Financial Monitoring Unit (FMU)

goAML Registration User's Guide
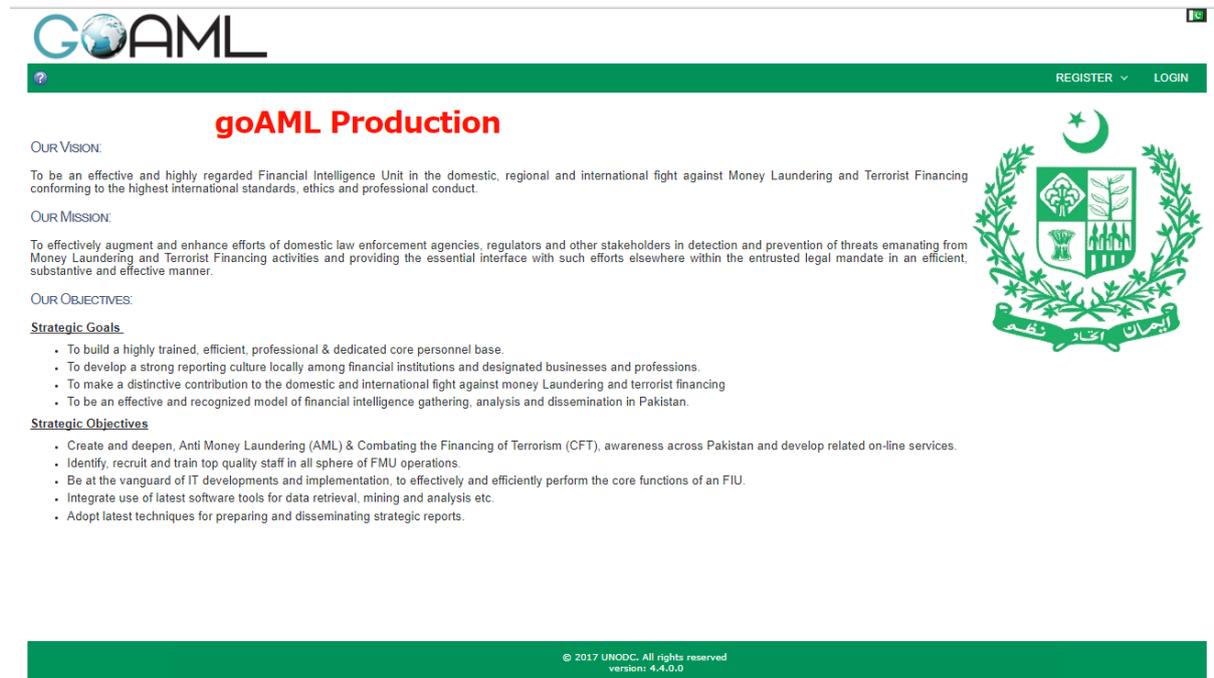
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Foreword

       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 FMU 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 reporting entities and collaborating agencies with access to the goAML Web application. In case of any query, please contact to an email address goamlhelpdesk@fmu.gov.pk

Getting Started

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

When you enter the URL into your Web browser window, the goAML Home Page is launched. Click on Login on the top-right corner of the screen to log in.

If you already have your user credentials, you can just log in with them (see section 1.1: Login to goAML Web). If not, you have to register as a user first (see section 1.2: Register for goAML Web).

1.1 Login to goAML Web
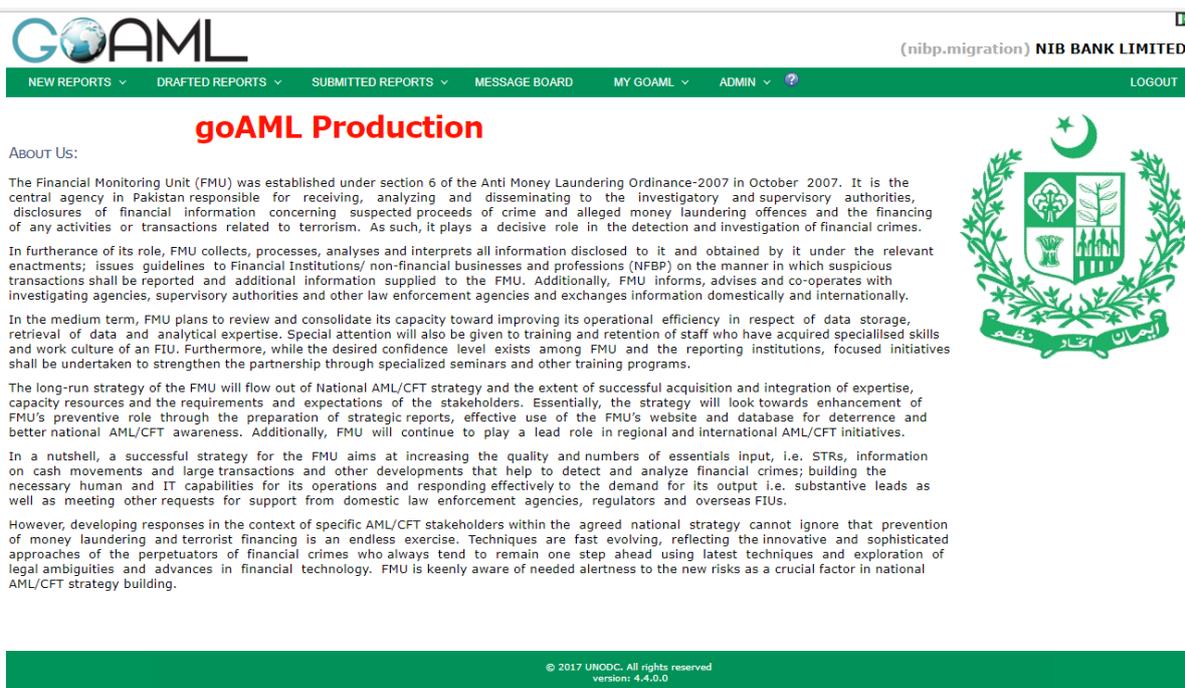
To log in and start a goAML Web session:

1. Click on **Login** in the navigation bar, if the login screen is not active.
2. Enter your login name into the field **User Name** and your password into the field **Password**:

3. Click on **Login**.

The application's home page is loaded and displayed:

Note: The contents of the home page are widely configurable and thus might look different from the above screenshot.

1.2   Register for goAML Web

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

Click on **Register** in the navigation bar. The registration screen is loaded and displayed.
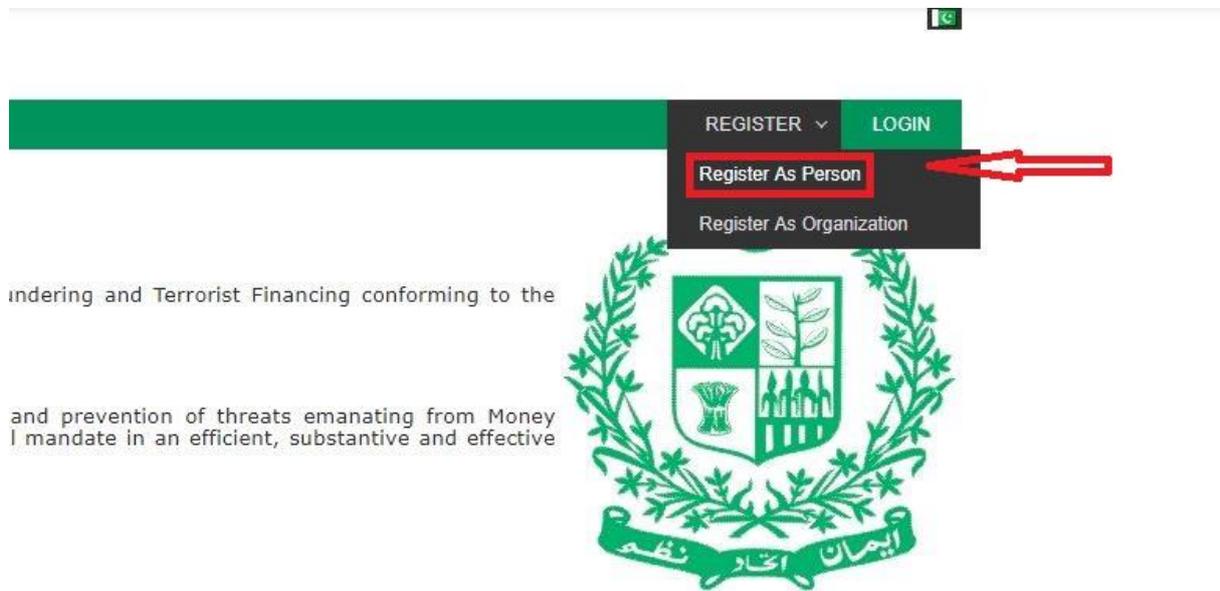
1. Select if you want to register as a **Person** (Person of Reporting Entity, Stake Holder or Supervisory Body) and DO NOT SELECT the INDIVIDUAL USER. The registration form is adjusted accordingly.
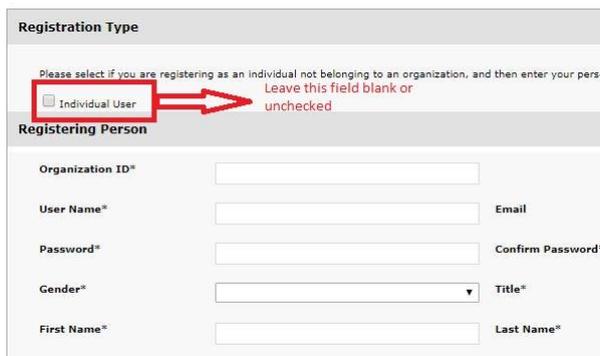
2. Fill in the fields of the form with your data (* = mandatory field).
3. Enter the security code from the image into the field at the bottom of the form.
4. Click on **Submit Request.** The data is sent to the goAML administrators.

As soon as your application is either accepted or rejected, you get an email notification from goAML.

1.3   Registration Form

- **Organization ID** – It should be an integer (b/w 0 and 10000000)
- **User name:** The login name you want to use (b/w 6 and 50 characters).
- **Password / Confirm password:** The password you want to use for your login**. (The Password must have at least eight characters long must include at least 1 Small letter, 1 Capital letter, 1 numeric and 1 special character)**.
- **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
- **SSN :** Your Social Security number (alphanumeric code)

1.3.1   Phones

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

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 ✕

1.3.2   Addresses

- **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 ✕

1.4 Registration Form: Person and Organization (Reporting Entity, Stake Holder, Supervisory Body)

Reporting Entities (Banks and Exchange companies) need to Register As Person.

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

1.4.1 Phones

Please refer to 1.3.1 Phones

1.4.2 Addresses

Please refer to 1.3.2 Addresses

1.4.3 Attachments

Please attach authority letter on bank's/exchange company's letterhead for approving the Admin user by FMU, if it is not provided the user will not be approved

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.

1.4.4 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 is submitted, a notification will appear to the user to this effect.

*For a description of the user interface details and section **Error! Reference source not ound.**: **Error! Reference source not found.** for details on configuring them.*

1.5   Register As Person of your Bank and Exchange Company

For creating new users for your bank/exchange company, the registration process is the same (please refer to the registration section for detail) the only difference is the ORGANIZATION ID and approving/finalizing the user which will be guided below.

For creating new user of your bank/exchange company click on Register As Person.

After that please insert your designated organizational ID on which the admin user of your bank/exchange company is registered already.

Admin User name: The login user name must be between 6 and 50 characters long. It is recommended that the Business Admin account must be registered with the official email address of the organization (e.g. fmuaml@fmu.gov.pk). FMU will approve the Admin user Request.

Non-admin User Name: The login user name must be between 6 and 50 characters long. It is recommended that the user account must be registered with the official email address of the user (e.g. adil.jamil@fmu.gov.pk). The Admin users (Business Admin) will finalize their

subsequent user account registration requests. Please note No Further approval will be needed from FMU if Business Admin of your organization will finalize the registration request.
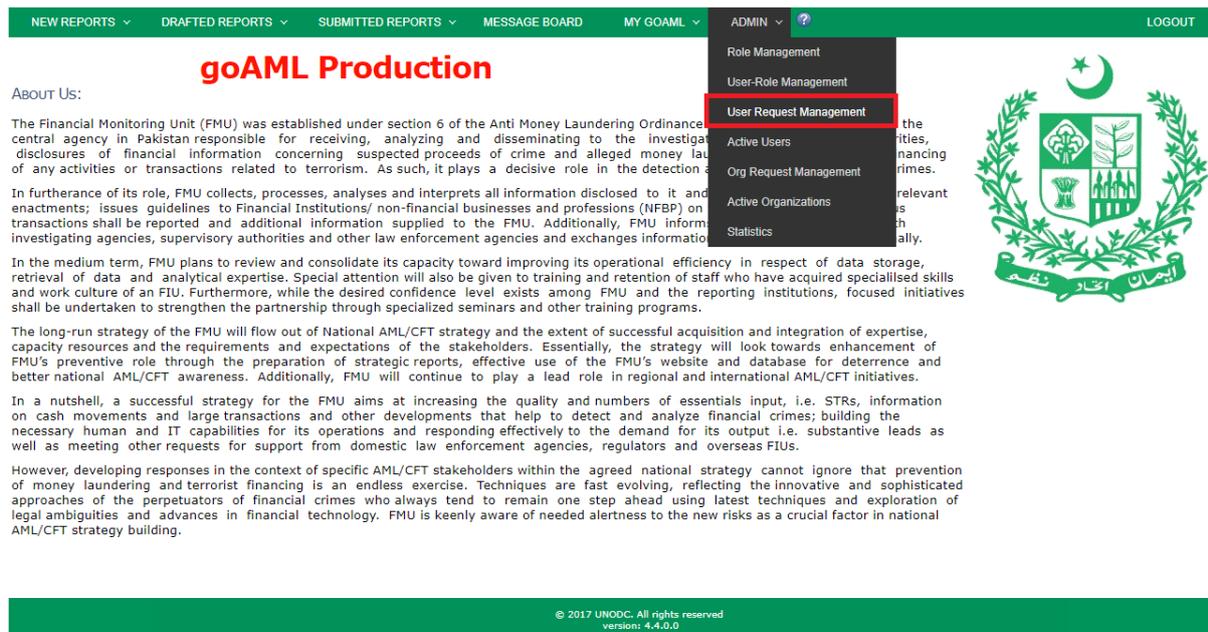
After submitting the form the message displayed
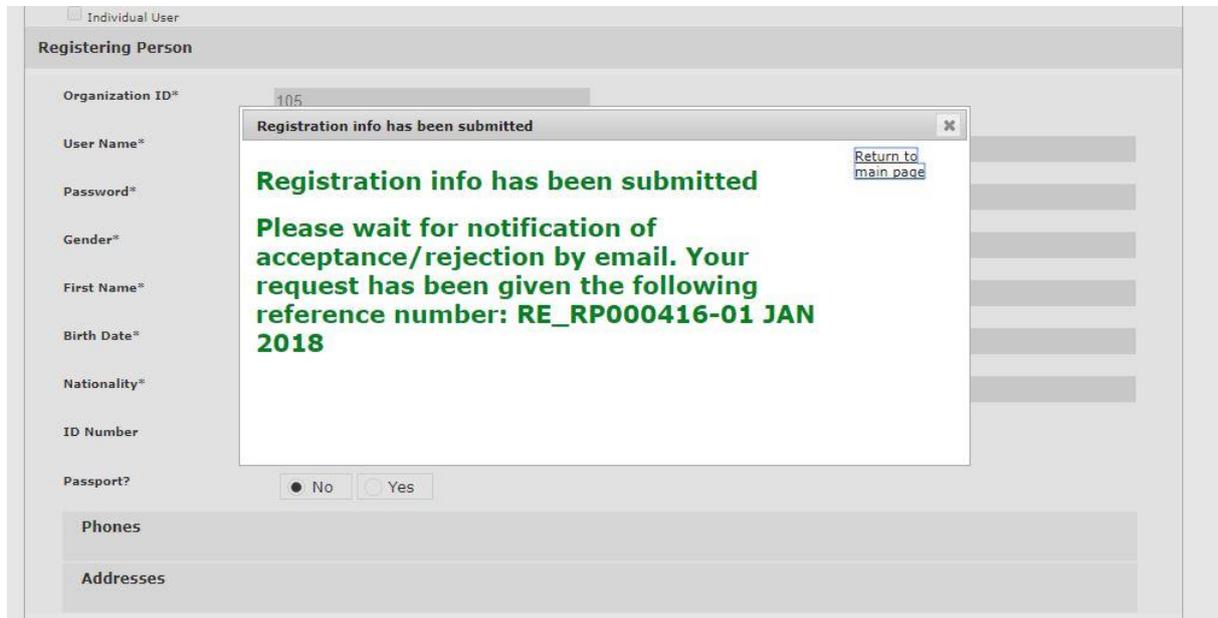
This means the request have been sent to the admin for approval.

Note that the user is still not active. You have to activate the user through admin because the request is pending for approval from admin.

For approving the new user of your bank/exchange company login with your bank/exchange company admin account and go to the "user request management option"

And you can see the request is pending for approval

Click on the "waiting for RE Admin to verify"

And you will be guided to another window with reject/verify/approve/finalize options along with the details of the user provided

Reject: The Admin can reject the request.

Verify: the Admin can verifies the user details provided in the request.

Approve: The Admin can approve the request after verifying the user details. The request is then send to the GoAML Admin for the final approval.

Finalize: The Admin can finalize the request. This will activate the user instantly, the admin does not need to wait for the GoAML admin to approve the request.

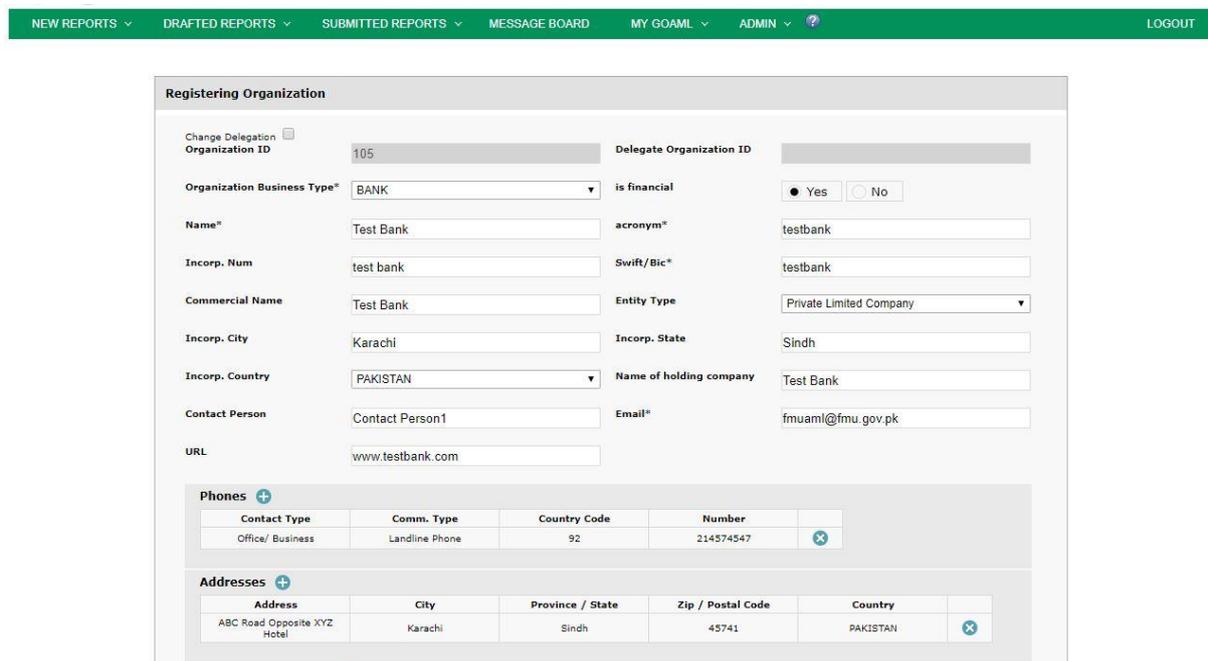*Note that it is recommended that your Admin should FINALIZE the user request created under you organizational ID*

1.6   Update the Organization/ User Detail

After login to your user ID, go to MY GOAML Menu and update the Organization details.
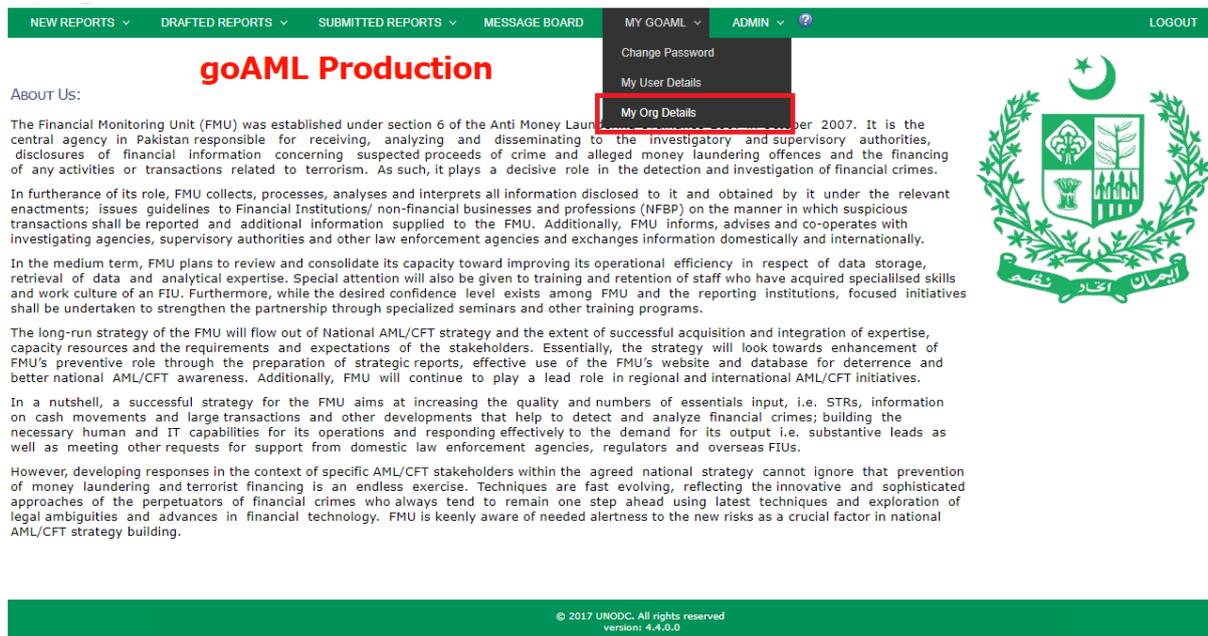
Fill all the possible details of your Organization.

After update the information submit the request. You will appear window Registration info has been submitted.
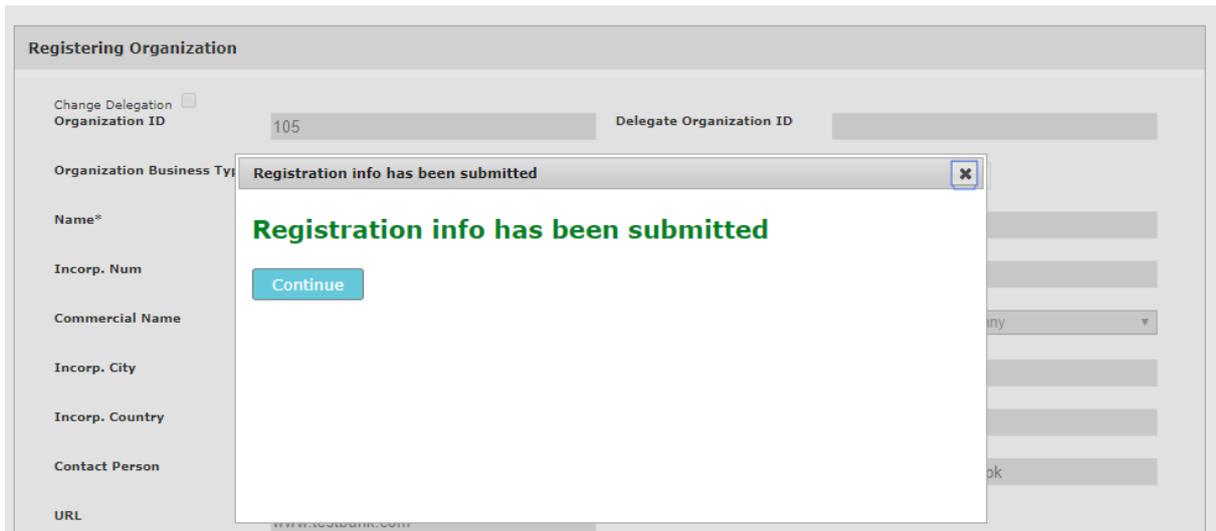
FMU will accept request and your Organization Info has been updated.

If you click on recall button it means you don't want to update the Organization info.

1.7   Help Page of goAML Web

Help icon is available on home page and user login page. Please click on icon for more information.