



# goAML Guide - Reporting Entity Registration Guide

January 2025

## goAML Web Registration

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

### **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.

1. To register as a new entity go to **<https://fiu-ireland.ie>**
2. Select Register, **Register an Organisation**
3. Select **Reporting Entity**.
4. Complete the form with your companies' data, mandatory fields are marked with an asterisk and highlighted when they are empty.
  - 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
  - Enter your company's phone number
  - Enter your company's physical address
  - Reporting Obligation: For a reporting entity this will be Section 42 of the Criminal Justice (Money Laundering and Terrorist Financing) Act, 2010
  - Enter the Administrator's details in the Administrator Tab

# goAML Web Registration

5. The indicator on the left of each tab shows whether the section is complete.
6. Once all the sections are complete the Preview and Submit tab turns green, select this tab
7. Enter the 6 digit CAPTCHA code in the box and click on '**Submit Organisation**'

Register an Organisation

**1. Reporting Entity**

**2. Administrator**

**3. Attachments**

**4. Preview and Submit**

Cannot submit until the form is complete

Cancel

### Reporting Entity

\* Organisation Business Type is required!

\* Name is required!

\* acronym is required!

\* Email is required!

is financial

\* Swift/Bic is required!

Incorp. Num

Commercial Name

Incorporation Legal Form

Incorp. City

Incorp. County

Incorp. Country

Name of holding company

MLRO

Website

+ Addresses

Address #1

\* Type is required!

\* Address is required!

Town

\* City is required!

Eircode

\* Country

Country

IRELAND

Comments

+ Phones

Phone #1

\* Contact Type is required!

\* Comm. Type is required!

Country Prefix

\* Number is required!

Extension

Comments

# Registering as a User(Reporting Entity)

## Registering as a User(Reporting Entity)

1. To register as a user of an existing entity go to <https://fiu-Ireland.ie>
2. Select Register a User, User (Reporting Entity)
3. Complete the form with your data, mandatory fields are marked with an asterisk and highlighted when they are empty.
  - Organisation ID: your goAML entity number
  - 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 @#\$%^&\*()\_+).
  - Phones & Addresses: We also require your contact phone number and physical business address. To access these fields click on the white '+'.
4. The indicator on the left of each tab shows whether the section is complete.
5. Once all the sections are complete the Preview and Submit tab turns green, select this tab
6. Enter the 6 digit CAPTCHA code in the box and click on 'Submit User'

# Registering as a User(Reporting Entity)

## Register a User

- 1. User (Reporting Entity)**
- 2. Attachments
- 3. Preview and Submit

Cannot submit until the form is complete

Cancel

### User (Reporting Entity)

<p>* Organisation ID is required!</p> <input type="text"/>	<p>* User Name is required!</p> <input type="text"/>	<p>* Password is required!</p> <input type="text"/>	<p>* Confirm Password is required!</p> <input type="text"/>
<p>Title</p> <input type="text"/>	<p>* First Name is required!</p> <input type="text"/>	<p>* Last Name is required!</p> <input type="text"/>	<p>* Email is required!</p> <input type="text"/>
<p>Gender</p> <input type="text"/>	<p>day/month/year</p> <input type="text"/>	<input type="text"/>	<input type="text"/>
<p>Occupation</p> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Addresses

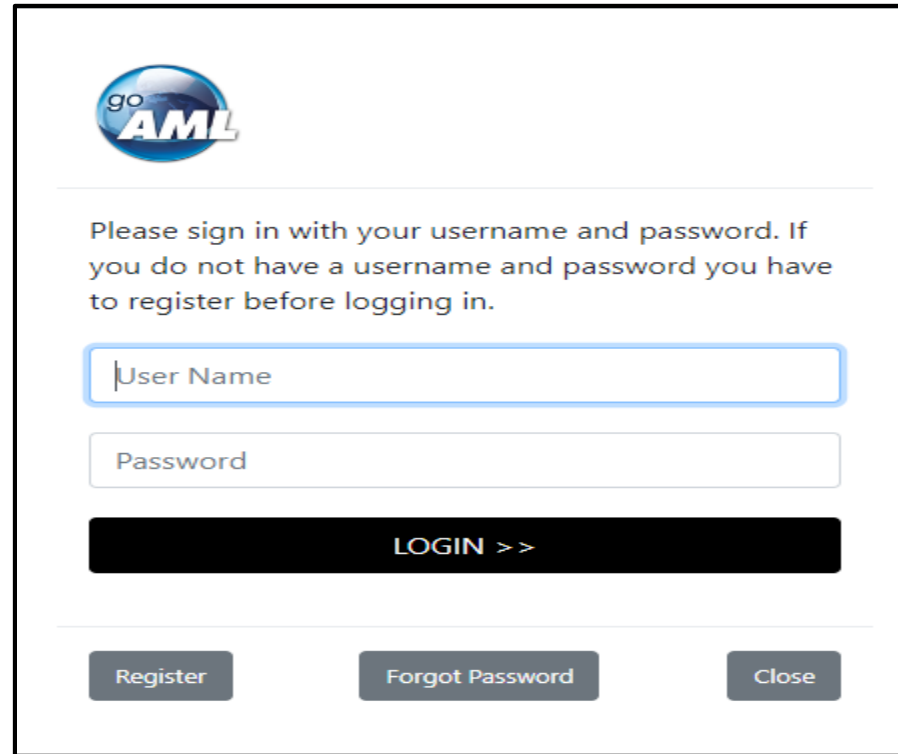
+ Phones

## Logging into goAML Web

### Logging into the goAML Web

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 by the FIU.

1. Go to <https://fiu-Ireland.ie>
2. Select Login.
3. Enter your User Name and password then select Log In.



The screenshot shows the goAML Web login page. At the top left is the goAML logo, which consists of a blue globe with the text 'go AML' next to it. Below the logo is a horizontal line. Underneath the line is the text: 'Please sign in with your username and password. If you do not have a username and password you have to register before logging in.' Below this text are two input fields: the first is labeled 'User Name' and the second is labeled 'Password'. Below the input fields is a large black button with the text 'LOGIN >>' in white. At the bottom of the page are three buttons: 'Register', 'Forgot Password', and 'Close'.

# Password Reset

## Forgotten Password

If you have forgotten your password follow the steps below.

1. Go to <https://fiu-Ireland.ie>
2. Select Forgot Password.
3. Enter the user name and Email that was used when registering and Submit.
4. Enter the 6 digit CAPTCHA code in the box and click on 'Submit'
5. You will receive an automated response to your registered Email from the system with the Password reset link.

### Reset Password Request

User Name:

Email:

