



MOKAS

UNIT FOR COMBATING MONEY LAUNDERING



goAML Web User's Guide – Registration Instructions



UNODC

United Nations Office on Drugs and Crime



UNODC

SOFTWARE

Table of Contents

1	LOGIN TO GOAML WEB	4
2	REGISTER FOR GOAML WEB	5
2.1	REGISTRATION FORM: INDIVIDUAL USER	6
2.1.1	Phones.....	7
2.1.2	Addresses	7
2.1.3	Attachments	8
2.1.4	Captcha	8
2.1.5	Submit Request.....	8
2.2	REGISTRATION FORM: ORGANISATION (REPORTING ENTITY, STAKEHOLDER, SUPREVISORY BODY)	9
2.2.1	Phones.....	10
2.2.2	Addresses	10
2.2.3	Reporting Obligation.....	10
2.2.4	Registering Person	10
2.2.5	Attachments	10
2.2.6	Captcha	10
2.2.7	Submit Request.....	11
2.3	THE USER INTERFACE.....	12
3	LOGOUT	13

Foreword

goAML is an integrated and modular system designed to fit the needs of a 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 FIU management and analysis staff. The goAML system then permits data analysis. goAML processes and analyses high volumes of reports on suspicious transactions or activities 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 Law Enforcement authorities, Tax Authorities, Registrar of Companies, Vehicle Registrar etc.

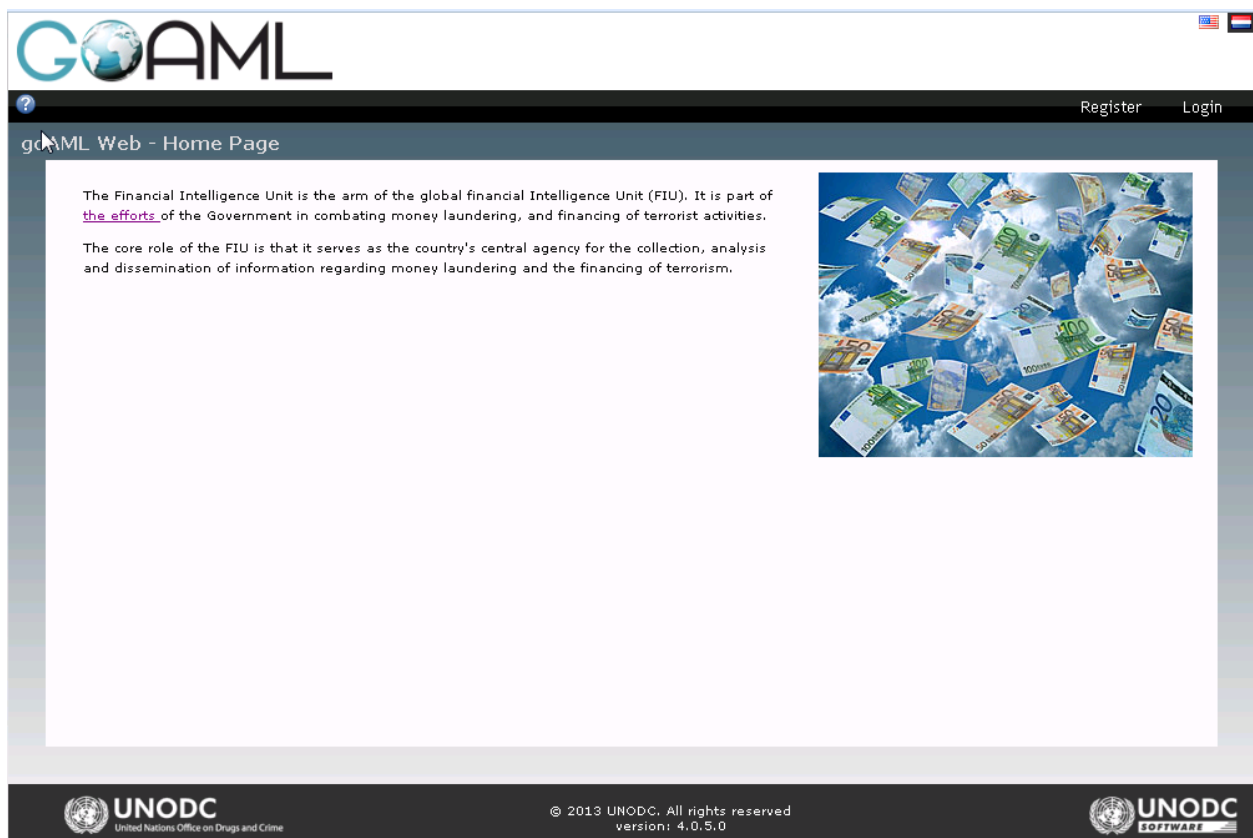
The audience of this guide are persons from collaborating agencies with access to the goAML Web application. The functionality of the goAML desktop application is not part of this document.

The language to be used for registration of local banks, cooperative credit institutions and subsidiaries of Greek credit institutions is Greek. The language to be used for registration of subsidiaries of non-Greek credit institutions and branches of foreign credit institutions is English.

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, <https://reports.mokas.law.gov.cy/test> for the testing environment or <https://reports.mokas.law.gov.cy/live> for the production environment, the goAML Home Page is launched. Make sure that a green locker appears in the URL bar. That means that the web page is properly encrypted. Click on Login on the top-right corner of the screen to log in.

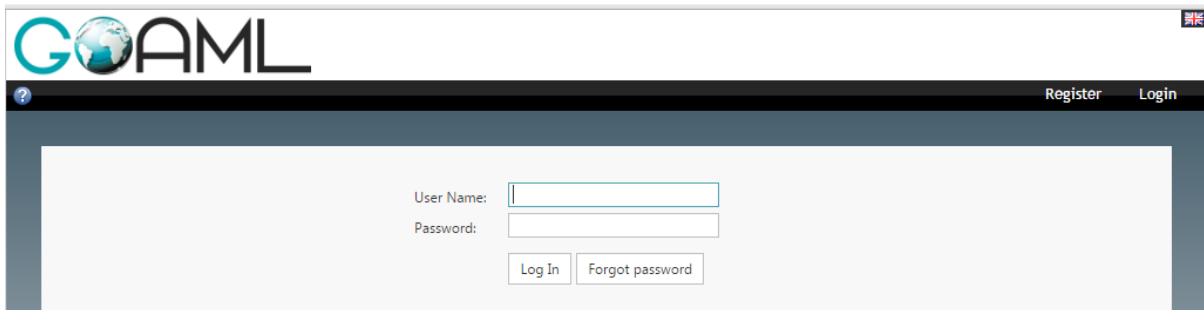


If you already have your user credentials, you can just log in with them (see section 1: [Login to goAML Web](#)). If not, you have to register as a user first (see section 0: [Register for goAML Web](#)).

1 Login to goAML Web

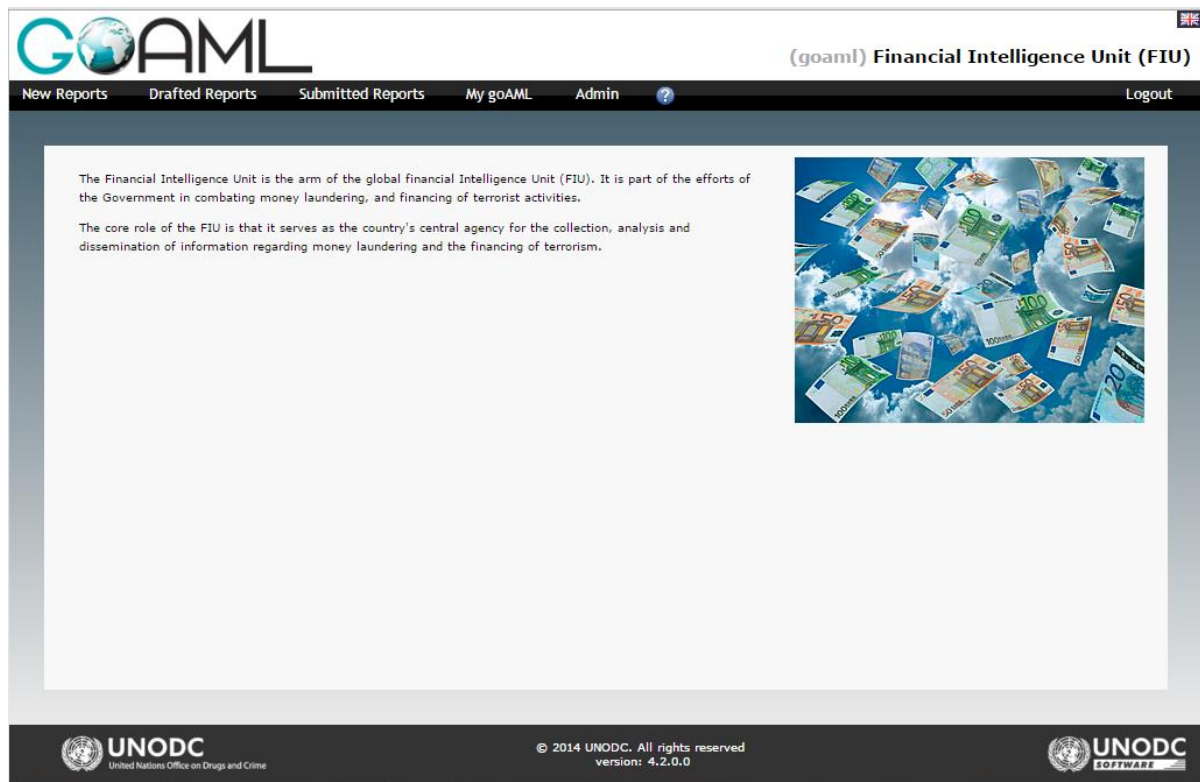
To log in and start a goAML Web session:

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:

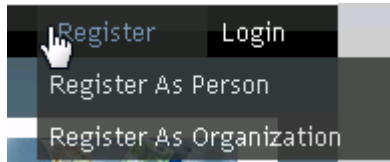


Note: The contents of the home page are widely configurable and thus might look different from the above screenshot.

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.

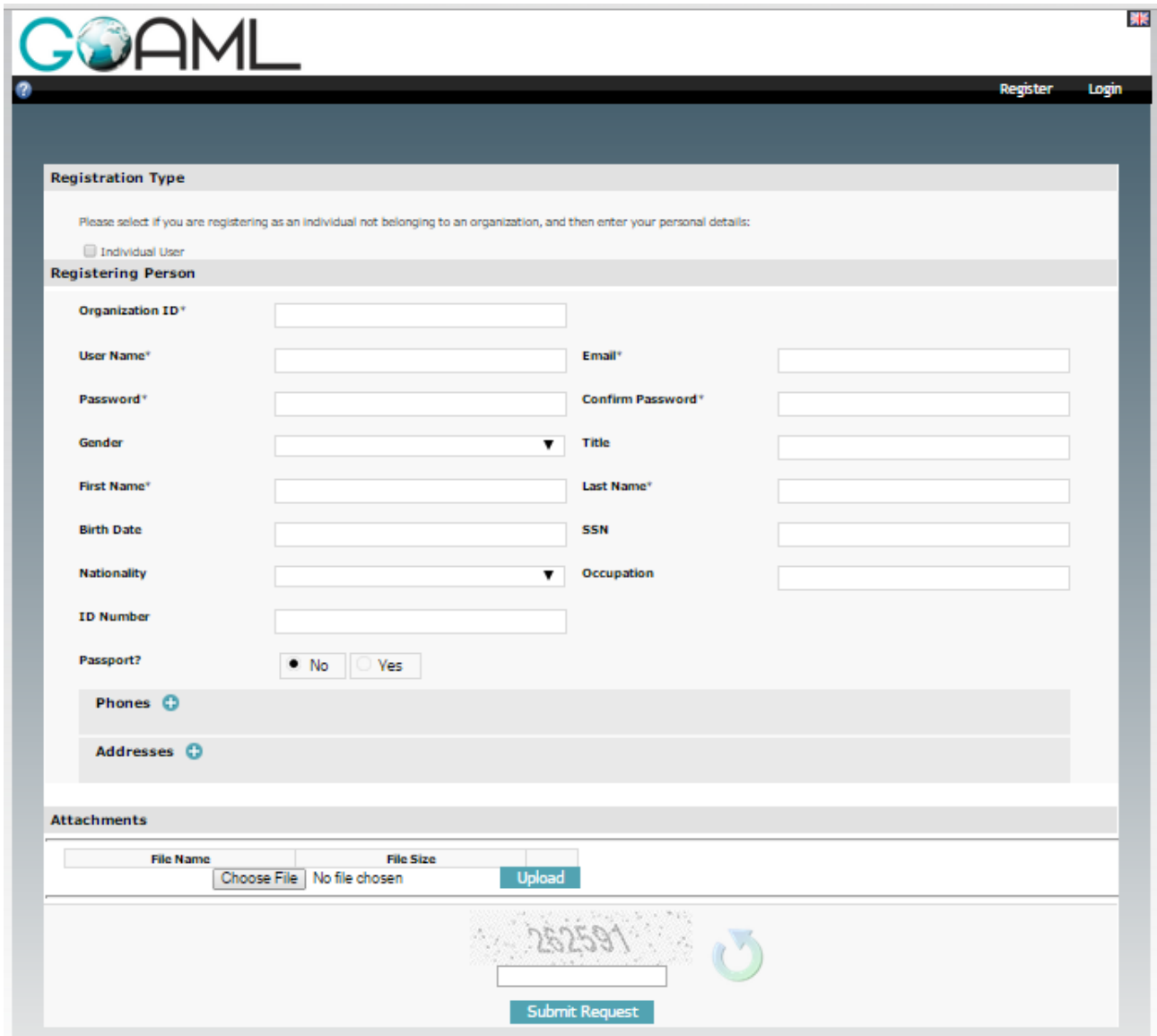
Click on **Register** in the navigation bar. The registration screen is loaded and displayed.



1. Select if you want to register as a **Person** or an **Organization** (Reporting Entity, Stake Holder or Supervisory Body). The registration form is adjusted accordingly. Please note that if you are an employee of a reporting entity, your organization has to be registered first and then you can register as a Person.
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.

2.1 REGISTRATION FORM: INDIVIDUAL USER



The screenshot shows the goAML registration interface. At the top is the goAML logo and navigation links for 'Register' and 'Login'. The main section is titled 'Registration Type' and includes a checkbox for 'Individual User'. Below this is the 'Registering Person' section with various input fields: Organization ID, User Name, Email, Password, Confirm Password, Gender, Title, First Name, Last Name, Birth Date, SSN, Nationality, Occupation, ID Number, and a Passport? toggle. There are also expandable sections for 'Phones' and 'Addresses'. At the bottom is an 'Attachments' section with a file upload area and a 'Submit Request' button. A CAPTCHA image with the number '262591' is displayed above the submit button.

Registration Type

Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:

☐ Individual User

Registering Person

Organization ID*

User Name* Email*

Password* Confirm Password*

Gender Title

First Name* Last Name*

Birth Date SSN

Nationality Occupation

ID Number

Passport? ☒ No ☐ Yes

Phones

Addresses

Attachments

File Name File Size

No file chosen

- **Organization ID** – It should be an integer (b/w 0 and 10000000). This number will be provided to your organisation by goAML administrators.
- **User name:** The login name you want to use (b/w 4 and 50 characters)
- **Password / Confirm password:** The password you want to use for your login.
- **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).
- **ID number:** Your National ID number.
- **Passport:** Indicate whether you will add a passport and its details.


2.1.1 Phones

- **Contact Type** : It can be Business, Operational, Residential, Registered, Mailing, Head Office, Unknown.
- **Communication Type**: It can be Landline, Fax, Mobile Phone, Satellite Phone, Pager, Email, Social Media, Other, Unknown.
- **Comments** : if any

The screenshot shows a form titled 'Phones' with a plus icon. Inside the form, there is a section titled 'Phone' with the following fields:

- Contact Type***: A dropdown menu.
- Communication Type***: A dropdown menu.
- Country Prefix Type**: A text input field.
- Number***: A text input field.
- Extension**: A text input field.
- Comments**: A text input field.

At the bottom of the form, there are two buttons: 'Cancel' and 'Add'.

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 

The screenshot shows a table titled 'Phones' with a plus icon. The table has four columns: 'Type', 'Country Prefix', 'Number', and a delete icon (Red X). The data is as follows:

Type	Country Prefix	Number	
2		88768878	
2	IND	788	


2.1.2 Addresses




- **Type** : it can be Business, Operational, Residential, Registered, Mailing, Head Office, Unknown.
- **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

The screenshot shows a form titled 'Addresses' with a plus icon. Inside the form, there is a section titled 'Address' with the following fields:

- Type***: A dropdown menu.
- Address***: A text input field.
- City***: A text input field.
- Zip**: A text input field.
- Country***: A dropdown menu with 'BRUNEI DARUSSALAM' selected.
- State**: A text input field.
- Comments**: A text input field.

At the bottom of the form, there are two buttons: 'Cancel' and 'Add'.

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	State	Zip	Country	
4, Waagramerstrasse	BEILBA			CHINA	
5, Mayfair	CAMERONS CREEK			CAMEROON	

2.1.3 Attachments

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.

2.1.4 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.

2.1.5 Submit Request

Click on **Submit Request**. The data is sent to the goAML administrators.

Once the registration form has been submitted, a notification will appear to the user to this effect.

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

2.2 REGISTRATION FORM: ORGANISATION (REPORTING ENTITY, STAKEHOLDER, SUPREVISORY BODY)

Registration Type

Please select the type of organization you are registering as, and then enter your organization details

Entity type:

☒ Reporting Entity
☐ Stakeholder
☐ Supervisory Body

Registering Organization

Organization Business Type* is financial ☐ Yes ☒ No

Name* acronym*

Incorp. Num Swift/Bic*

Incorp. City Incorp. State

Incorp. Country Name of holding company

Contact Person Email*

URL

Phones

Addresses

Reporting Obligation

Registering Person

User Name* Email*

Password* Confirm Password*

Gender Title

First Name* Last Name*

Birth Date SSN

Nationality Occupation

ID Number

Passport? ☒ No ☐ Yes

Phones

Addresses

Attachments

File Name	File Size
<input type="button" value="Choose File"/>	No file chosen

987561

- **Organization Business Type:** It can be a Bank, Cooperative Bank, Money Service Business, Accountant, Lawyer etc.
- **Name:** The name of the organisation.
- **Incorp. Number:** The Incorporation number of the organisation.
- **Incorp. City:** The city that the organisation was incorporated.
- **Incorp. Country:** The country that the organisation was incorporated.
- **Contact Person:** The name of the person responsible for the interaction between goAML, MOKAS and the organisation. Usually this is the person in charge of the Compliance Department.
- **URL:** The official web site of the organisation.

- **Is financial:** Indicate whether the organisation is a financial institution.
- **Acronym:** The acronym of the organisation. Usually is the acronym of the organisation as is listed in the stock exchange.
- **Swift/BIC:** The Swift/Bic code of the organisation.
- **Incorp. State:** It is used in the case where the organisation is incorporated in a country that is consisted of states i.e. USA.
- **Name of holding company:** The name of the mother company in the case that the organisation is a member of a corporate structure.
- **Email:** The official email address of the organisation, which will be used in order to receive all goAML notifications.

2.2.1 Phones

Please refer to [2.1.1 Phones](#)

2.2.2 Addresses

Please refer to [2.1.2 Addresses](#)

2.2.3 Reporting Obligation

Not applicable.

2.2.4 Registering Person

In this area, the first person responsible for the interaction between goAML, MOKAS and the certain organisation should be registered. Usually this person is the head of the compliance department of the organisation. Please refer to [2.1 Registration Form: Individual User](#).

2.2.5 Attachments

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. Please upload a letter of the management of the organisation which indicates the person responsible for the interaction between goAML, MOKAS and the organisation.

2.2.6 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 has been submitted, a notification will appear to the user to this effect.

2.2.7 Submit Request

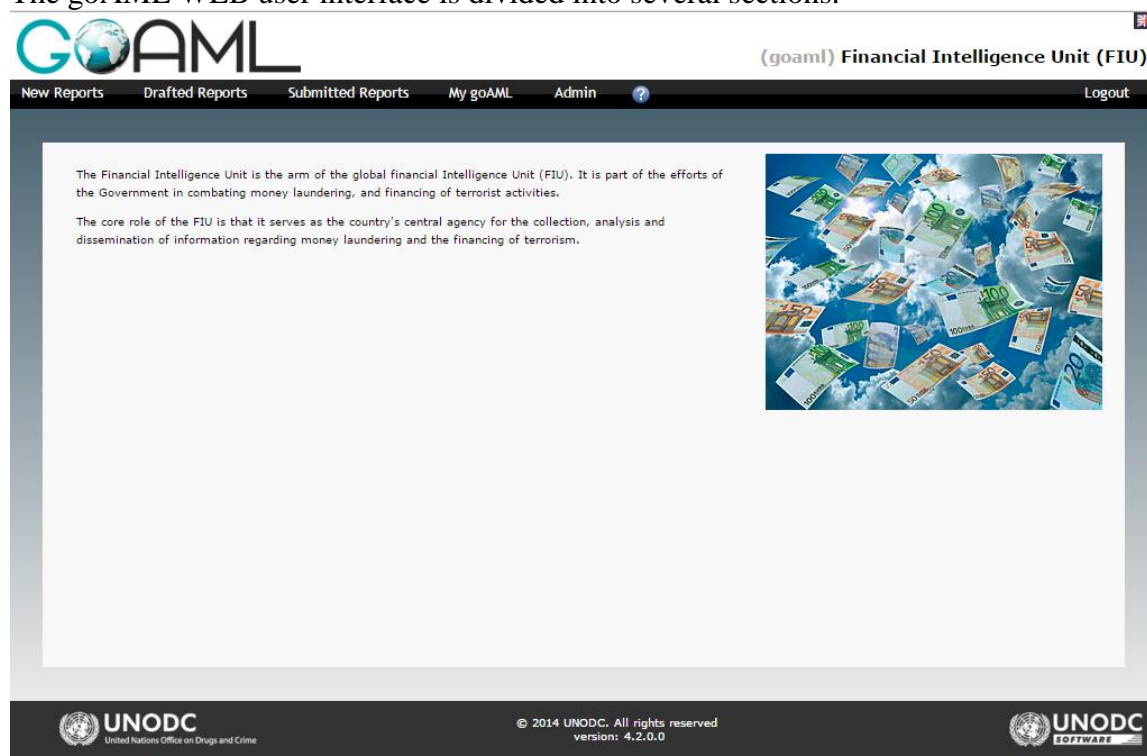
Click on **Submit Request**. The data is sent to the goAML administrators.

Once the registration form has been submitted, a notification will appear to the user to this effect.

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

2.3 The User Interface

The goAML WEB user interface is divided into several sections.



- **Header:** Contains the application's logo with the Home link. Click on the logo to return to the application's home page. It also displays the country flags corresponding to the language options available in the application. In this case the only available language is English.
- **Menu bar:** The element for navigating to the goAML Web functions. Hover over a link in the menu bar with the mouse pointer to see the functions it contains.
- **Information bar:** Shows the title of the current application page, a link to the online help and your login name and reporting entity name.
- **Footer:** Provides a link to MOKAS public homepage, the UNODC home page plus the copyright and version information.
- **Body:** The largest part of the application window; contains the functional elements of the current working context.

***Note:** The availability of the different menu entries depends on your access permissions. Furthermore, goAML Web administrators can customize the looks of the application. Therefore, while the basic setup is the same, the window can nevertheless look quite different from the default settings as depicted above.*

3 Logout

To log off from goAML:

1. Click on **Logout** in the navigation bar. Your goAML session is terminated.

Note: *After some time without activity you are logged off automatically (default: one hour)*