How to register an organisation and a user in goAML

Version date: 2022-03-31

Content

- Introduction and overview step by step
- Step 1: Register an organisation
- Step 1B: Register a sub organisation to the organisation
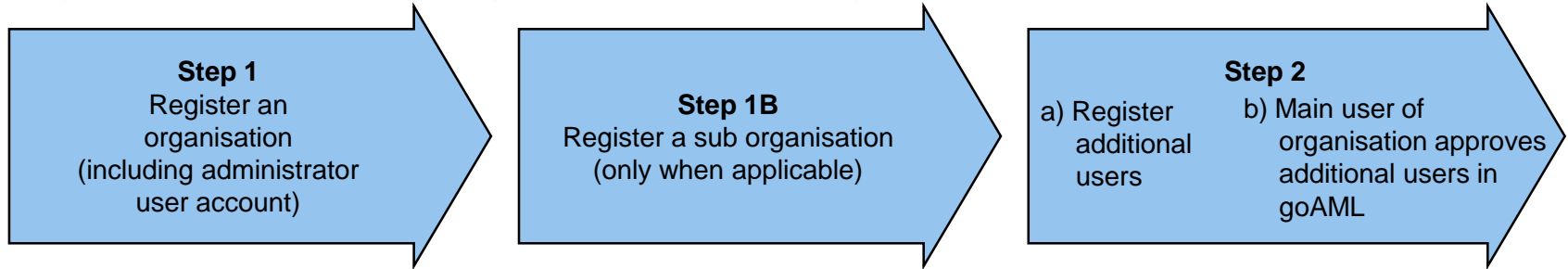- Step 2: Register a user
- Roles in goAML

Introduction, how to register in goAML

- goAML is the reporting system to the Swedish Financial Intelligence Unit (FIU Sweden), to be used by the reporting entities. The system replaced the previous system DAR during the spring 2020. During spring 2022, the user interface will be updated, hence this version of the user guide will replace and complement the previous user guide.
- The information in this manual is to be used by reporting entities that report in accordance with the Anti-Money Laundering Act.
- If an organisation is obligated to report within several branches then the reporting entity needs to register each branch separately. The first step is to create a main organisation and then register the other branches as sub organisations. **Please contact FIU Sweden before registering a sub organisation.**
- Please note that if an organisation consist of several branches, and has both a main and one or more sub organisations, this will effect the access of the users. A user connected to the main organisation can access the account and report for both the main organisation and the sub organisation. A user connected to the sub organisation can only report for the sub organisation.

Main organisation

Sub organisation

User A and Be can access and report for <u>both</u> the main organisation and the sub organisation.

User C can only access and report for the sub organisation.
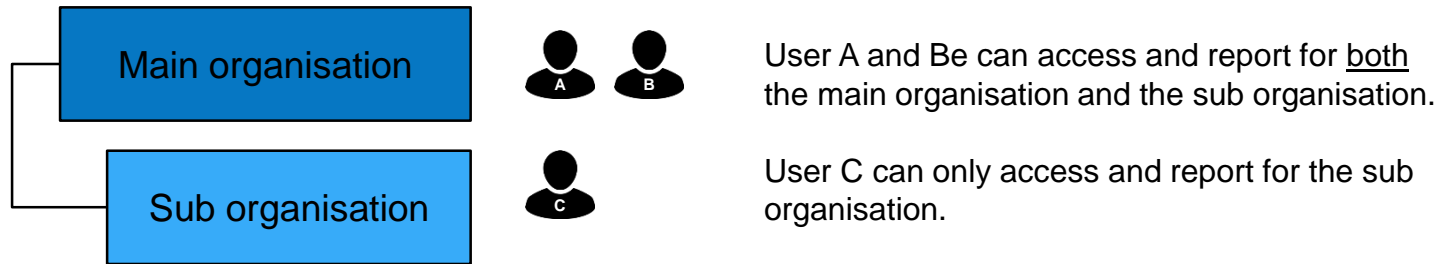
Step by step for how to register in goAML

Organisations and users need to register step by step according to these instructions.

Step 1
Register an organisation
(including administrator user account)

Step 1B
Register a sub organisation
(only when applicable)

Step 2
a) Register additional users

b) Main user of organisation approves additional users in goAML

Go to the web portal: https://fipogoaml.polisen.se/

- Please note that recommended browsers are Firefox, Chrome and Microsoft Edge. MS Internet Explorer is **not** supported.
- If needed, change to English in top right corner.
- Select "REGISTER"

Polisen

HELP   REGISTER   LOGIN

goAML
Anti-Money Laundering System

Polisen

Step 1: Register an organisation

- When you have selected "REGISTER" this page will be shown. Select "Reporting Entity"

Detailed information

1. On the left side, there is a navigation menu for the registration. The colour red means that some mandatory information is missing in each sector.
2. On the right side there are different fields shown depending on what sector that is selected. The fields marked with red are mandatory.
3. By selecting "+" it is possible to add address and phone to the organisation, which is mandatory.

Polisen

1. Organisation

2. Administrator user

3. Attachments

4. Preview and Submit

Cannot submit until the form is complete

Cancel

Administrator user

User Name is required!

Password is required!

Confirm Password is require...

Position

First Name is required!

Last Name is required!

E-mail is required!

Birth Date

M/d/yyyy

Swedish personal ID

Nationality

Foreign personal identity n...

Passport Country

The administrator user is registered at the same time as the organisation

- Enter the details related to the first user of the organisation (more users can be added later). The first user will automatically be the administrator of the organisation.
- The user name must be unique, make sure to remember what you choose (it is possible to use an email address as user name).
- The email connected to the user can only be used once, i.e. unique email addresses must be used if adding more users
- The password must have minimum 12 and maximum 25 characters and must contain:
  - At least one lowercase
  - At least one uppercase
  - At least one number (0-9)
  - At least one special character: -+!#%?*,.@?${}=_?~^&"'<>

Exempel of an approved password aaaAAA111!!!

New Registration

Organisation

Organization Business Type	**Bank- och finansieringsrörelse**	Entity name	**Testbanken**
Incorp. Num	123456789	Bank or financial instituiton?	**true**
Swift/Bic	**TESTESTEST**	Incorporation Legal Form	
Contact Person	**Test Testsson**	E-mail	**test@test.se**
URL		Incorp. City	
Incorp. State		Incorp. Country	
Name of holding company		Commercial Name	
acronym			

Addresses

Address type	**Address**	Address	**sdfsdf**
	Zip	**22222**	City	**sdfsd**
	Country	**SWEDEN**	Place, e.g. a square or a park.	
	County			

Phones

Contact Type	**Phone number**	Comm. Type	**Fax**
Country Prefix		Number	23423423432
		Comments	

Administrator user

1. Reporting Entity

2. Administrator user

3. Attachments

4. Preview and Submit

336272

Enter the code above in the box below.

Submit New Organisation

Cancel

Complete the registration by clicking "Preview and Submit"

- Check that you've added the correct information and that all the sections in the menu are highlighted in green.
- Enter the code in the grey field and click on: "Submit New Organisation"
- **It is not possible to log in until FIU Sweden has approved the registration. You will receive an e-mail when this has been done.**

Step 1B: How to register a sub organisation (when applicable)

This information concerns organisations that have several branches, i.e. an obliged entity that is a bank but also has a branch that involves mortgages. **Please contact FIU Sweden for advice before registering a sub organisation.**

Example

"Bank of Sweden" has a permit as a "bank- och finansieringsrörelse" , in accordance to 1. as well as "bostadskredit" (Mortgage of Sweden") in accordance to 12. in 1 kap. 2 § i Lag (2017:630) om åtgärder mot penningtvätt och finansiering. "Bank of Sweden" needs to be registered first, see step 1 in this manual. When approved by FIU Sweden, the administrator for "Bank of Sweden" may register "Mortgage of Sweden" as a sub organisation to "Bank of Sweden". Follow the instructions in step 1B in this manual.

Polisen

Step 1B: Register a sub organisation

1. Log in to goAML as the administrator for the main organisation.

2. Choose the menu "*Admin*" >> "*Active Organizations*" where you find a list of organisations and its organisation ID. Hence only one organisation exist so for, only one is shown at this stage.

3. To create a sub organisation, click on the button "Create New Delegating Organization".

   Create New Delegating Organization

4. Add the necessary information as described in step 1 and then click "Submit Request"

Step 1C: Register a user/person to the sub organisation

Step 1
Registrera en
organisation

Step 2
Registrera en underrapportör
till organisationen
(endast när det är tillämpligt)

Step 3
a) Registrera   b) Huvudanvändaren
ytterligare   för organisationen
användare   godkänner den
i systemet   ägare användaren

- When FIU Sweden has approved the sub organisation you need to register at least one user for the sub organisation. This is done in the same way as in step 2.
- Remember to state the organisation ID of the sub organisation.
- In the example below "Sverigelån" and "Sverigekredit" are sub organisations to "Sverigebanken". If you wish to register a user to the sub organisation "Sverigekredit" then the organisation ID "5" is to be stated.
- The first registered user to the sub organisation will be its administrator.

Org ID	Status för organisationer	Org Namn	delegerar	Typ
6	Aktiva	Svergielån	4	Bostadskredit
5	Aktiva	Sverigekredit	4	Konsumentkredit
4	Aktiva	Sverigebanken		BANK

Polisen

11

Step 1
Registrera en
organisation

Step 2
Registrera en underrapportör
till organisationen
(endast när det är tillämpligt)

Step 3
a) Registrera
ytterligare
anställda
i systemet

b) Hansanvändaren
för organisationen
godkänner olika-
tigare användare

Step 2A: Register a user

- Every person in the organisation that is supposed to submit reports need to register a user in goAML.
- To register a user the organisation ID for the organisation in goAML is needed. The organisation ID is provided by the administrator (see next page).
- The administrator is responsible for approving new users and changes for existing users.
- Click on "REGISTER" and then "Register a User".

Information about the user

1. User (Reporting Entity)

2. Attachments

3. Preview and Submit

Cannot submit until the form is complete

Cancel

User (Reporting Entity)

①

Organization ID is required!

Position

Birth Date
M/d/yyyy

Passport Country

②

User Name is required!

First Name is required!

Swedish personal ID

-

③

Password is required!

Last Name is required!

Nationality

Confirm Password is required!

E-mail is required!

Foreign personal identity number

➕ Addresses

➕ Phones

1. "Organisation ID" is the unique ID number in goAML for the organisation to which the user is to be linked. The administrator may find this number in the e-mail that was received when the registration of the organisation was approved. The organisation ID can also be found by the administrator by logging in to goAML and choosing the menu "*ADMIN" >> "Active organizations*".

2. The user name must be unique. Please make sure to note which user name you have chosen, you will need it for logging in. (An e-mail address may be used as a user name.)

- The password must have minimum 12 and maximum 25 characters and must contain:
    – At least one lowercase
    – At least one uppercase
    – At least one number (0-9)
    – At least one special character: -+!#%?*,.@?${}=_?~^&"'<>

Example of an approved password: aaaAAA111!!!

Complete by clicking on "Preview and Submit"

1. User (Reporting Entity)

2. Attachments

3. Preview and Submit

8490B0

Enter the code above in the box below.

Submit New User

Cancel

New Registration

User

User Name	**Testing**	Position	
First Name	**Test**	Last Name	**von Test**
E-mail	**vontest@test.se**		
Birth Date		Swedish personal ID	
Nationality			
Foreign personal identity number		Passport Country	
-			

- Check that the information is stated correctly and that all the sections in the menu are highlighted in green.
- Enter the code shown in the grey area and then click on " Submit New User".

- **It's not possible to log in before the administrator of your organisation has approved your user. Check next page for information.**

Step 2B: Approving or rejecting new users

The administrator is the one that can make changes for the organisation. The administrator should check the menu *ADMIN >> User Request Management* for new users waiting to be approved.
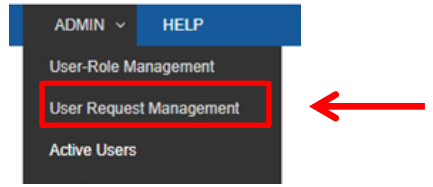
1. A list is shown of all the users for the organisation. User requests are found in the Request status column with the status "Waiting for approval-1".

2. Click on Waiting for approval-1 and review the information. If the information is correct click on "Approve". If something isn't correct or it is a new user that shouldn't report for the organisation, click on "Reject".

3. The approved user may now log in to the portal.

Roles in goAML

- There are two different roles in goAML:
    - Administrator (RE admin)
    - User (RE user)
- As the administrator you have full access for your organisation. You are also the one who approves new users.
- The user registered at the same time as the organisation will automatically be the administrator.
- An organisation may have more than one administrator.
- As a user (and administrator) you may submit reports and handle the message board.
- If an organisation has only one administrator, another user must be assigned the administrator role if the original administrator no longer is to report for the organisation and needs to be inactivated in goAML.
- Check the FAQ for instructions on how to change roles.

Polisen