



Setting Up Swift File Act Transfer Service Using Host-to-Host Channel

Before getting started, please ensure that the user responsible for setting up the Swift FileAct Transfer Service has the Technical Integration Management

entitlement for the Host-to-Host channel.

In this guide, we'll walk you through the following steps:

- Setting Up the Connectivity Profile
- <u>Configuring the Payment File Profile</u>
- Viewing the File Status Using the File Service

Once both the connectivity profile and payment file profile are activated, file exchanges can begin on either the test or production network. Let's get started!

Setting Up the Connectivity Profile

First, create Connectivity Profile:

Click on the "Connectivity tab" in the navigation menu, then click on the Actions button and select Set Up Connectivity Profile from the dropdown menu.

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Profile Name	e 11	Н	lost-to-Host		Secure File Tr	ransfer Protocol (SFTP)	Pending Approval	Details	
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Enter the Connectivity Profile details for Host-to-Host Channel.

Channel: Select the Host-to-Host connectivity

Connectivity
Set Up Connectivity Profile

Set Up Connectivity Profile

channel.

Profile Name: A unique name must be provided to distinguish this connection profile from others. It should be descriptive enough to easily recognize the purpose of this profile.

Connectivity Type: Protocol which will be used to establish the connection, which in this case is **Swift FileAct**.

Technology Group Distribution Email: An email address is required to configure the profile. Using a group distribution email address removes dependency on a single individual to maintain the connection.

Enter the Swift Member Information, Client Distinguished Name: Root Organization (Mandatory): Specify "swift."

Client Organization (Mandatory): Enter your Swift BIC.

Optional Fields: You may include the Numbered Common Name, Common Name, and Organizational Unit if applicable.

Messaging Service Name: These options represent the various methods of FileAct connectivity available within the SWIFT network. They are required by the network gateway to configure and create profiles. 4 options in the dropdown are:

Swift.corp.fa

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- Swift.corp.fast
- Swift.generic.fa
- Swift generic.fast

Note: The testing distinguished name and production distinguished name must be unique and not present in any other connectivity profile.

Save as Draft: If you do not have all the necessary artifacts to complete this step, you can save your

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Connectivity Profile						
Channel						
Host-to-Host Swift						
Profile Name 🕐						
Enter Name						
Connectivity Type						
Swift FileAct	\sim					
Technical Group Distribution Email						
profilename@email.com						
Receive alerts and notifications for this profile						
Swift Member Information					3	
Production Information						
Client's Distinguished Name 💿						
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Messaging Service Name 💿						
Select	\sim					
Test Information						
Client's Distinguished Name 🕜						
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%Number Name	Nar	me bic8		Swift		
Messaging Service Name						
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progress and can continue later.

Click the **Review** button once the form is complete.

Next, you'll be taken to the **Review and Submit** page. This page provides you an opportunity to verify the request details before submitting for approval.

Edit: You can modify any details by clicking on the Edit link (pencil icon). This will return you to the prior page with all the form fields prefilled.

Save as Draft: Save your progress so that you can continue later.

Click on **Submit Request** once all form details have been verified.

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\equiv Menu Dashboard Accounts Payments	Reports Administration Relationship Management	Connectivity ⑦ Help এ
Connectivity > Connectivity Profile		
Review and Submit		
Connectivity Profile		🖉 Edit
Channel Host-to-Host Technical Group Distribution Email techservices@client.com	Profile Name H2H Company Swift FileAct	Connectivity Type Swift FileAct
Swift Member Information		
Production Information	Test Information	
Client's Distinguished Name cn=%01,cn=smith,ou=payments,o=abcdxxxx,o=swift	Client's Distinguished Name cn=%01,cn=smith,ou=payments,o=abcdxxxx,o=swi	ift
Messaging Service Name Score (RT)- swift.corp.fa	Messaging Service Name Score (RT)- swift.corp.fa	
Save as Draft		Cancel Submit Request
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Upon successful submission of a connectivity profile, you'll see a confirmation pop-up with links to next steps.

If you're not ready to begin the File Profile setup, click **Return to Connectivity** and continue to step 7.

To begin creating a payment profile, click **Create a File Profile** and refer to the <u>How to Set Up a Payment File</u> <u>Profile</u> user guide for further instruction.



Approve or Reject Connectivity Profile: Once the Connectivity Profile request is submitted, it must be reviewed, then approved or rejected by a different user with the **Technical Integration Manager** entitlement.

Click the **Connectivity** tab on the Main Navigation menu. Next, select "Pending Approval" filter, then click **Details** to review the item details.

Note: The image here shows the maker's view of the request. The checker view is as shown in step 8.



1-50 \checkmark of 2500 events \langle Page 1 \checkmark of 10 \rangle



8

Review all the details. As the checker, you can then choose to either **Approve or Reject** the Connectivity Profile request.



Bank Activation: After the checker approves the connectivity profile, the profile goes into "Pending Approval" status.



Profile Name

Profile Name FlleAct 1

Note: Clients can view the progression of their host-tohost channel set-up journey in the "Connectivity Checklist" which appears below the profile summary after the client has submitted the connectivity profile for approval.

Channel Host-to-Host Connectivity Type Swift FileAct Technical Group Distribution Email profileemail1@email.com **Connectivity Checklist** \wedge Connectivity Profile Setup \bigcirc Recommended manual steps: • Test Connectivity in UAT Confirm production connections Payment File Profile Setup Recommended manual steps: • Test payment file in UAT • Confirm payment API on Prod **View Profile**

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Connectivity Profile Activation: Once the checker approves the request, the new profile only takes a few minutes to automatically onboard onto RBC Clear's domain. Upon onboarding completion, the profile changes to "Active".

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Filters: Swift Host-to-Host F	Pending Approval Type: Swift FileAct	X Status: Active X Reset Filters			$\land \checkmark$
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Profile Name FlleAct 2	Host-to-Host	Swift FIleAct	Active	[i] Details	
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Active Connectivity Profile: Click on "Details" in step 11 and then on the "View Profile" option to see the connectivity profile as shown in the screen to the right.



Production Credentials	
 Before you transmit through this configuration, note that this information should only be used for your live production environment. Use of this information will permit live payment requests to be processed. RBC is not liable for any erroneous payments or losses resulting from transmitted payment requests. 	
Messaging Service Name	
cba.yyz.pqr	
Client Distinguished Name (Requester) RBC Clear Distinguished Name (Responder)	

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Configuring the Payment File Profile

To create a Payment Profile, first set up the Connectivity Profile. Alternatively, navigate to the Connectivity tab, click the **Actions** button, and select **'Set Up Payment Profile'** from the dropdown menu.

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Name U	Channel 1	Connectivity Type ↓1	Draft	Actions U
2			Draft	
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Profile Name 2	Host-to-Host	Secure File Transfer Protocol (SFTP)	Active	Details
Profile Name 3	Host-to-Host	Secure File Transfer Protocol (SFTP)	Active	Details
Profile Name 5	Host-to-Host	Secure File Transfer Protocol (SFTP)	Pending Approval	Details
Profile Name 6	Host-to-Host	Secure File Transfer Protocol (SFTP)	Pending Approval	[]] Details
Profile Name 7	Host-to-Host	Secure File Transfer Protocol (SFTP)	Pending Approval	[] Details
Profile Name 8	Host-to-Host	Secure File Transfer Protocol (SFTP)	Pending Approval	[] Details
Profile Name 9	Host-to-Host	Secure File Transfer Protocol (SFTP)	Pending Approval	[]] Details
Profile Name 10	Host-to-Host	Secure File Transfer Protocol (SFTP)	Pending Approval	[] Details
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Enter a **Profile Name**. This name must be unique and should be descriptive enough to easily recognize the purpose of this File Profile.

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Select an existing **Connectivity Profile** from the dropdown menu.

Note: The profile must be at least in draft or pending approval status to be listed in this dropdown

Next, you'll configure the **Request File Settings**. These are the settings and configurations of the file you'll be transmitting to RBC Clear.

File Name ID: A unique 5-character (alpha-numeric only) ID must be created to distinguish the profile from others. This ID must also be added onto the file name of every file that is transmitted to RBC. The ID will act as a linker between the transmitted file and this File Profile.

File Format: The contents of the file must conform to an allowable standard offered in this dropdown.

- ISO XML (Can have ACH and Wires)
- NACHA (Only ACH)

Transaction Type: Select the type(s) of transactions that are allowed in the transmitted file.

Click on **Choose Accounts** for each transaction type. If the transaction type was selected as ISO XML (Wires and ACH) in the previous step, the account pop-up will display all accounts eligible for ACH and Wires.

For each selected Transaction Type, you must designate which accounts will be enabled for processing.

An account that is used in the file but not enabled on this profile will result in the transaction being rejected during file processing.

For ACH, the account must first be onboarded for ACH processing eligibility for the account to be added to this profile.

Select the desired account(s), then click Confirm

200017		
DS0917		
File Format 🕜		
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Request File Settings

File Profile ID ?

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Connectivity > Payment File Pro	file > Set Up Payment File Profile				
Set Up Payme	nt File Profile				
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Profile Name 1	Account Selection			×	
Connectivity Profile	Filters: ACH Wires			Q Search	
Profile Name Connectivity	Account Nickname ↓↑	Account Number 1	Entity ↓↑	Transaction Type J1	
	Nickname 1	9568329292	Entity Name, Inc 01	ACH,	
Request File Setting	Nickname 2	1234567890	Entity Name, Inc 02	ACH	
Request the Setting	Nickname 3	3456007890	Entity Name, Inc 03	ACH	
File Profile ID (?)	Nickname 4	2648329292	Entity Name, Inc 04	ACH	
DS0917	Nickname 5	1144565890	Entity Name, Inc 05	Wires	
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selections.

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Report Delivery ③ 15 Minutes Save as Draft Cancel Review	ISO XML.pain.002		
Save as Draft Cancel Review	Report Delivery ⑦		
Save as Draft Cancel Review			
	Save as Draft	Cancel	Review

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Rejection Level: This determines the impact of validation errors on the file during processing.

Rejection Threshold: For advanced file settings with file level rejection, you may set a rejection threshold. This setting indicates the percentage of rejected payments that will result in the entire file being rejected. Sample Use Case: 90% threshold indicates that when 90% or more of its payments fail validations, then the whole file will fail validation.

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Rejection Levels:

File Level: By default, File Level rejection is chosen. This setting indicates that all transactions in the file must be successfully validated for any transaction in the file to be processed. If the file contains any validation errors, then the entire file will be rejected & ineligible for processing.

Batch Level: For a file that contains multiple batches, this setting indicates that all transactions in the same batch must be successfully validated for the batch to be eligible for processing. If the file contains other successfully validated batches, those batches will continue to be processed, while the failed batch will be rejected & ineligible for processing.

Transaction Level: Choosing Transaction Level rejection offers the most flexibility. For a file that contains multiple payments, this setting indicates that each payment will be treated individually for eligibility. Any payments failing validations will be rejected and ineligible for processing, but all remaining payments will be further processed.

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Connectivity > Payment File Profile > Set Up Payment File Profile Set Up Payment File Profile		
Profile Details		
Profile Name 🕐		
Profile Name 1		
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Profile Name Connectivity 1 V		
Request File Settings		
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4 accounts selected 2 accounts selected		
	6&7	
Rejection Level ()	Rejection Threshold (?)	
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	8	
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Calaat		
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Select Daily End-of-day Daily Custom Time Real Time 15 Minutes 20 Minutes		
Select Daily End-of-day Daily Custom Time Real Time 15 Minutes 30 Minutes 1 Hour		
Select Daily End-of-day Daily Custom Time Real Time 15 Minutes 30 Minutes 1 Hour 2 Hour		
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Select Daily End-of-day Daily Custom Time Real Time 15 Minutes 30 Minutes 1 Hour 2 Hour Save as Draft		Cancel
Select Daily End-of-day Daily Custom Time Real Time 15 Minutes 30 Minutes 1 Hour 2 Hour Save as Draft		Cancel

Next, configure the **Response File Settings**.

This allows for file-based responses that you can receive for payment file requests.

Receive a response file: This indicates that you would like to receive file-based response over your Connectivity setup.

File Format: The contents of the file will conform the standard selection in this section.

Report Delivery: This indicates how frequently the response files can be delivered to the over your Connectivity setup.

Save as Draft: Save your progress so that you can continue later.

9 Click on **Review** once the form is complete.

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Next, you'll be taken to the **Review and Submit** page where you can verify your request details before submitting it for approval.

You can modify any of details by clicking on the Edit link (pencil icon). This will return you to the prior page with the form fields prefilled.

Once the form details have been verified, click Submit.

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Connectivity > Payment File Profile > Set Up Pr Review and Submit Review Profile details	ayment Profile > Review and Submit		
Profile Details			🖉 Edit
Profile Name	Channel(s) to send payment file	Connectivity Profile	
Profile Name 1	Host-to-Host,	CP Name 1	
Request File Settings			
File Name ID	File Format	Rejection Level	
DS0917	ISO XML	File Level	
Enabled Accounts			
Account Nickname ↓↑	Account Number 👃	Entity ↓↑	Transaction Type $\downarrow\uparrow$
Account Nickname 1	1234567890	Entity 1	ACH
Account Nickname 2	1098765432	Entity 2	ACH
Account Nickname 3	3425243738	Entity 3	ACH
Account Nickname 4	9584736352	Entity 4	Wires
Account Nickname 5	3848737373	Entity 5	Wires
Rows per page 5 V 1-5 of 5 < Par	ge 1 of 1 >		

Response File Settings



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Upon successful submission, you'll be returned to 11 the landing page with a confirmation banner.



Approval or Rejection Payment File Profile: Once the Payment File Profile request is submitted, it must be reviewed, then approved or rejected by a different user with the Technical Integration Manager entitlement.

Click the **Connectivity** tab on the Main Navigation menu.





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Next, select "Pending Approval" filter, then click **Details** to review the item details.

Profile Name FlleAct 2	Host-to-Host	Swift FlleAct	Pending Approval	Details	
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		1			
ayment File Profile	e	×			
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Review all the details. As the checker, you can then choose to either Approve or Reject the Connectivity Profile request.

Profile Summary	\wedge
Profile Name	
Profile Name 1	
Connectivity Profile	
C Profile Name 1	
Request File Settings	^
File Name ID	
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Transaction Type	
ACH, Wires	
Request File Format	
Swift FileAct	
Rejection Level	
File Level	
Response File Settings	^
Report Delivery	
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iew Profile Reject	Approve

Once the payment profile is approved, a confirmation banner appears on the Connectivity page displaying the message: "Payment Profile Approved.





14

Payment File Profile Activation: Once the request is

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approved, the Payment File Profile status will change to "Active".

Accounts Payments Reports Administration Connectivity Connectivity Connection Profiles CPJun20 Connectivity Profile Payment File Profiles Image: Connectivity Profile Image: Connectivity Profile<	Capital Markets		RBC Clear [™]		Worl	king Capital Solutions
Connectivity > Connection Profiles CPJun20 Connectivity Profile Payment File Profiles Connectivity Profile Payment File Profiles File Profile ID Status PFJun20 ACH,Wires GMR01 Active View Profile PFJun20File001 ACH GMR02 Active View Profile	Accounts Payments Reports	Administration Connecti	vity Relationship Manageme	ent		දු
Connectivity Profile Payment File Profiles Name Transaction Types File Profile ID PFJun20 ACH,Wires GMR01 Active View Profile PFJun20File001 ACH GMR02 Active View Profile Rows per page 25 v 1-2 of 2 < Page	Connectivity > Connection Profiles Connection Profiles CPJun20				[Delete Profile
Name Transaction Types File Profile ID Status PFJun20 ACH,Wires GMR01 Active View Profile PFJun20File001 ACH GMR02 Active View Profile Rows per page 25 v 1-2 of 2 < Page	Connectivity Profile Payment File Profile	25		15		
PFJun20 ACH,Wires GMR01 Active View Profile PFJun20File001 ACH GMR02 Active View Profile Rows per page 25 \log 1-2 of 2 < Page	Name Transac	ction Types	File Profile ID	Status		
PFJun20File001 ACH GMR02 Active View Profile Rows per page 25 \logstrianglerightarrow 1-2 of 2 < Page	PFJun20 ACH,Wit	res	GMR01	Active	View Profile	
Rows per page 25 \checkmark 1-2 of 2 \checkmark Page 1 of 1 $>$	PFJun20File001 ACH		GMR02	Active	View Profile	
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Viewing the File Status Using the File Service

Once the connectivity profile and payment file profile are activated, file exchanges can begin on either the test or production network.

Use your Enterprise Resources Planning (ERP) system to upload testing files.

- 2 Follow these steps to check the status of transmitted files:
 - For users with 'File Services Only' entitlement: Go to the Connectivity tab and select File Services.
 - For users with both Technical Integration Manager and File Services entitlements: On the Connectivity page, navigate to the Actions tab and click File Services.

Click "Details" to view the File Details.

Important: Make sure you have the required File Services entitlement to view or manage file statuses.

You can then locate and monitor specific files by sorting or searching for their unique Reference ID.

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Connectivity > File Services File Services				Upload File
• File statuses are based on file-level format validation. To view	individual transaction status	ses, select the Reference ID of	the file you would like to view.	Dismiss
Inbound Files				Q 0123456ABCDEF 🛞
Filters: Date Range: Mar 27, 2025 - Jun 25, 2025				7 🕹 🕸
Reference ID ↓↑ File Name ↓↑	Transmitted Date \downarrow	Transactions ↓↑ Debit Am	ount ↓î Credit Amount ↓î	Status ↓↑ Actions
0123456ABCDEF FD1234567.BMR01.ISOACH20240430092336.0	Jun 18, 2025, 08:55 PM	2	- 5.00	Processed 🚽 📑 Details
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Technical Integration Management

Note: Technical Integration Management grants access to RBC Clear Connectivity, enabling users to view and manage Connectivity Profiles for SFTP and host-to-host file profile setup for ACH payments. All Connectivity and File Profiles are subject to the maker-checker process. Please ensure your entity has sufficient users with the appropriate access to manage these functions.

Click on "**Technical Integration Management**" in the administration tab and expand the options for each entitlement assignment, as required.

		RDC CIEUI	M	771111	working Capital Sold
Menu Dashboard Accounts P	Payments Reports Administration	Relationship Management	Connectivity		⑦ Help
Create New User					
	2		3		4
Enter User Details	Assign Entitlements		Review		Setup Complet
Email					
User Details					
User Type					
2 Entitlements					
User Details					
Customer Name	Customer Name	Customer Name	(Customer Name	
+1 123-456-7890	Mobile	+1 234-567-8910	r N		
Primary Number	Device Type	Secondary Number	[Device Type	
Standard User Type	customer@companyname.com Email				
Accounts and Reporting					
• · · · · · · · · · · · · · · · · · · ·					
Payments and Transfers					
File Services					
Payments and Transfers File Services Technical Integration Manage	jement				
 Payments and transfers File Services Technical Integration Management Relationship Management 	gement				
 Payments and transfers File Services Technical Integration Management Relationship Management 	jement			Back	Review
 Payments and Transfers File Services Technical Integration Management Relationship Management 	gement			Back	Review
 Payments and transfers File Services Technical Integration Management Relationship Management Submit 	gement			Back	Review

2

Once the section is expanded,

Note: "Manage" entitlement cannot be assigned to the user without granting "View" entitlement.

- a. The administrator must specify which entity(ies) the user is authorized to manage.
- b. If Choose entities is selected, click on Assign Entities to select one or more Entity(ies) to assign to the user.
 Then, click Confirm Selections.
- c. Once you have made your selections in all subsections, click **Confirm Selections**.



Standard User Type	Back Confirm Selections	2c
Accounts and Reporting		
Payments and Transfers		
File Services		
	ient	
Assign the user permission to view, ci	eate and/or approve connectivity setups and associated File Profiles.	
Channels Host-to-Host Exchange financial data with RBC Clear via file transfers	Swift Exchange transaction messages with RBC Clear via Swift FIN and Swift FINplus	
Channels Host-to-Host Exchange financial data with RBC Clear via file transfers Permissions	Swift Exchange transaction messages with RBC Clear via Swift FIN and Swift FINplus	
Channels Host-to-Host Exchange financial data with RBC Clear via file transfers Permissions View View-only access to Connectivity and File Profile setups	Swift Exchange transaction messages with RBC Clear via Swift FIN and Swift FINplus Image Access to submit Connectivity and File Profile setups, as well as permission to review and approve Connectivity and File Profile setups submitted by another user. Note: All Connectivity and File Profile setups require maker-checker. Ensure you have a minimum of 2 users with Technical Integration Management entitlements.	
Channels Host-to-Host Exchange financial data with RBC Clear via file transfers Permissions View View-only access to Connectivity and File Profile setups Entities	Swift Exchange transaction messages with RBC Clear via Swift FIN and Swift FIN plus Image Access to submit Connectivity and File Profile setups, as well as permission to review and approve Connectivity and File Profile setups submitted by another user. Merce: All Connectivity and File Profile setups require maker-checker. Ensure you have a minimum of 2 users with Technical Integration Management entitlements.	

RBC Clear

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