REPORTING PERSON ONLINE REGISTRATION GUIDE
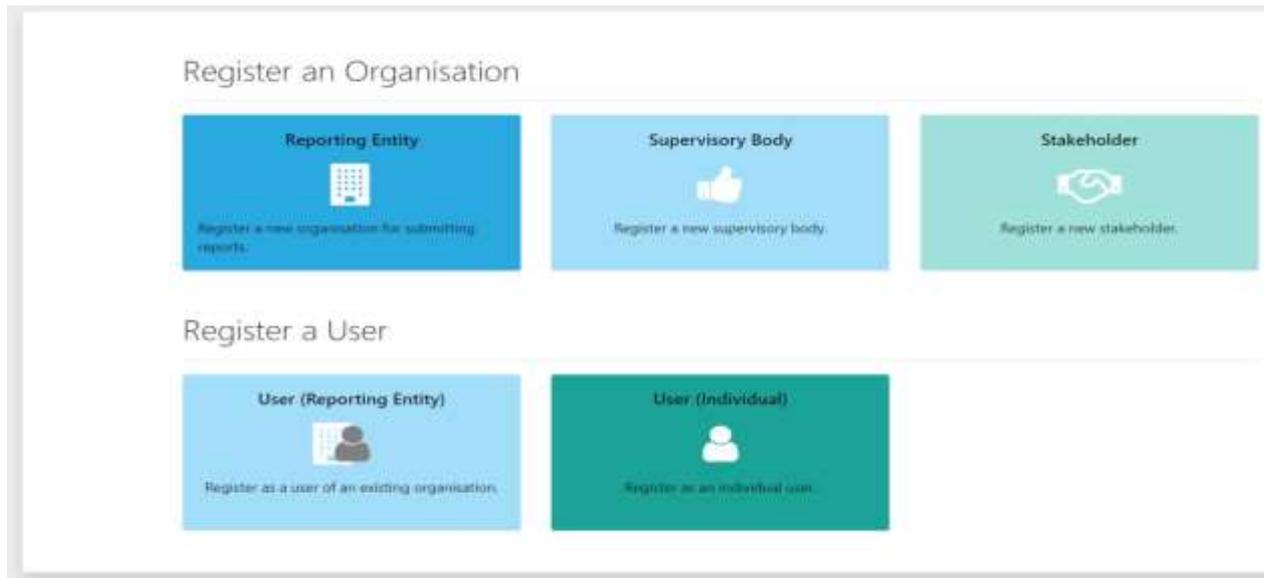
I. REGISTERING A NEW ORGANIZATION

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.

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.

7. 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

8. 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.

Registration info has been submitted

Please wait for notification of acceptance/rejection by email. Your request has been given the following reference number:

RE_RP000144-02 DEC 2020
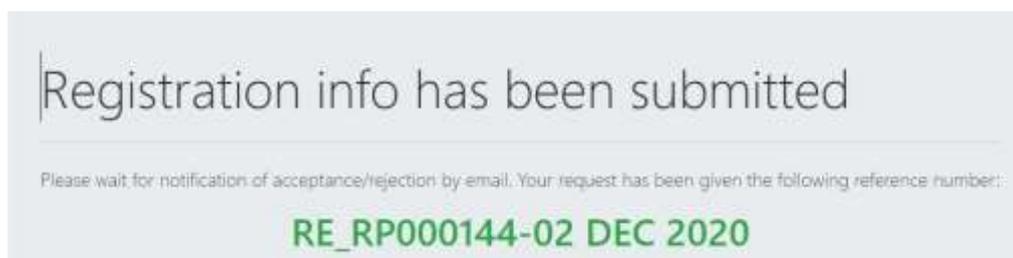
9. After you have submitted the form, the notification of the entity registration will be sent to the entity email and the notification of the person (RE Admin) registration will be sent to the person email provided in the form.

10. 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 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

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

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

Are you sure you want to change delegation?

OK   Cancel
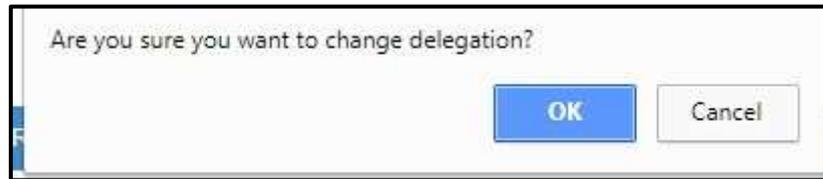
6. Click **OK**

7. The checkbox is selected and the **Delegate Organization ID** field is enabled.

8. Enter the value for the **Delegate** Organization.

Registering Organization

Change Delegation ☑
Organization ID   14   Delegate Organization ID   123

Organization Business Type*   Casino   ▼   Is financial   Yes   ● 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.
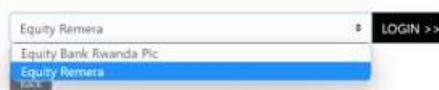
Equity Remera   ‡   LOGIN >>
Equity Bank Rwanda Plc
Equity Remera

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.