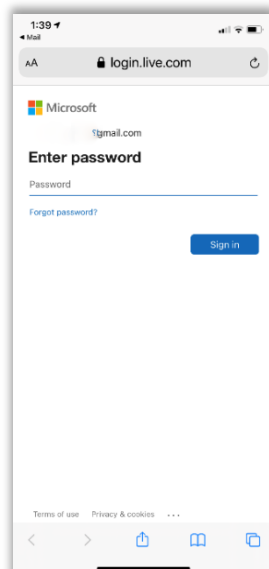
### 2. Please accept the invitation



3.1 a) If you have an existing Microsoft account you will be directed to enter your password.(If not continue to 3.2)

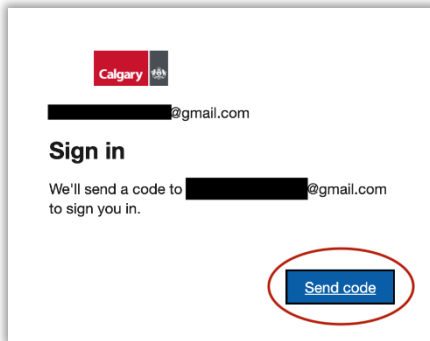
b) Please enter your password and click sign in.

c) click stay signed in

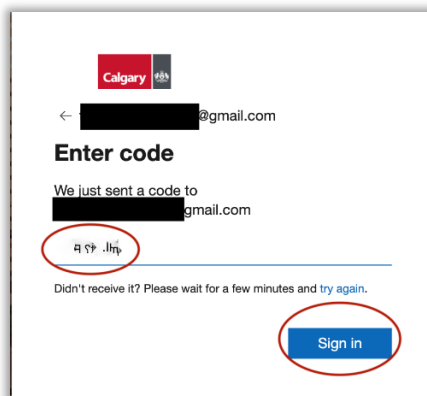


### 3.2 If you do not have an account, you will be sent a code to your email for verification

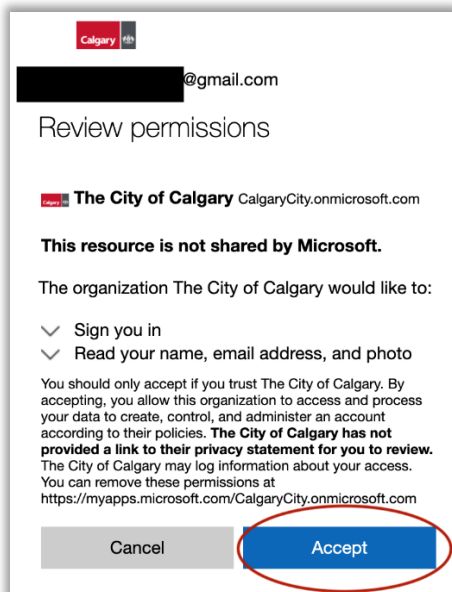
#### a) Click Send code



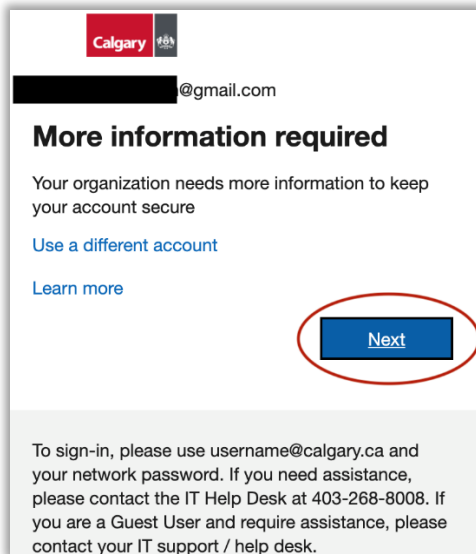
#### b) Enter the code you received in your email and click sign in.



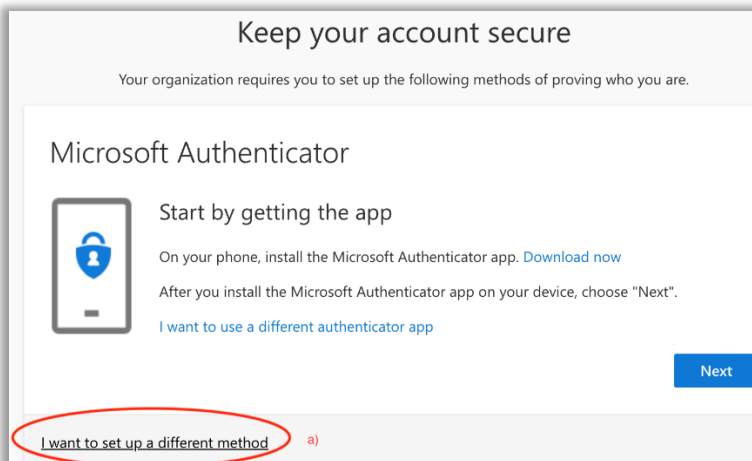
### 4. Select Accept on City of Calgary Review permissions page.



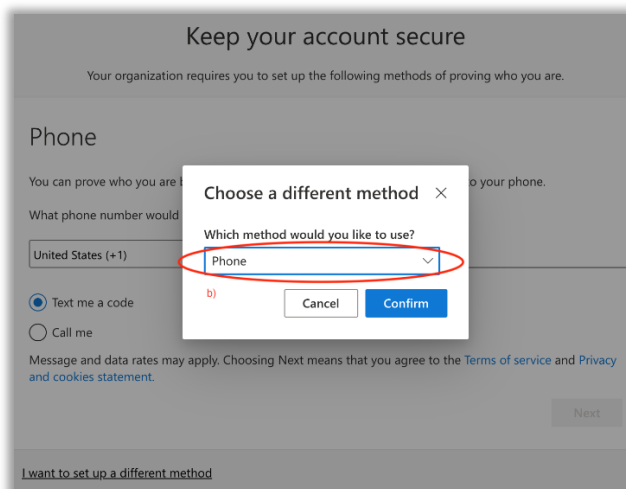
5. Select Next on City of Calgary More information required page



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



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



**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?

c) c)

☒ 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)

[I want 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.

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 you are.

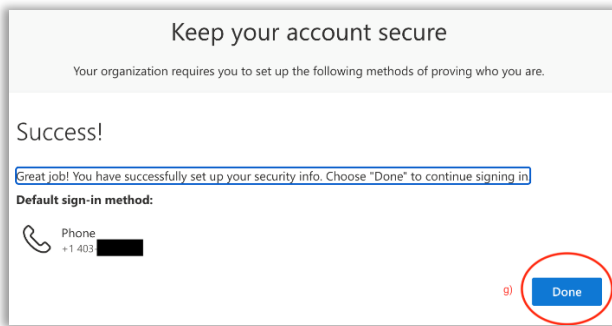
### Phone

☒ SMS verified. Your phone was registered successfully

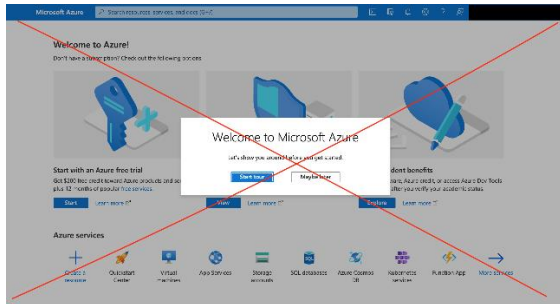
f)

[I want to set up a different method](#)

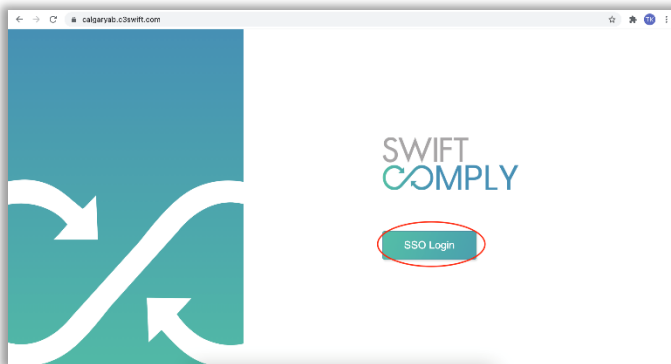
**g) Select Done when on the Success page**



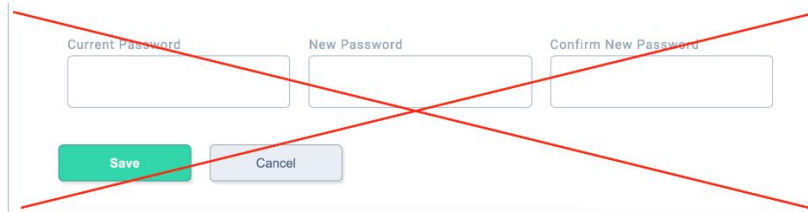
**7. You will be redirected to the Microsoft Azure Page. Please close this page and proceed to following website address to access SwiftComply. [calgaryab.c3swift.com](http://calgaryab.c3swift.com)**



**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 [here](#) to review addition support such as tips and troubleshooting.

