



**Financial Monitoring Unit (FMU)  
goAML Registration User's Guide**



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## Foreword

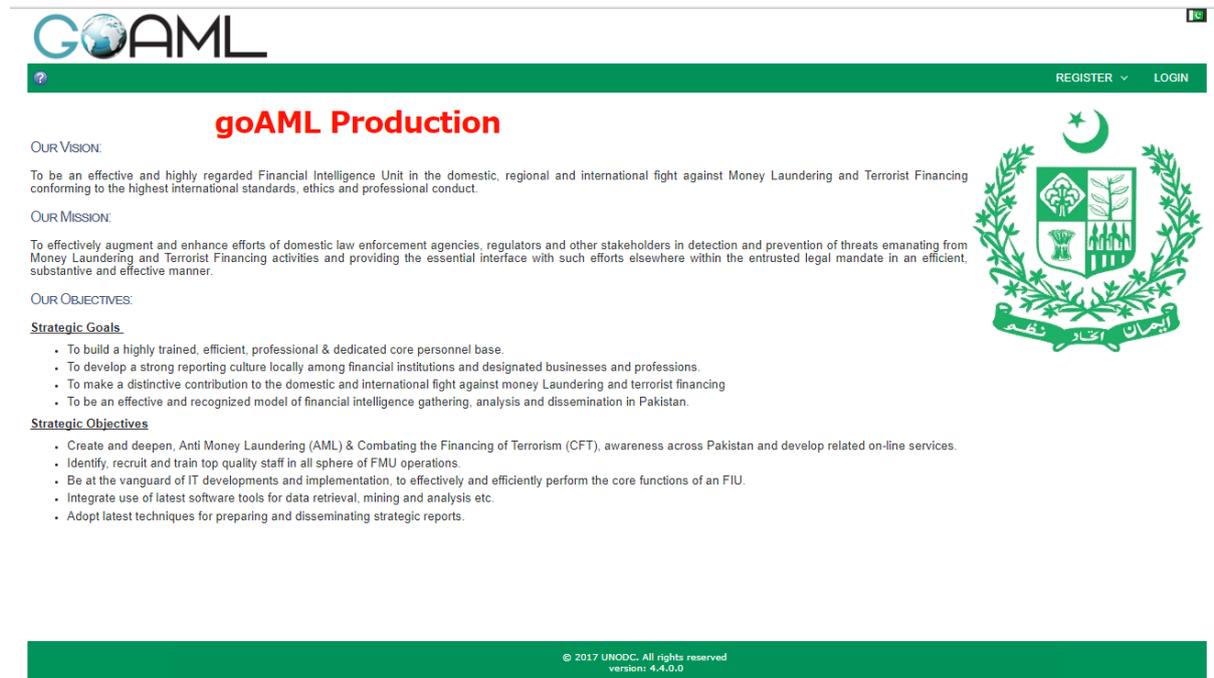
goAML is an integrated and modular system designed to fit the needs of any Financial Intelligence Unit. The goAML solution is executed in the following steps – collection, collation, analysis (rule-based, risk score and profiling), case workflow and intelligence dissemination. The data sent by the financial 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](mailto: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.



**GOAML**

REGISTER LOGIN

### goAML Production

**OUR VISION:**  
To be an effective and highly regarded Financial Intelligence Unit in the domestic, regional and international fight against Money Laundering and Terrorist Financing conforming to the highest international standards, ethics and professional conduct.

**OUR MISSION:**  
To effectively augment and enhance efforts of domestic law enforcement agencies, regulators and other stakeholders in detection and prevention of threats emanating from Money Laundering and Terrorist Financing activities and providing the essential interface with such efforts elsewhere within the entrusted legal mandate in an efficient, substantive and effective manner.

**OUR OBJECTIVES:**

**Strategic Goals**

- To build a highly trained, efficient, professional & dedicated core personnel base.
- To develop a strong reporting culture locally among financial institutions and designated businesses and professions.
- To make a distinctive contribution to the domestic and international fight against money Laundering and terrorist financing
- To be an effective and recognized model of financial intelligence gathering, analysis and dissemination in Pakistan.

**Strategic Objectives**

- Create and deepen, Anti Money Laundering (AML) & Combating the Financing of Terrorism (CFT), awareness across Pakistan and develop related on-line services.
- Identify, recruit and train top quality staff in all sphere of FMU operations.
- Be at the vanguard of IT developments and implementation, to effectively and efficiently perform the core functions of an FIU.
- Integrate use of latest software tools for data retrieval, mining and analysis etc.
- Adopt latest techniques for preparing and disseminating strategic reports.

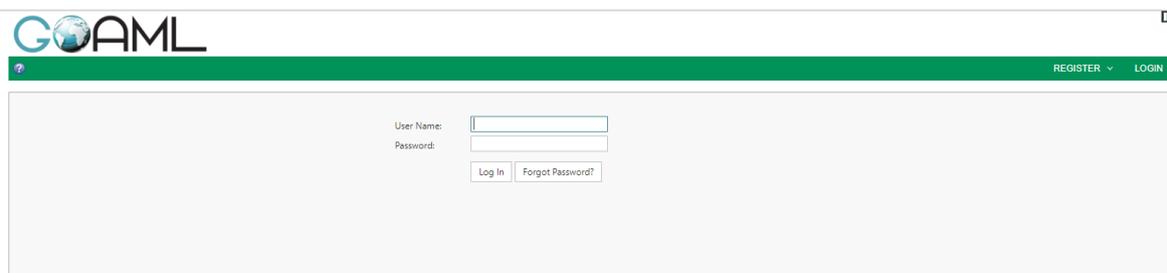
© 2017 UNODC. All rights reserved  
version: 4.4.0.0

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:

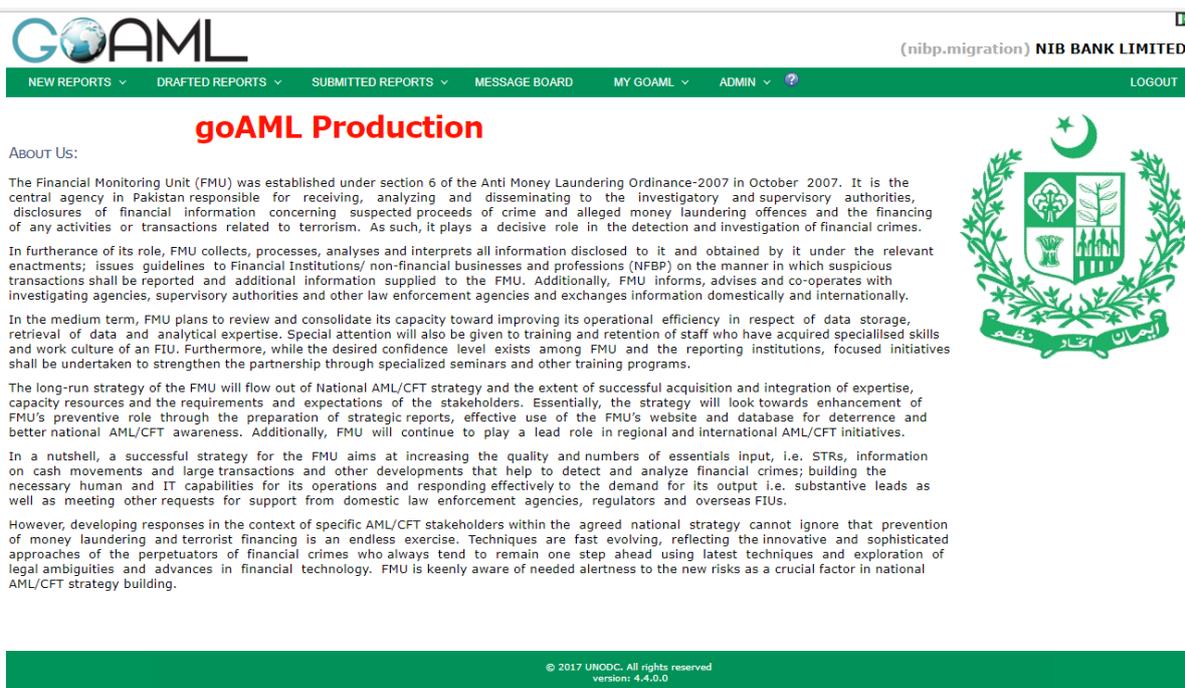
1. Click on **Login** in the navigation bar, if the login screen is not active.
2. Enter your login name into the field **User Name** and your password into the field **Password**:



The screenshot shows the goAML login interface. At the top, there is a green navigation bar with the goAML logo on the left and 'REGISTER' and 'LOGIN' links on the right. Below the navigation bar is a white login form. The form has two input fields: 'User Name' and 'Password'. Below these fields are two buttons: 'Log In' and 'Forgot Password?'.

3. Click on **Login**.

The application's home page is loaded and displayed:



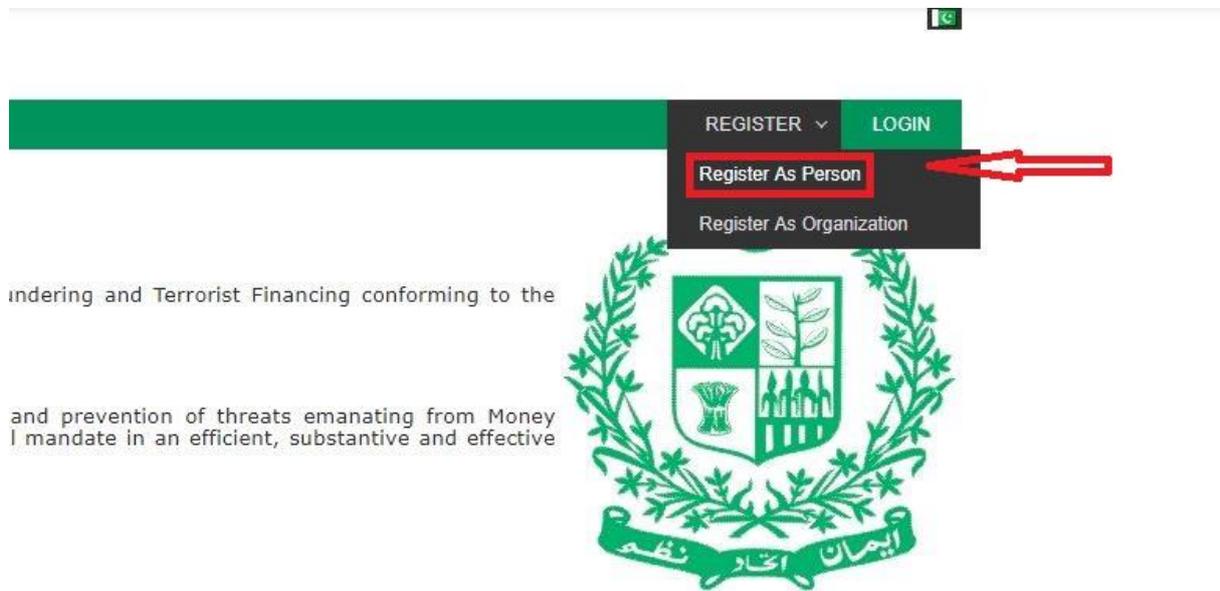
The screenshot shows the goAML Production home page. At the top, there is a green navigation bar with the goAML logo on the left and '(nibp.migration) NIB BANK LIMITED' on the right. Below the navigation bar is a white header area with the text 'goAML Production' in red. Underneath is an 'ABOUT US' section with several paragraphs of text. On the right side of the page, there is a green emblem featuring a crescent moon and star, a shield with various symbols, and a banner with Urdu text. At the bottom of the page, there is a green footer bar with the text '© 2017 UNODC. All rights reserved version: 4.4.0.0'.

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

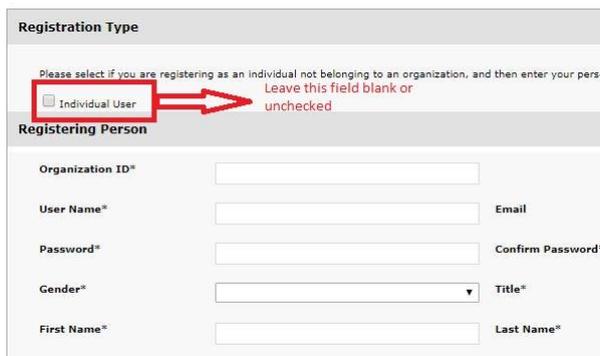
## 1.2 Register for goAML Web

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.



Registration Type

Please select if you are registering as an individual not belonging to an organization, and then enter your pers  
Leave this field blank or  
unchecked

Individual User

Registering Person

Organization ID\*

User Name\*  Email

Password\*  Confirm Password\*

Gender\*  Title\*

First Name\*  Last Name\*

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

The screenshot shows the goAML registration form. At the top left is the goAML logo. At the top right are links for 'REGISTER' and 'LOGIN'. The main form area is titled 'Registration Type' and contains the following sections:

- Registration Type:** A heading with a sub-instruction: 'Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:'. Below this is a checkbox for 'Individual User'.
- Registering Person:** A section with various input fields:
  - Organization ID\*
  - User Name\*
  - Password\*
  - Confirm Password\*
  - Email
  - Gender\*
  - Title\*
  - First Name\*
  - Last Name\*
  - Birth Date\*
  - CNIC\*
  - Nationality\*
  - Occupation
  - ID Number
  - Passport? (Radio buttons for No and Yes)
- Phones:** A section with a plus icon to add more.
- Addresses:** A section with a plus icon to add more.
- Attachments:** A section with a file upload button and a 'Submit Request' button.

At the bottom of the page, a green footer bar contains the text: '© 2017 UNODC. All rights reserved. Version: 4.4.0.0'.

- **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

**Phones** +

**Phone**

Contact Type\*  Comm. Type\*

Country Code\*  Number\*

Extension  Comments

**Addresses** +

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** +

Contact Type	Comm. Type	Country Code	Number	
Office/ Business	Landline Phone	92	2133113160	
Private	Mobile Phone	92	3336541265	

### 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

**Address**

Address Type\*  Address\*

District  City\*

Zip / Postal Code  Country\*

Province / State\*  Comments

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 

**Addresses** +

Address	City	Province / State	Zip / Postal Code	Country	
2nd Floor Main SBP Building, 11 Chudrigar Road	Karachi	Sindh	4456	PAKISTAN	
Main Shara e Faisal	Karachi	Sindh	4456	PAKISTAN	

## 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.

Attachments		
File Name	File Size	
HLB Letter Head.pdf	139965	X
Official Letter.pdf	139965	X
Document.docx	20300	X

No file chosen

### 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 found.**: [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.

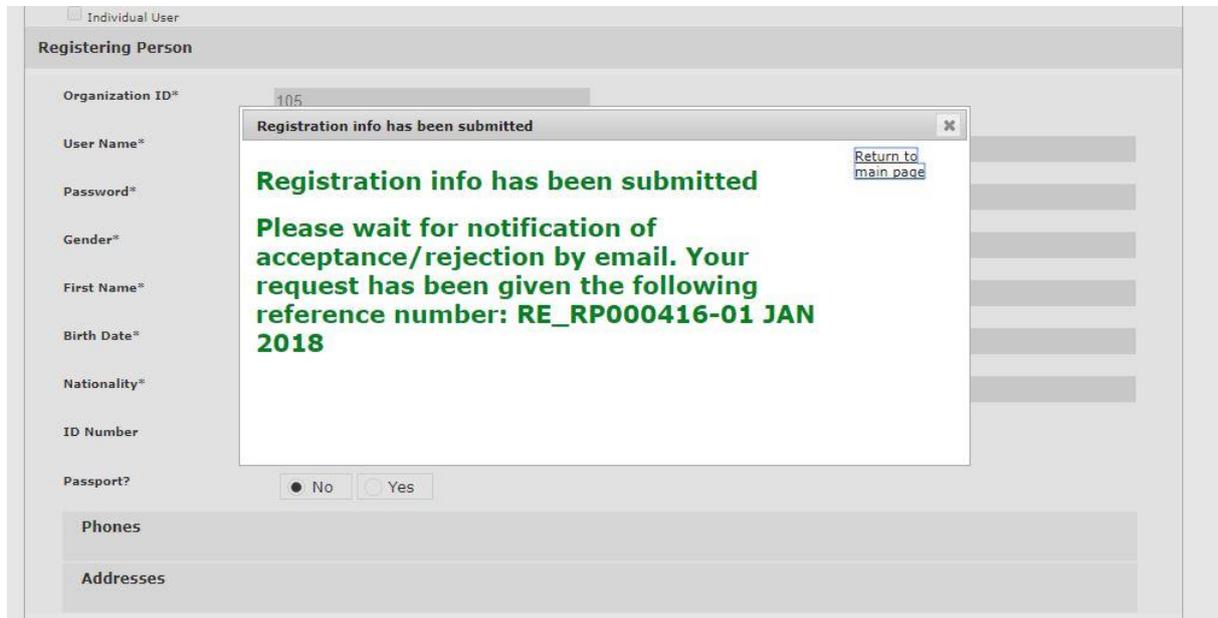
Registration Type			
Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:			
<input type="checkbox"/> Individual User			
Registering Person			
Organization ID*	105		
User Name*	fmuaml@fmu.gov.pk	Email*	fmuaml@fmu.gov.pk
Password*	.....	Confirm Password*	.....
Gender*	Male	Title*	Mr.
First Name*	Adil	Last Name*	Jamil

**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](mailto: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](mailto: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.

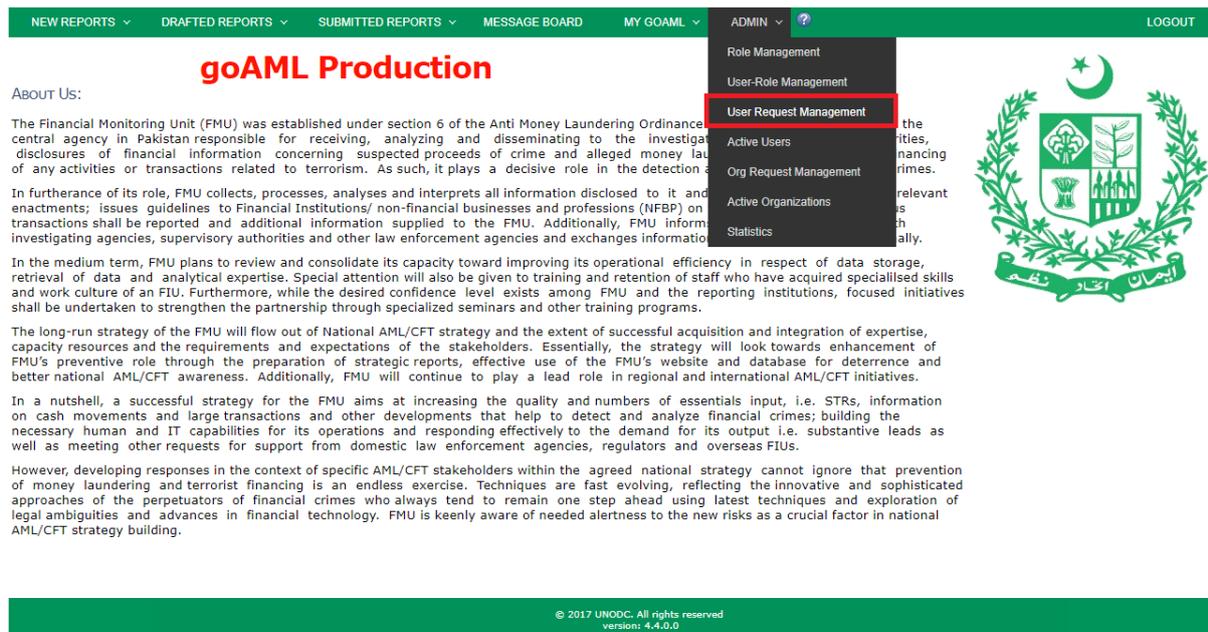
After submitting the form the message displayed



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

**User Change Requests**

Start Date: 01 January 1900    End Date: 01 January 2018

Requests View Type:
 

- All
- Active
- Pending my actions
- In progress

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On
RE_RP000416-01 JAN 2018	New User	Waiting for RE Admin to Verify	Test Bank		105 fmu.sample	01/01/2018
RE_RP000415-01 JAN 2018	New User	Activated	Test Bank		105 ahmed.fmu	01/01/2018

Click on the “waiting for RE Admin to verify”

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On
RE_RP000416-01 JAN 2018	New User	Waiting for RE Admin to Verify	Test Bank		105 fmu.sample	01/01/2018
RE_RP000415-01 JAN 2018	New User	Activated	Test Bank		105 ahmed.fmu	01/01/2018

*Note: A red box highlights the 'Waiting for RE Admin to Verify' status in the first row, with an arrow pointing to a tooltip that says 'Click to verify the user of your Bank/Exchange Company'.*

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

Preview - Google Chrome

Secure | <https://goamlweb.fmu.gov.pk/TST/WebRegistration/ActionsOnPersonCR2?ReportID=516d8c42-9c79-4ef0-a663-b4267...>

**Request: RE\_RP000416-01 JAN 2018**

Request Type: New User  
Request Status: Waiting for RE Admin to Verify

**Reporting Person**

User Name	Email	Gender	Title
fmu.sample	sample@fmu.gov.pk	Male	Mr
First Name	Last Name	Birth Date	CNIC
Ahmed	Ali	01/01/1985	3620318157749
Id Number	Nationality	Occupation	
	PAKISTAN		
Passport Number	Passport Country		

**Phones**

**Addresses**

Comments

**Actions:**

Reject    Verify    Approve    Finalize

Comments

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*

Preview - Google Chrome  
Secure | https://goamlweb.fmu.gov.pk/TST/WebRegistration/ActionsOnPersonCR2?ReportID=516d8c42-9c79-4ef0-a663-b4267...

### Request: RE\_RP000416-01 JAN 2018

Request Type: New User  
Request Status: Waiting for RE Admin to Verify

#### Reporting Person

User Name	Email	Gender	Title
fmusample	sample@fmu.gov.pk	Male	Mr
First Name	Last Name	Birth Date	CNIC
Ahmed	Ali	01/01/1985	3620318157749
Id Number	Nationality	Occupation	
	PAKISTAN		
Passport Number	Passport Country		

#### Phones

#### Addresses

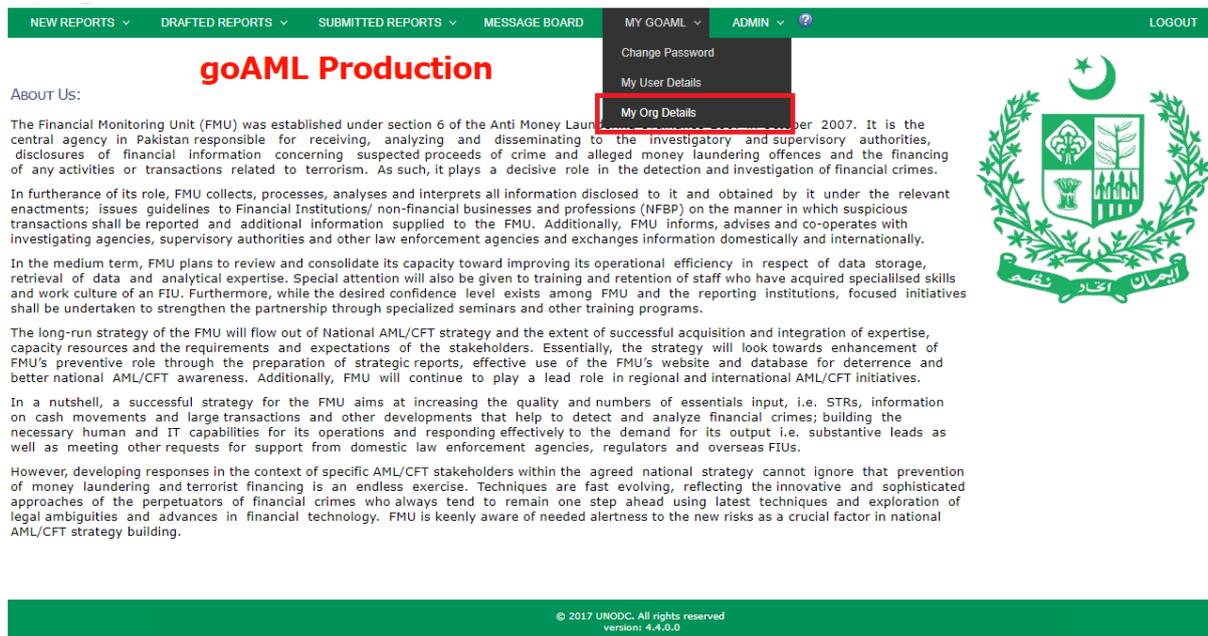
Comments ▼

**Actions:**

Comments

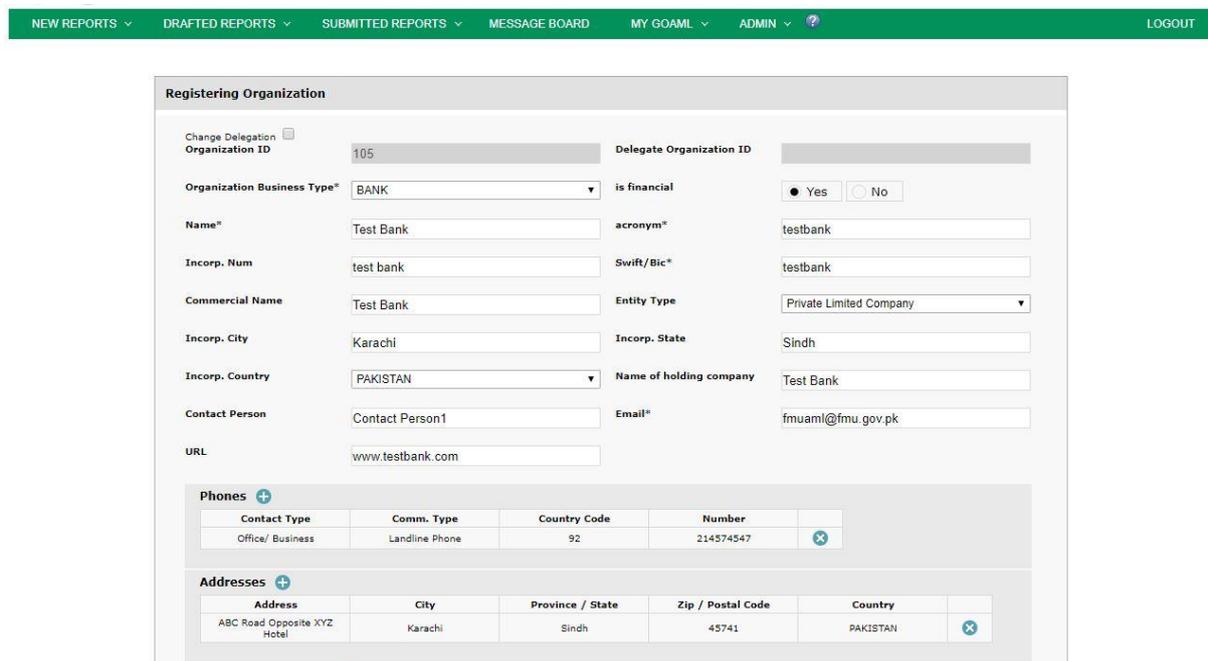
## 1.6 Update the Organization/ User Detail

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



The screenshot shows the goAML Production interface. The top navigation bar includes 'NEW REPORTS', 'DRAFTED REPORTS', 'SUBMITTED REPORTS', 'MESSAGE BOARD', 'MY GOAML', 'ADMIN', and 'LOGOUT'. The 'MY GOAML' dropdown menu is open, showing options for 'Change Password', 'My User Details', and 'My Org Details', with 'My Org Details' highlighted. The main content area displays 'ABOUT Us:' followed by text describing the Financial Monitoring Unit (FMU) and its role in Pakistan. A green logo of the FMU is visible on the right. The footer contains the copyright information: '© 2017 UNODC. All rights reserved version: 4.4.0.0'.

Fill all the possible details of your Organization.

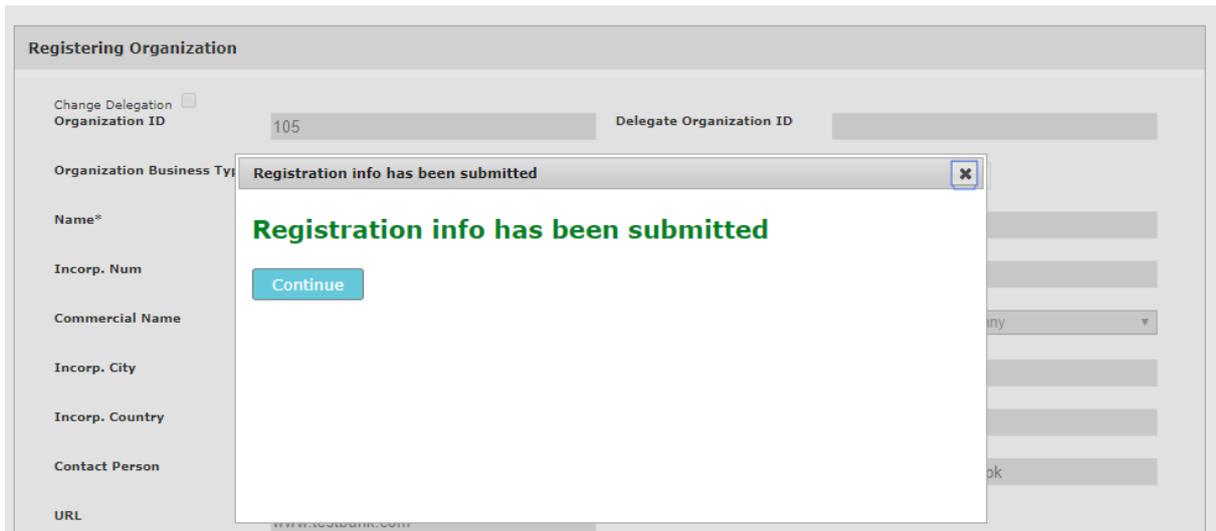


The screenshot shows the 'Registering Organization' form. The form includes fields for 'Organization ID' (105), 'Organization Business Type\*' (BANK), 'Name\*' (Test Bank), 'Incorp. Num' (test bank), 'Commercial Name' (Test Bank), 'Incorp. City' (Karachi), 'Incorp. Country' (PAKISTAN), 'Contact Person' (Contact Person1), and 'URL' (www.testbank.com). There are also fields for 'Delegate Organization ID', 'is financial' (Yes/No), 'acronym\*' (testbank), 'Swift/Bic\*' (testbank), 'Entity Type' (Private Limited Company), 'Incorp. State' (Sindh), 'Name of holding company' (Test Bank), and 'Email\*' (fmuaml@fmu.gov.pk). The form also includes sections for 'Phones' and 'Addresses' with a table structure for each.

Contact Type	Comm. Type	Country Code	Number	
Office/ Business	Landline Phone	92	214574547	X

Address	City	Province / State	Zip / Postal Code	Country	
ABC Road Opposite XYZ Hotel	Karachi	Sindh	45741	PAKISTAN	X

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.

