





Financial
Intelligence
Analysis Unit



A guide through goAML Web

- ❖ Registering a new Org account
- ❖ Registering a new User account
- ❖ Registering a new delegating organisation
- ❖ Password & QR code SETUP
- ❖ Delegating entities



Registering for a new goAML account

Creating a new Organisation Account

.....

Creating a new User Account

- Enter the goAML FIAU website: <https://goaml.fiaumalta.org/PROD/Home>
- Click on “REGISTER” in the bottom left corner of the page
- Organisations and Sole Practitioners should register as “Reporting Entity”
- Members and Designated Employees (DEs) forming part of an already registered organisation should register as “User (Reporting Entity)”



Register

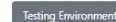
Please note that in order to get access to the system, you first need to register as a reporting entity under "Register as an Organisation". Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.



goAML Onboarding

Reporting entities can now submit their reports in bulk directly through XML.

To automate the upload process of multiple STRs with goAML, a technical package has been provided to assist the reporting entities.



Contact

For more information on goAML please contact the Intelligence Analysis Unit via email or phone (+356) 21231333



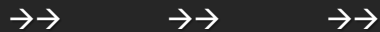


Registering a New Organisation - Reporting Entity

Fill in the necessary details in the 'Reporting Entity' section

Mandatory fields are marked with an asterisk (*) and are highlighted in red

The image shows an explanation of individual fields and the respective expected inputs



List of mandatory fields:

- Organisation Business Type
- Name
- Acronym
- Email
- Swift/Bic
- Commercial Name
- Incorporation Legal Form
- Incorp. Country
- Contact Person

- Addresses
- Phones

The screenshot shows the 'Reporting Entity' registration form. The left sidebar has four steps: 1. Reporting Entity (highlighted), 2. Administrator, 3. Attachments, and 4. Preview and Submit. A message states 'Cannot submit until the form is complete'. The main form area is titled 'Reporting Entity' and contains several sections:

- Organization Business Type:** A dropdown menu with 'Financial Institutions - Others' selected.
- Name:** A text field for 'Organisation Name'.
- acronym:** A text field for 'Organisation Name Initials'.
- Email:** A text field for 'organisation@email.com'.
- Swift/Bic:** A text field with 'n/a' entered.
- Commercial Name:** A text field for 'Organisation Name as Registered'.
- Incorporation Legal Form:** A dropdown menu with 'LTD' selected.
- Incorp. Num:** A text field.
- Incorp. State:** A text field.
- Incorp. City:** A text field.
- Incorp. Country:** A dropdown menu with 'MALTA' selected.
- URL:** A text field.
- is financial:** A checkbox.
- Contact Person:** A dropdown menu with 'Primary Contact Person (MLRO/DE/CEO)' selected.
- Addresses*:** A section with a '+' button and a dropdown for 'Address #1'. It contains fields for:
 - Type: 'Business' (dropdown)
 - Address: 'Address' (text field)
 - Town: (text field)
 - City: 'Address' (text field)
 - Zip: (text field)
 - Country: 'MALTA' (dropdown)
 - State: (text field)
 - Comments: (text area)
- Phones*:** A section with a '+' button and a dropdown for 'Phone #1'. It contains fields for:
 - Contact Type: 'Business' (dropdown)
 - Comm. Type: 'Mobile Phone' (dropdown)
 - Country Prefix: '+356' (text field)
 - Number: '97979797' (text field)
 - Extension: (text field)
 - Comments: (text area)

NB. 'Swift/BIC is required!' field is to be marked as 'N/A' for non-financial institutions

NB. Additional contact numbers and addresses may be added using the (+) button

NB. Notification emails are only sent to the organisation's email address



Final Stage

Fill in the user details in the
'Administrator' section

.....

The administrator will automatically be assigned
full admin rights

Tips to remember:

- Create a memorable username without spaces
- Create a strong, and memorable password
- Use a frequented email address; this will be used for contact purposes

Once the form is complete, click on

'Preview and Submit'

Enter the 'captcha'
in the verification box

"SUBMIT NEW ORGANISATION"

1. Reporting Entity

2. Administrator

3. Attachments

4. Preview and Submit

Cancel

Administrator

* User Name RegPersUN	* Password *****	* Confirm Password *****	* Title Mr/Ms/Dr/Prof
* First Name Name	* Last Name Surname	* Email associated@email.com	* Gender UNKNOWN
* Birth Date 01/01/1900	PersonReg SSN	* Nationality MALTA	* Occupation MLRO/DE/SR Officer
ID Number	Passport Number	Passport Country	

+ Addresses

+ Phones*

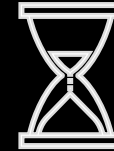
* Contact Type Business	* Comm. Type Mobile Phone	* Country Prefix +356	* Number 97979797
Extension	Comments		



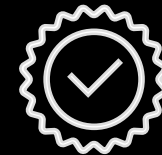
Verification & Approval



The registration is reviewed and approved by the FIAU prior to access being granted to goAML



An email is automatically sent advising that the application has been finalised. The entity is then assigned a unique ORGANISATION ID which is required when New Users register





Registering a New User

Fill in the necessary details in the 'User (Reporting Entity)' section

The image below shows an explanation of individual fields and the respective expected inputs



Additional contact numbers and addresses may be added using the (+) button

* An email address may be used only once with only one individual account. Multiple accounts, even if belonging to the same person, who may form part of more than one entity, cannot use the same email address for all the registrations (unless the concerned organisations are delegated) *

Once the form is complete, click on 'Preview and Submit'

Enter the 'captcha' in the verification box

"SUBMIT NEW USER"

1. User (Reporting Entity)

2. Attachments

3. Preview and Submit

Cancel

User (Reporting Entity)

* Organization ID 1111	* User Name RegPersUN	* Password *****	* Confirm Password *****
* Title Mr/Ms/Dr/Prof	* First Name Name	* Last Name Surname	* Email associated@email.address
* Gender UNKNOWN	* Birth Date 01/01/1900	PersonReg SSN	* Nationality MALTA
* Occupation MLRO/DE/SR Officer	ID Number	Passport Number	Passport Country

+ Addresses

+ Phones*

Phone #1

* Contact Type Business	* Comm. Type Mobile Phone	* Country Prefix +356	* Number 97979797
Extension	Comments		



Verification, acceptance & Approval



The registration needs to first be accepted by the organisation's administrator (RE).



The organisation's administrator is the user with full admin rights access on the goAML portal. The admin has the rights to verify the newly created registrations and update the organisation's details.



The registration will then be verified and finalised by the FIAU, granting access to the goAML portal.



How to Verify & Accept Users Next Page →



Administrator's User Acceptance Screen

ADMIN ▾ HELP

- Role Management
- User-Role Management
- User Request Management
- Active Users
- Org Request Management
- Active Organizations
- Diagnostics
- B2B Demo
- Settings
- Report Form Configurator

Date: Monday, 1 January 1900

View Type: All
 Active
 Pending my actions
 In progress

Request Status	Org Name	Org ID	User Name
Waiting for RE Admin to Verify			



Actions:

- Reject
- Verify
- Approve
- Finalize
- Change Request History



Creating a New Delegating Organisation

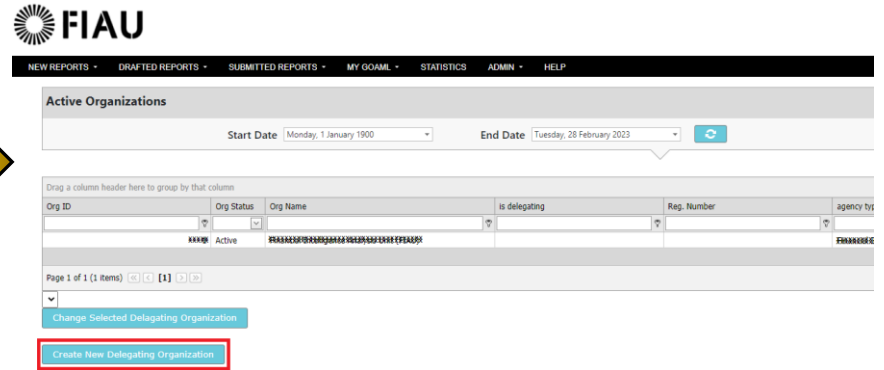
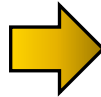
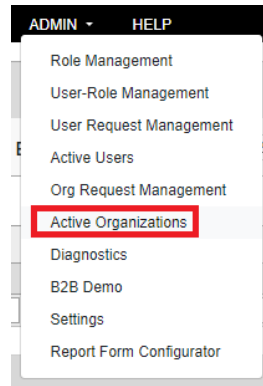
An organisation may be created through a delegation, meaning that it is assigned to the same Admin User only if the organisation does not yet exist on goAML

1. Admin menu
2. Active Organisations
3. Create New Delegating Organisation



Mandatory fields are marked with an asterisk (*) and are highlighted in red

The image shows an explanation of individual fields and the respective expected inputs



Organisation

- * Organization Business Type: Financial Institutions - Others
- * Email: organisation@email.com
- * Name: Organisation Name
- * Organisation Name Initials: n/a
- * Commercial Name: Organisation Name as Registered
- * Contact Person: Primary contact Person (MLRO/DE/CEO)

Address #1

- * Type: Business
- * Address: Address
- * City: Address
- * Country: MALTA

Phone #1

- * Contact Type: Business
- * Comm. Type: Mobile Phone
- * Country Prefix: +356
- * Number: 97979797



Logging In to the Portal

*Download an Authenticator App via Play Store or App Store

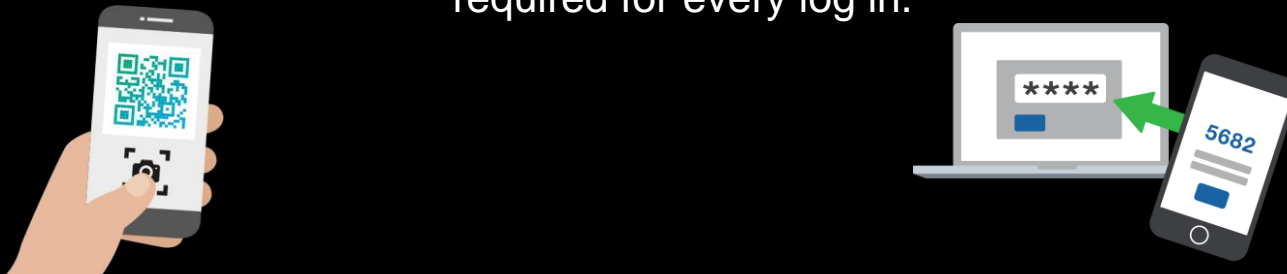


Enter your username and password in the respective fields & click on the “LOGIN” button.

Upon primary log in attempt, the second log in screen will present a QR Code which is to be scanned on the Authenticator Application on your smart phone.

This serves as a two-factor authentication method.

A code from the app will be generated and required for every log in.



The screenshot shows the FIAU login portal. At the top left is the FIAU logo. Below it, a message reads: "Please sign in with your username and password. If you do not have a username and password you have to register before logging in." There are two input fields: "User Name" and "Password". Below these is a prominent yellow "LOGIN >>" button. At the bottom, there are three buttons: "Register", "Forgot Password", and "Close".

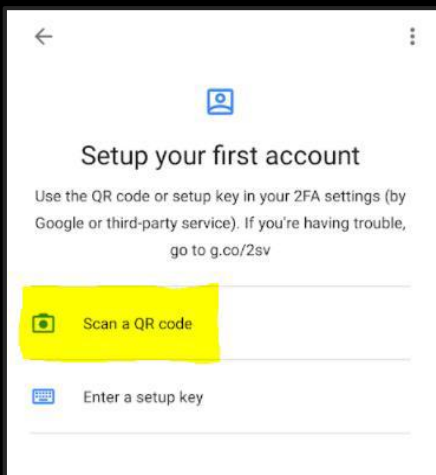
N.B: The QR Code is reset every time the Password is reset/updated



Setting Up the Authenticator Application on your device



Download the Google Authenticator from Google Play or App Store



Setup your first account to pair the authenticator to the goAML website by scanning the QR Code shown on screen. Alternatively, select the “+” button.



- Scan the code
- Name the entry if prompted (example: goAML Sign In)



You are all set & Good to Go !



QR Code Generator App is not functioning – what to do –

14

When the QR code generated from the application is not accepted on the login screen, resetting will be required

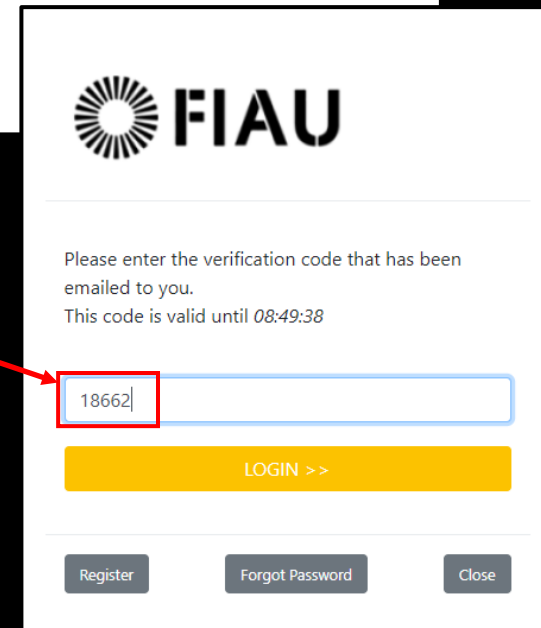
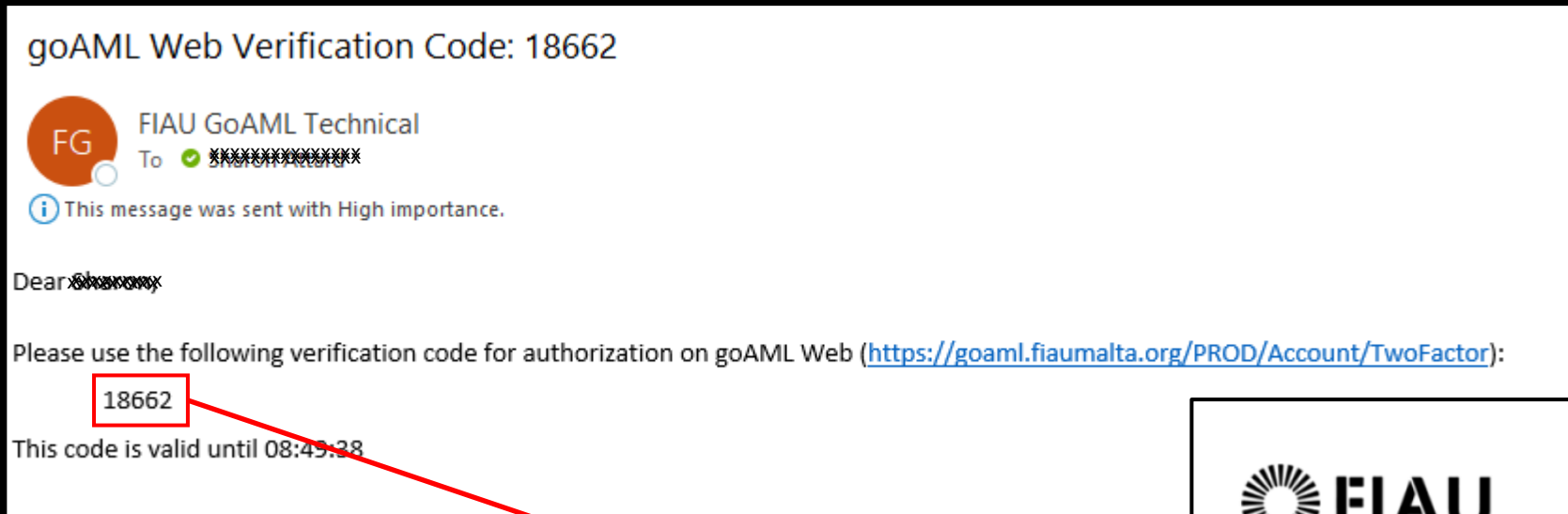
If the goAML portal is required for immediate use, and the QR resetting is not functioning, the fallback method may be used

The screenshot shows the FIAU login interface. At the top left is the FIAU logo. Below it, the text reads: "You login is protected with an authenticator app. Enter your authenticator code for goAML Web below." There is a text input field labeled "Code". Below the input field is a link "Use fallback authentication" which is highlighted with a red rectangular box. Below the link is a yellow button labeled "LOGIN >>". At the bottom of the form are three buttons: "Register", "Forgot Password", and "Close".

The Use Fallback Authentication option will generate a 5-digit code which is sent via email.



QR Code Generator App is not functioning – what to do –



Enter the Verification code ☐

NB. The Use Fallback Authentication option is time limited



goAML Password Reset



The screenshot shows the FIAU login page. At the top left is the FIAU logo. Below it is a horizontal line. The text reads: "Please sign in with your username and password. If you do not have a username and password you have to register before logging in." There are two input fields: "User Name" and "Password". Below these is a yellow button labeled "LOGIN >>". At the bottom, there are three buttons: "Register", "Forgot Password" (highlighted with a red box), and "Close".

- Click on Forgot Password
- Insert User Name
- Insert email address

The screenshot shows the "Reset Password Request" form. It has a title "Reset Password Request". There are two input fields: "User Name:" with the placeholder "Insert User Name" and "Email:" with the placeholder "Insert Email Address". Below these is a CAPTCHA image showing the number "612082" and a refresh icon. Below the CAPTCHA is an input field labeled "Enter the code above". At the bottom is a blue "Submit" button. A black arrow points from the "Submit" button to the text box below.


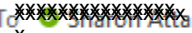
An email has been sent with instructions on how to reset your password.



goAML Password Reset



FIU:reset password request

 FIAU GoAML Technical
To: 
X

A request to reset your goAML password was created. Please click on the following link to reset your password:
<https://goaml.fiaumalta.org/PROD/Account/pwLink/612e82d9-c275-43b6-befc-4a2aad2baea6>

If you did not make this request, please contact your FIU immediately.
Please do not reply, this is an automated message.

Click on the link

Change Your Password

User Name:

Email:

New Password: ❗ Password is required.

Confirm New Password:

- Insert details:
- User Name
 - Email
 - New Password

Change Password Complete

Your password has been changed!

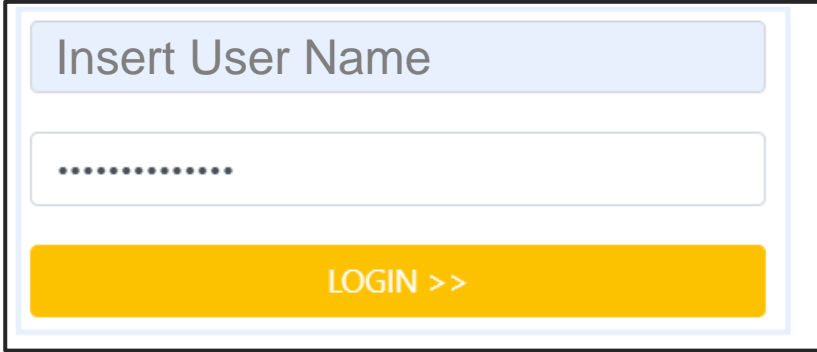
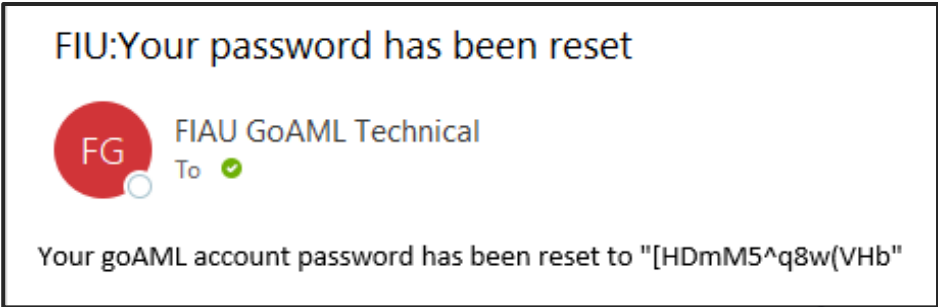
NB. Passwords may contain up to 10 characters



goAML QR CODE Reset



If a QR Code Reset is required, kindly contact goAML support officers.
Instructions are sent via email.



NB. Both password and QR code will be reset.



goAML QR CODE Reset



Scan the new QR Code shown on the screen using the Authenticator App.

If prompted, select "REPLACE" on the app. Refrain from selecting "Keep Both" as this will store both the old & new Codes.



→→ →→ →→

In the Password field, enter the password sent via email.

Insert the New Password in the other two fields.

Click on Change Password.

Scan the QR Code or enter the key below into your two factor authenticator app.



Key: GI2T GAYT EAAA ANBV

[LOGIN >>](#)

Change Your Password

Password:

New Password:

Confirm New Password:

[Change Password](#)

Change Password Complete
Your password has been changed!



Delegating Entities

Associating two or more reporting entities so that one can report on behalf of the other

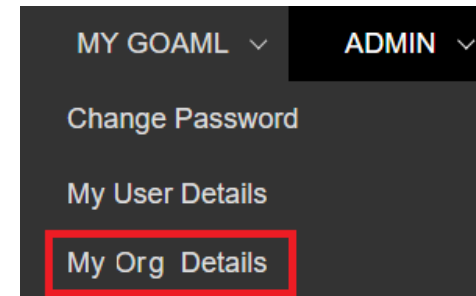
- The Delegating Reporting Entity is the entity that allows another organisation to submit reports on their behalf.
- The reports do not have to be submitted by the other organisation; users for the Delegating Entity can still log in and submit reports.
- The Delegated Reporting Entity (or Delegate) is the entity that has been given the authority of another to submit their reports.
- A delegated reporting entity can read and send messages on behalf of the delegating entity via the message board and manage its users.





Creating a Delegation

- Log in as the RE Admin of the entity that will be Delegating
- Select My GoAML → My Org Details
- Select the Delegate tab
- Enter the value of the Delegate Organisation ID



Organisation: .

Organisation	Delegate Organization ID
Delegate	<input type="text"/>
Attachments	

Submit Request

Click on the tab
**“SUBMIT
REQUEST”**
to confirm the delegation



Logging in as the Delegated Entity

- When logging in as the user of a Delegated Entity, you will be prompted to select which Entity to log in as
- A drop down box is displayed with the reporting entities' names and all of the delegating entities that are delegated to the current entity

The screenshot shows the goAML Anti-Money Laundering System interface. At the top left is the FIAU logo, and at the top right is the goAML logo. The main heading is "Select a reporting entity for this session." Below this is a dropdown menu with "Abela Bank" selected. To the right of the dropdown is a yellow "LOGIN >>" button. Below the dropdown is a "Back" button. A callout box highlights the dropdown menu, showing a list of entities: "Abela Bank", "Bank of Fortunes", "Bendigo Bank", and "George Bank".

NB. Users are required to LOGOUT and LOGIN again to switch between entities



Thank You !

For any assistance, kindly contact us via email on:
goamlsupport@fiaumalta.org