Appendix 12: AFISaR membership of a new direct participant

Membership phases

I. Testing and training
   a. installation and configuration of VPN and connection to FTP server at the premises of the candidate institution;
   b. preparation of the request for users in VPN and FTP server from the the candidate institution;
   c. creation of users of VPN and FTP server by the Administrator;
   d. testing of VPN and connection to FTP server by the candidate institution and the Administrator;

II. Preparation of documents
   a. the candidate institution shall prepare the "Internal rules and procedures for the functioning of the AFISaR" in accordance with this Regulation;
   b. the complete documentation shall be submitted to the Administrator for approval;

III. Implementation and transition to live
c. The Administrator makes the relevant remarks/modifications if they contradict this Regulation and/or other Regulations of the Administrator, and presents them to the candidate institution;
d. the candidate institution brings the final version of the "Internal rules and procedures for the functioning of the AFISaR" with the modifications according to paragraph c reflected in it.

III. Implementation and transition to the *Live AFISaR system for direct participants with access to the VPN*

a. preparation and delivery of the participation certificate by the Administrator for the candidate institution;
b. signing of the standard participation contract between the Administrator and the participating institution, in accordance with Annex1:
c. the participant prepares and submits to the Administrator "Information on the direct participant" Appendix 10;
d. the participant completes and submits to the Administrator a "Request for a security token and user in the live environment" Appendix 13 and Appendix 17;
e. the participant completes and submits to the Administrator a "Request for changes to the VPN network" Appendix 14.
f. the participant completes and submits to the Administrator a "Request for creating a user in the FTP-AFISaR system" Appendix 18 after the approval of requests by the Administrator a participant in AFISaR is created, security tokens and user certificates are prepared, users are created in AFISaR *live*, users are created in VPN, security tokens are delivered to the participant;
g. Administrator determines the date for transition to live for the participant and notifies via e-mail all participants in AFISaR;
h. transition to live.

IV. Implementation and transition to the *Live AFISaR system for direct participants with access to SWIFT*

a. the participant submits to the Administrator "Information on the direct participant" Appendix 10;
b. signing of the standard participation contract between the Administrator and the participating institution, in accordance with Annex1:
c. Administrator determines the date for transition to live for the participant and notifies via e-mail all participants in AFISaR;
d. transition to live.