



# REPORTING PERSON ONLINE REGISTRATION GUIDE

## I. REGISTERING A NEW ORGANIZATION

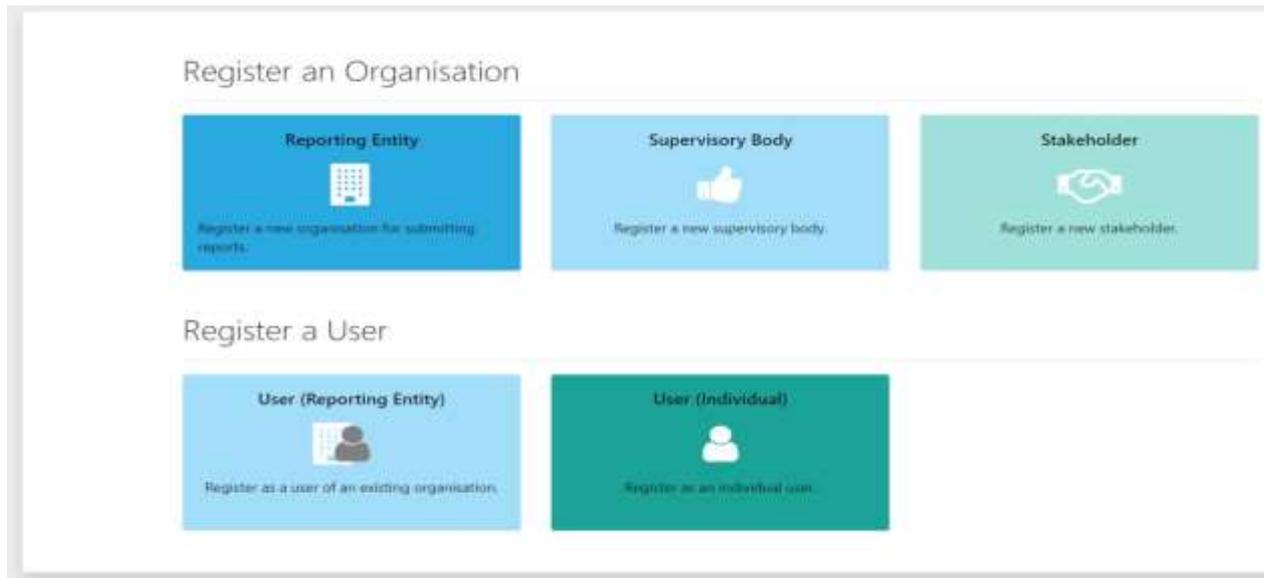
When registering a Reporting Person (RP), it is necessary to register an initial user for the entity. This user will automatically become the Reporting Person Administrator (**RP Admin**) for the registered Entity. The RP Administrator will ideally be the Head of Compliance for a particular Reporting Person.

### 1. From the Home page select

Please note that in order to get access to the system, you first need to register as a reporting entity, Supervisory Authority, Stakeholder. Once the registration process has been successfully completed, you can log in with the credentials you have previously defined. ***Copy of entity's registration certificate, License from regulator and Appointment letter*** of users are required during registration.

Register

2. This opens the Registration Selection page shown below.



3. Clicking on Reporting Entity opens the form below.

The image shows a registration form for an organization. On the left is a sidebar with four tabs: '1. Organisation' (selected), '2. Administrator', '3. Attachments', and '4. Preview and Submit'. Below the sidebar is a 'Cancel' button and a message: 'Cannot submit until the form is complete'. The main form area is titled 'Organisation' and contains several input fields and dropdown menus. The fields are: 'Organization Business Type (required)', 'Email (required)', 'Incorp. Name', 'Incorp. City', 'Name of holding company', 'Name (required)', 'Is Financial', 'Commercial Name', 'Incorp. State', 'Contact Person', 'Acronym (required)', 'Swift/Bic (required)', 'Incorporation Legal Form', 'Incorp. Country', and 'URL'. There are also expandable sections for 'Addresses' and 'Phones'.

4. The first tab - **Organization** maintains details of the organization itself. The email address provided here is where the following emails will be sent:

- Registration Confirmation
- Notification if the registration has been accepted or rejected
- Notification of a new Change Request (if a user submits a request to change the details of an organization)
- Notification if a change request has been accepted or rejected
- Notification of a new message in the message board

5. The second tab - **Administrator** captures the details of the **Reporting Entity Administrator**. The email address provided here is where the following emails will be sent:

- Registration Confirmation
- Notification if the registration has been accepted or rejected
- Notification of a new Change Request (if a user submits a request to change their personal details)
- Notification if a change request has been accepted or rejected
- Password reset link (if the user forgets their password)
- Password reset confirmation (if the administrator has reset the users' password to a new random password.)

6. Once the registration is finalized, you will have the **Reporting Person Admin** user role and permissions to manage the entity and the users. Future users for this entity can also be given this role.

The screenshot shows a 'New Registration' form with the following sections:

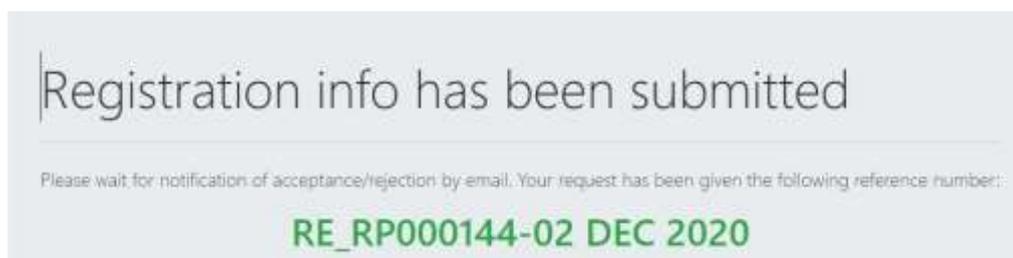
- Attachments:** MLRO Appointment letter.pdf (137.87kb), License from regulator.pdf (137.87kb)
- Organisation:**
  - Organisation Business Type: Money Remittance Provider
  - acronym: ABCR
  - is financial: [input]
  - incorp. year: [input]
  - incorporation Legal Form: [input]
  - incorp. state: [input]
  - name of holding company: [input]
  - etc.: [input]
  - NAME: [input]
  - Email: [input]
  - SWIFT/BIC: [input]
  - Commercial Name: [input]
  - Incorp. City: [input]
  - Incorp. Country: [input]
  - Contact Person: [input]
- Addresses:**
  - Type: Business
  - Address: [input]
  - City: [input]
  - Country: [input]
  - Comments: [input]
- Phones:**
  - Contact Type: Business
  - Country Prefix: [input]
  - Number: [input]
  - Comments: [input]
- Administrator:** [input]

On the left, there is a CAPTCHA image with the text 'Enter the code above in the box below.' and a 'Submit New Organization' button. A 'Cancel' button is also visible.

- Once you are ready to submit the form, you should enter the **CAPTCHA** code and press **Submit New Organization**. If the CAPTCHA is not legible or has expired, press the reload button to the right of the image to generate a new code

*Note: Do not refresh the page as the contents of the form will be lost*

- Once the registration form has been submitted, a confirmation screen similar to that shown below will be seen. The user should take note of the registration number provided as this can be used to reference the change request if they need to contact the FIC.



- After you have submitted the form, the notification of the entity registration will be sent to the entity email and the notification of the person (RE Admin) registration will be sent to the person email provided in the form.
- Once the registration has been accepted or rejected, another email notification will be sent to the corresponding addresses.

## II. REGISTERING A USER OF A REPORTING PERSON(ENTITY)

A Person can register as a user of the goAML Web application either as an **individual** or as a user of an existing reporting entity.

1. To open the Person Registration form, select **Register**

Please note that in order to get access to the system, you first need to register as a reporting entity, Supervisory Authority, Stakeholder. Once the registration process has been successfully completed, you can log in with the credentials you have previously defined. **Copy of entity's registration certificate, License from regulator and Appointment letter** of users are required during registration.

Register

2. To Register as a user of an existing Reporting Person, it is mandatory to have the **Reporting Person ID (REID)** sometimes labelled as **Organization ID**. **This number is provided in the email sent to confirm the organization has been registered.**

website using your credentials entered during registration.

Reporting Entity Name	Test Casino A
Reporting Entity Type	Casino
Reporting Entity Reference number	
goAML Reporting Entity ID	18

3. Enter this number in the organization id shown below.

The screenshot shows a web form titled "User". On the left, there is a vertical navigation menu with three steps: "1. User", "2. Attachments", and "3. Preview and Submit". The "1. User" step is currently active. Below the menu, a red message states "Cannot submit until the form is complete". A "Cancel" button is located at the bottom of this section. The main form area contains several input fields, some of which are highlighted with red boxes to indicate required fields: "Organization ID is required:", "User Name is required:", "Password is required:", "Confirm Password is required:", "First Name is required:", "Last Name is required:", and "Email is required:". Other fields include "Title", "Gender" (a dropdown menu), "Occupation", "Birth Date" (with a date picker), "ID Number", "Nationality" (a dropdown menu), "Passport Number", and "Passport Country" (a dropdown menu). There are also expandable sections for "Addresses" and "Phones".

This screenshot shows the "Attachments" section of the registration form. The navigation menu on the left now highlights "2. Attachments". The main area features a "Select files..." button, which is highlighted with a red rectangular box. A "Cancel" button is visible at the bottom left of the section.

The attachment required here is only the appointment letter of the person registering

4. Once you are ready to submit the form, you should enter the **CAPTCHA** code and press **Submit New User**. If the CAPTCHA is not legible or has expired, press the reload button to the right of the image to generate a new code

The screenshot shows the "New Registration" form. The navigation menu on the left highlights "3. Preview and Submit". A CAPTCHA image displays the code "855385" with a reload button to its right. Below the CAPTCHA, a text prompt says "Enter the code above in the box below:" followed by an empty input field. A green "Submit New User" button is prominently displayed. To the right of the CAPTCHA section, there is a "User" information summary with the following details: User Name: anne, First Name: anne, Email: goamfic-a, Birth Date: \_\_\_\_\_, Nationality: \_\_\_\_\_, ID Number: \_\_\_\_\_, and Passport Country: \_\_\_\_\_.

### III. CREATING DELEGATES

It is possible to associate two reporting entities so that one can report on behalf of the other. This is called **Delegation**.

The **Delegating** Reporting Entity is the entity that allows another organization to submit reports on their behalf. The reports do not **have** to be submitted by the other organization; 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.

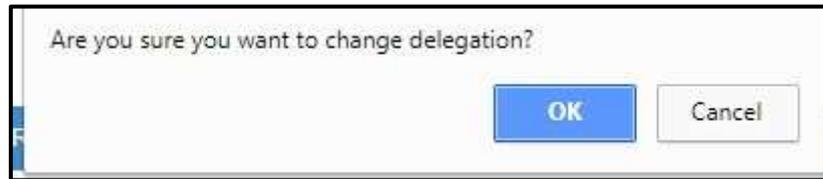
1. To create a delegation relationship between two entities that are already registered in the application, log in as the **RE Admin** of the entity that will be **Delegating**
2. Select **My GoAML -> My Org Details**



3. The details of the organization will be shown in the **Registering Organization** form

A screenshot of a web form titled 'Registering Organization'. The form has a light gray header with the title. Below the header, there are several input fields and a checkbox. On the left, there is a checkbox labeled 'Change Delegation' and a text input field labeled 'Organization ID' containing the number '14'. To the right of this is another text input field labeled 'Delegate Organization ID'. Below these, there is a dropdown menu for 'Organization Business Type\*' with 'Finance' selected, and a checkbox labeled 'is financial'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

4. The **Delegate Organization ID** field is initially disabled and empty. 5. Selecting the **Change Delegation** checkbox will open a prompt

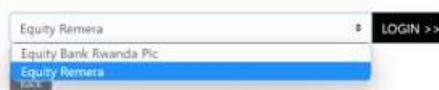


6. Click **OK**
7. The checkbox is selected and the **Delegate Organization ID** field is enabled.
8. Enter the value for the **Delegate Organization**.

A screenshot of a web form titled "Registering Organization". The form has a light grey header. Below the header, there are several fields: a "Change Delegation" checkbox which is checked, a disabled "Organization ID" field, and an enabled "Delegate Organization ID" field containing the value "123". Below these are "Organization Business Type" set to "Casino" and "Is financial" with radio buttons for "Yes" and "No".

9. Click **Submit Request** at the bottom of the form. This will create a change request that needs to be finalized. Once the change request is finalized, the delegation will be created.
10. Once a delegation has been created between two reporting entities, the behavior of the login process is augmented for the **Delegated Reporting Entity**.
11. If you login as the user of a Delegated Entity, you will be presented with an option to change which Entity you are logged in as.
12. A drop down box is displayed with the reporting entity's name and all of the **Delegating** entities that you have delegated to the current entity.

Select a reporting entity for this session.

A screenshot of a dropdown menu. The dropdown is open, showing three options: "Equity Remera", "Equity Bank Rwanda Pic", and "Equity Remera". A "LOGIN >>" button is visible to the right of the dropdown.

13. If you select one of the other delegating reporting entities and then click login, you will be logged in as that Entity for the duration of the session until you log out.
14. The top right of the web app shows the username in brackets and the entity that they are logged in for in bold.
15. In the example below, the user **edco** for reporting entity **ED Casino** selected a delegating entity **wilco**. When you fill out a web report the Reporting Entity ID, which is sent with the report is determined by which entity you are logged in as. You can only read and send messages for the entity that you are logged in as.



16. If you navigate to another page in the application without selecting an entity from the dropdown box, you will stay logged in as their entity for the duration of the session.

#### IV. CREATING A DELEGATING ENTITY WITHOUT AN ADMIN USER

It is possible to create an Entity without an associated administrator user for the purposes of delegating reporting, for example, a business may have several subsidiaries for which it needs a separate reporting entity (and REID) but only one reporting officer.

1. Click on **Create New Delegating Organization** button at the bottom of the page in the **Active Organizations** grid
2. It will load a registration for an entity that, when submitted and finalized, will create an entity that is automatically delegating to the entity which the user is currently logged in as.