goAML

Reporting Entity Registration Guide
12/06/2017

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* Reporting entities should note that the first person who registers on behalf of that entity will automatically be assigned administrator rights on behalf of the entity. This role can be changed later, however, in the interest of efficiency, an appropriate person, such as the entity's MLRO should, where possible, be the first person to register on behalf of the entity.

goAML Web Registration

Registering as a new Entity (Business)

- All reporting entities must first register with the FIU before they can fully access the goAML Web. This Section provides guidance on how reporting entities can first register as a user of the goAML Web.

- To register as a new entity go to *https://fiu-Ireland.ie*

- Select ***Register; Register as Organisation.***

- Select ***Reporting Entity*** and fill in the fields of the form with your companies' data. Fields marked with an * are mandatory.

- ***Organisation Business Type:*** use the drop down arrow and select the business your company is involved in.

- ***Swift/BIC:*** *Banks* - Enter Swift code   *Non Banks* – Enter ***N/A.***

- ***MLRO:*** Provide contact person details of the MLRO.

- We also require your company's phone number and physical address. To access these fields click on the white '+'.

- ***Reporting Obligation****: For a reporting entity this will be Section 42 of the Criminal Justice (Money Laundering and Terrorist Financing) Act, 2010.

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- **Registering Person**

- Once an organisation's fields have been completed the registering person will have to complete their details.

- Fill in the fields of the form with your data. Fields marked with an * are mandatory.

- *User Name*: When choosing a user name, you should choose a user name that is easy to remember. As other users in your organisation will see your user name it can be useful to make it a generic name that is related to your reporting entity. For example ABC Bank might consider user names such as ABC1, ABC2, ABC3 for various users within that bank.

- *Email*: Your work e-mail address. The acceptance notice of your registration will be sent to this address. This email will also be used to notify you of messages sent to you or your organisation using the goAML Web secure message board.

- *Password:* Please ensure you use strong passwords, and do not disclose them to anyone else. Passwords must be between 5 and 10 characters. (Tip: Choose a password with a combination of upper and lower case letters, numbers and keyboard symbols such as @#$%^&*()_+).

goAML Web Registration

- **Registering Person**

- ***Phones & Addresses:*** We also require your contact phone number and physical business address. To access these fields click on the white '+'.

- Enter the security code from the image into the field at the bottom of the form and select ***Submit request***.

- Once this has been submitted you will receive an automated email notification from goAML with a reference number.

- When your request has been approved you will receive another automated email from the FIU.

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- **Registering as a new User (Person) for an existing Entity**

- To register as a new User go to https://fiu-Ireland.ie.

- Select *Register; Register as a Person.*

- *Individual User*: ***do not select***.

- *Organisation ID*: Your goAML entity number.

- Refer to information as above.

Using goAML Web

- **<u>Logging into the goAML Web</u>**

- To log into the goAML Web you will first need to be registered and have chosen a user name and password. You will not be able to use the goAML Web until your application has been approved as detailed in the previous section.

- Go to https://fiu-Ireland.ie.

- Select ***<u>Login</u>***.

- Enter your User Name and password then select ***<u>Log In</u>***.

Using goAML Web

Using goAML Web

- **Forgotten Password**

- If you have forgotten your password go to the 'Log In' page.

- Select ***Forgot Password***.

- Fill in your user name and Email that was used when registering and ***Submit***.

- You will receive an automated response.

Using goAML Web

Using goAML Web

- **Change Password**

- Log In to goAML.
- Go to ***My goAML.***
- Select ***Change Password.***
- Enter your existing password then your new password, confirm the new password then select ***Change Password.***

- **Change My User Details**

- Log In to goAML.
- Go to ***My goAML***.
- Select ***My User Details***.
- Make any amendments/additions. There are mandatory fields marked with an *.
- Submit Request.

Using goAML Web

- **Change My Organisation Details**

- Log In to goAML.

- Go to *My goAML*.

- Select *My Org Details*.

- Make any amendments/additions. There are mandatory fields marked with an *.

- Submit Request.