



goAML Registration Guide

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Foreword

goAML is an integrated and modular system designed to fit the needs of any Financial Intelligence Unit. The goAML solution is executed in the following steps – collection, collation, analysis (rule-based, risk score and profiling), case workflow and intelligence dissemination. The data sent by the financial institutions goes to a common database and becomes accessible to the FIU compliance and analysis staff. The goAML system then permits data for analysis. goAML processes and analyzes high volumes of reports on suspicious transactions or cash transactions of any kind. The reports are fully populated with all the information needed for analysis to begin, from full customer details through to transactional details for multiple time frames. The system also permits electronic data collection and dissemination from other Sources such as Tax and Law Enforcement authorities, Property Registrars, Vehicle Registrars etc.

The audience of this guide are persons from collaborating agencies with access to the goAML Web application. The functionality of the goAML desktop application is not part of this document. Please refer to the goAML User's Guide for such information.

1 Getting Registered

The goAML Web application (“goAML Web”) is not freely accessible; you must have special access permissions for being able to work with it.

1.1 Register for goAML Web

In order to apply for a goAML user account, you have to register yourself as an Individual or as an Organization.



1. Click on Register as an Organization or Register as an Individual based on the following criteria:
 - If you are an **Organization** registering for the very **first time** click on **Register as an Organization** (Reporting Entity, Stake Holder or Supervisory Body).
 - If you are an **Organization** but wishes to register **other members** of your company click on **Register as an Individual**
 - If you are an **Individual** registering for the very **first time** click on **Register as an Individual**
2. Fill in the fields of the form with your data (* = mandatory field).
3. Enter the security code from the image into the field at the bottom of the form.
4. Click on **Submit Request**. The data is sent to the goAML administrators.

As soon as your application is either accepted or rejected, you will receive an email notification from the goAML administrators.

1.2 Registration Form: Individual User

GOAML US

Register Login

Registration Type

Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:

Individual User

Registering Person

Organization ID*

User Name* Email*

Password* Confirm Password*

Gender Title

First Name* Last Name*

Birth Date TRN*

Nationality Occupation

-

Passport? No Yes

Phones *

Addresses

Attachments

File Name	File Size
<input type="text"/>	<input type="text"/>

No file chosen

- **Individual User:** Select only if you are not associated with a registered organization
- **Organization ID:** The id that was given to the organization as the time of registration
- **User name:** The login name you want to use (b/w 4 and 50 characters)
- **Password / Confirm password:** The password you want to use for your login.
- **First name / Last name:** Your real name.
- **Email:** The email address you want to use for communication with goAML
- **Occupation:** Your current occupation
- **Nationality:** Your current nationality
- **Birth Date:** Your date of birth
- **TRN:** Your Social Security number (alphanumeric code)

1.2.1 Phones

- **Contact Type:** It can be Business, Operational, Private, Public, Unknown
- **Comm. Type:** It can be Landline, Mobile, Satellite, Pager etc.
- **Comments:** If any

Phones * +

Phone

Contact Type*	<input type="text"/>	Comm. Type*	<input type="text"/>
Country Prefix	<input type="text"/>	Number*	<input type="text"/>
Extension	<input type="text"/>	Comments	<input type="text"/>

You can add any number of phone records associated with you (new reporting person) by clicking on the **Add** button. The phone records will appear in a grid on the Registration form. You can delete any of these records by clicking on

Phones +

Type	Country Prefix	Number	
2		88768878	
2	IND	788	

1.2.2 Addresses

Addresses +

Address

Type*	<input type="text"/>	Address*	<input type="text"/>
City*	<input type="text"/>	Zip	<input type="text"/>
Country*	JAMAICA	State	<input type="text"/>
Comments	<input type="text"/>		

- **Type:** It can be Business, Operational, Private, Registered etc.
- **City:** name of the city
- **Country:** name of the country of residence
- **Address:** details like street name, house number etc.
- **Zip:** the Zip Code of the city
- **State:** state of residence
- **Comments:** if any

You can add any number of Address records associated with you (new reporting person) by clicking on the **Add** button.. The address records will appear in a grid. You can delete any of these records by clicking on **X**

Addresses +					
Address	City	State	Zip	Country	
4, Waagramerstrasse	BEILBA			CHINA	X
5, Mayfair	CAMERONS CREEK			CAMEROON	X

1.3 Registration Form: Organization (Reporting Entity, Stake Holder, Supervisory Body)

GOAML USA GB

Register Login

Registration Type

Please select the type of organization you are registering as, and then enter your organization details

Entity type:

Reporting Entity
 Stakeholder
 Supervisory Body

Registering Organization

Organization Business Type* is financial Yes No
 Name* acronym*
 Incorp. Num Swift/Bic*
 Incorp. City Incorp. State
 Incorp. Country Name of holding company
 Contact Person Email*
 TRN*

Phones * +

Addresses * +

Reporting Obligation +

- **Organization Business Type:** It can be a Bank, Life Insurance Company, Postal Office, Credit Unions etc.

1.3.1 Phones

Please refer to [1.2.1 Phones](#)

1.3.2 Addresses

Please refer to [1.2.2 Addresses](#)

1.3.3 Reporting Obligation

Reporting Entities are required to report threshold transactions, suspicious transactions etc. You can choose the relevant reporting obligations and the selected options will be displayed in the grid.

Reporting Obligation

ID	Schedule	Item	Description
2	schedule1	item2	Lending institution

Close

ID	Schedule	Item	Description
2	schedule1	item2	Lending institution
3	schedule2	item1	selling items over 1000 dollars
4	schedule2	item2	anonymous accounts

1.3.4 Attachments

You can select any file to upload from your respective File Browser window and click on the Upload button to upload it in the system.

Attachments

File Name	File Size	
BankTransactions - April 2013.xls	257024	✗
Bank Transactions_2.xls	241152	✗
Bank Transactions_1.xls	241152	✗

Browse... No file selected. Upload

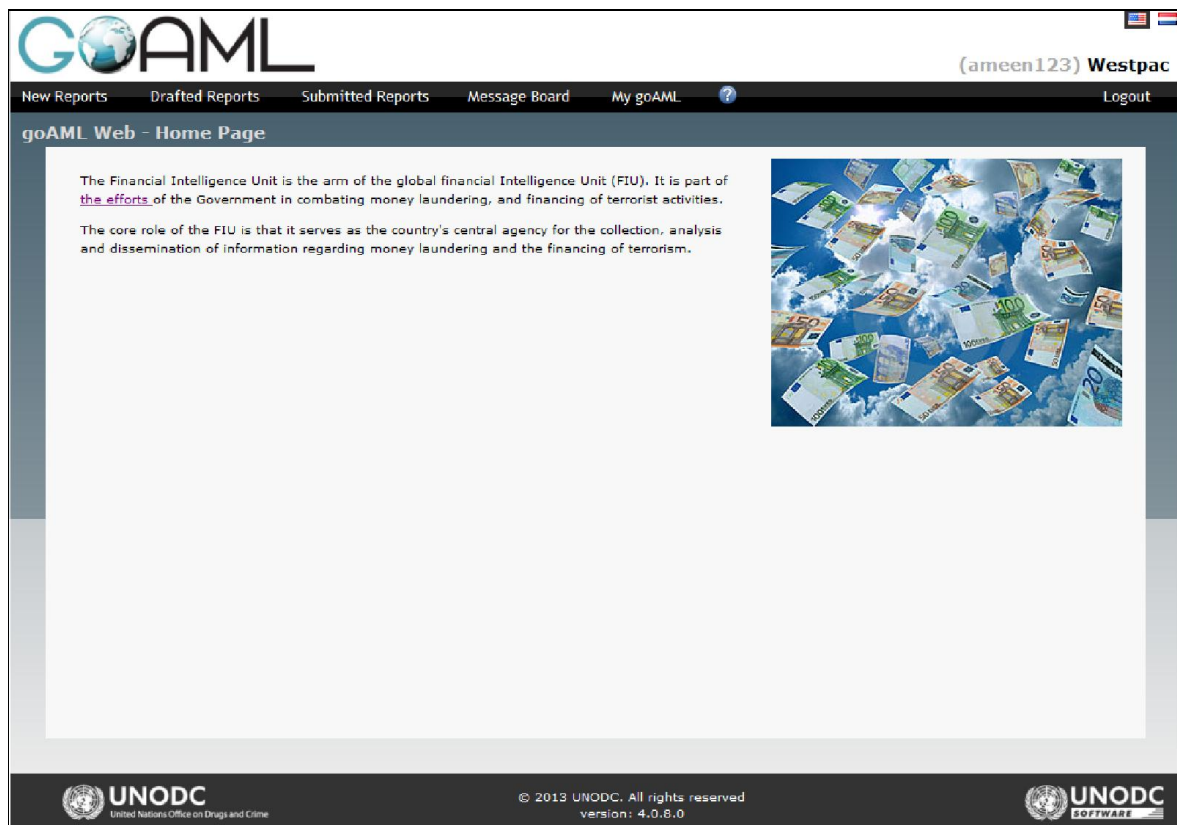
1.3.5 Captcha

Before submitting the request the user has to type the Captcha (sequence of digits that appears on the screen in this case) into the box without making any errors.

Once the registration form has been submitted, a notification will appear to the user to this effect.

1.4 The User Interface

The goAML WEB user interface is divided into several sections.



- **Header:** Contains the application's logo with the Home link. Click on the logo to return to the application's home page. It also displays the country flags corresponding to the language options available in the application. You can click on the flag to switch to the required application language.
- **Menu bar:** The element for navigating to the goAML Web functions. Hover over a link in the menu bar with the mouse pointer to see the functions it contains.
- **Information bar:** Shows the title of the current application page, a link to the online help and your login name and reporting entity name.
- **Footer:** Provides a link to the UNODC home page plus the copyright and version information.

- **Body:** The largest part of the application window; contains the functional elements of the current working context.

1.5 Logout

To log off from goAML:

1. Click on **Logout** in the navigation bar. Your goAML session is terminated.

***Note:** After some time without activity you are logged off automatically (default: one hour)*