



FINANCIAL INTELLIGENCE UNIT CURAÇAO



goAML Web

Registration Organization & Person

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Contents

1. General Instructions
2. Register
 - 2.1 As an Organization
 - 2.1.1. Registering Organization details
 - 2.1.1.1. Phones
 - 2.1.1.2 Addresses
 - 2.1.2 Person as part of Organization registering
 - 2.1.3 Attachment, Captcha and Form Submission.
 - 2.2 As a Person/Individual
 - 2.3 Creating Delegates
 - 2.3.1 Creating a delegating organization without an Admin user
3. Passwords
 - 3.1 Change Password
 - 3.2 Forgot PasswOrd
 - 3.3 Reset Password



1. General information

goAML is an integrated and modular system designed to fit the needs of any 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 analysis staff. The goAML system then permits data for analysis. goAML processes and analyzes high volumes of reports on suspicious transactions or cash transactions 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 Tax and Law Enforcement authorities, Property Registrars, Vehicle Registrars etc.

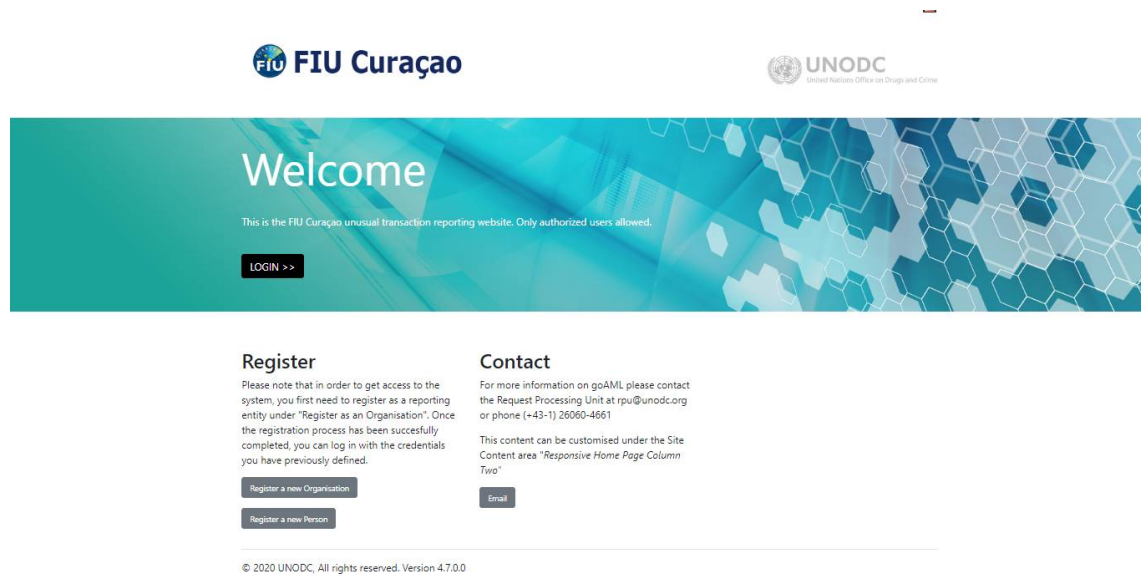
Notes:

- The fields marked with * are mandatory fields and must be filled in.
- Implied mandatory fields are required, but are not indicated visually as mandatory. However, if are not filled in submitted reports will be rejected when reporting transactions.
- There are several fields which you can unfold. By clicking on the plus sign, more fields will appear which you can fill out.
- All greyed out fields are disabled and cannot accept any entry.
- All fields without a label must be skipped and no entry is required.
- Fill all field for which you have the information.
- **Do not refresh the page as the contents of the form will be lost.**



2. Register

To register your organization in goAML at FIU Curaçao, choose **Register a new Organization** on the goAML portal home page. To register additional reporting person for an existing reporting organization choose **Register a new Person** on the goAML portal home page.



2.1 Register as Organization

Note: Fill in all fields.

2.1.1. Registering Organization

The first part of the Organization form is to collect the details of the organization itself.



Entity type : Reporting Entity (only active choice) will load as default.

Organization Business Type* : Choose the sector for your organization from the dropdown list.

is financial : Make a choice between **Yes** and **No** depending on your sector. Choose **Yes** for financial institution.

Legal Name* : Fill in organization legal name as registered at Chamber of Commerce (KvK).

acronym : Fill in an appropriate acronym for your organization.

Chamber of Commerce number* : Found on the excerpt from Chamber of Commerce (KvK uittreksel). Attach a certified copy hereof to the web form.

Swift/Bic : Only applicable for financial institution.

Commercial Name* : As registered at Chamber of Commerce (KvK) excerpt.

Incorporation Legal Form : Choose according to your legal form from the dropdown list and is implied mandatory.

Incorp. City : Name of the city and is implied mandatory.

No Label : No entry required and must be skipped.

Incorp. Country : Choose country from dropdown list and is implied mandatory.

Name of holding company : Fill in holding company legal name as registered at Chamber of Commerce (KvK).

Contact Person* : Name of the person to contact in case FIU Curaçao has questions regarding a submitted report or registration matters.

Email* : Fill in organization email (**must be unique within goAML**), can be equal to primary (admin) user email. 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

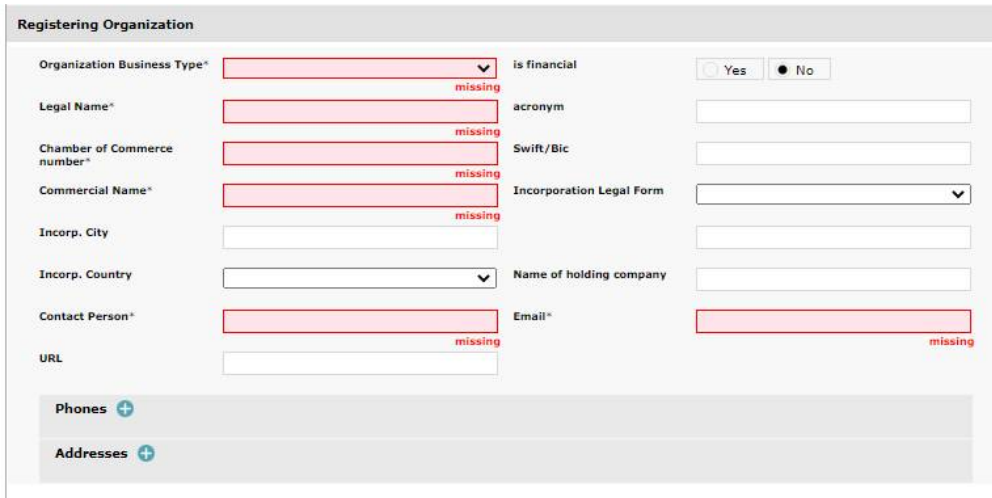
URL : Fill in organization webpage.


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

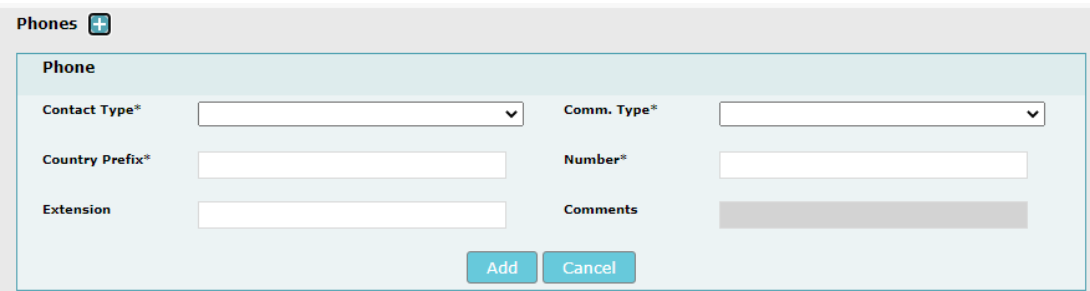
2.1.1.1. Phones (of Organization):

In order to add the phone, you must first ensure the validity of the parent form.

Select the  button to add a new **Phone**. If the parent form is invalid, the **Phone** dialog does not open. The invalid fields are highlighted in red to show what needs to be done before you can continue.



After you fill out the parent form, you can enter data in the **Phone** dialog by clicking on the  button to add a new **Phone**.



Contact Type* : Select from dropdown list respective contact type, such as **Business**.

Comm. Type* : Select from dropdown list respective communication type, such as **Landline**.


Country Prefix* : Must be between 1 to 4 digits, international country dialing code.

Number* : Respective organization phone number.

Comments : Disabled.

Click on the **Add** button to add the **Phone** entry.


You can add additional **phone** entry associated with your reporting organization or person by clicking on the

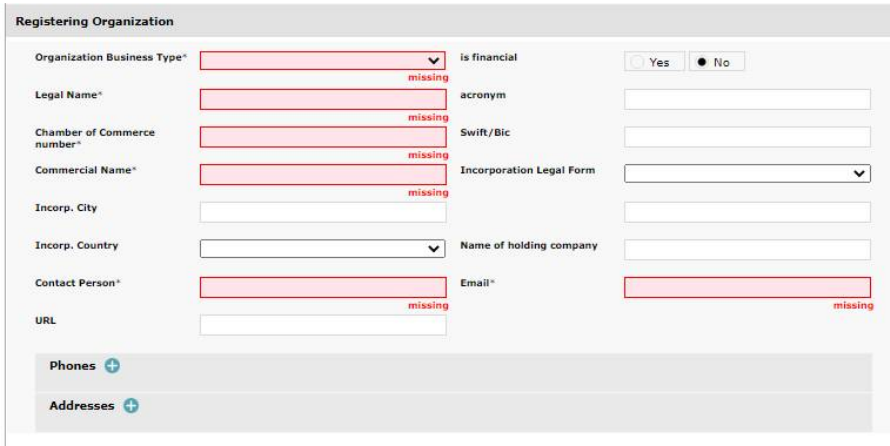
 (*plus*) button. The phone records will appear in a grid on the **Registration** form.


You can delete any phone entry by clicking on  (*X*) button.

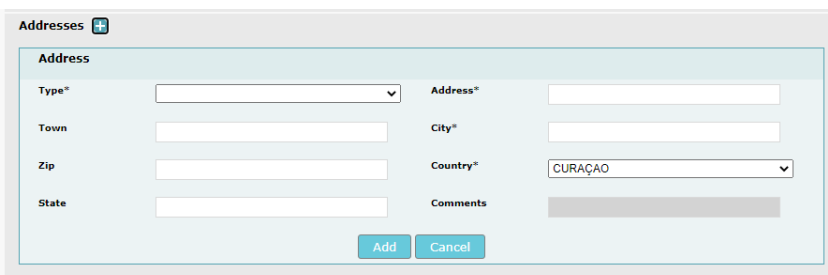
2.1.1.2 Addresses (of Organization):

In order to add the addresses, you must first ensure the validity of the parent form.

Select the  button to add new **Addresses**. If the parent form is invalid, the **Addresses** dialog does not open. The invalid fields are highlighted in red to show what needs to be done before you can continue.



After you fill out the parent form, you can enter data in the **Addresses** dialog by clicking on the  button to add a new **Address**.



Type* : Select from dropdown list respective address type, such as Business.

Address* : details like street name, house number etc.

Town : Name of the town.

City* : Name of the city.

Country* : Name of the country of residence, default set to **CURAÇAO**.


Zip : The Zip Code of the city.

State : Name of state.

Comments : Disabled.

Click on the **Add** button to add the **Phone** entry.

You can add additional **Addresses** associated with your reporting organization or person by clicking on the

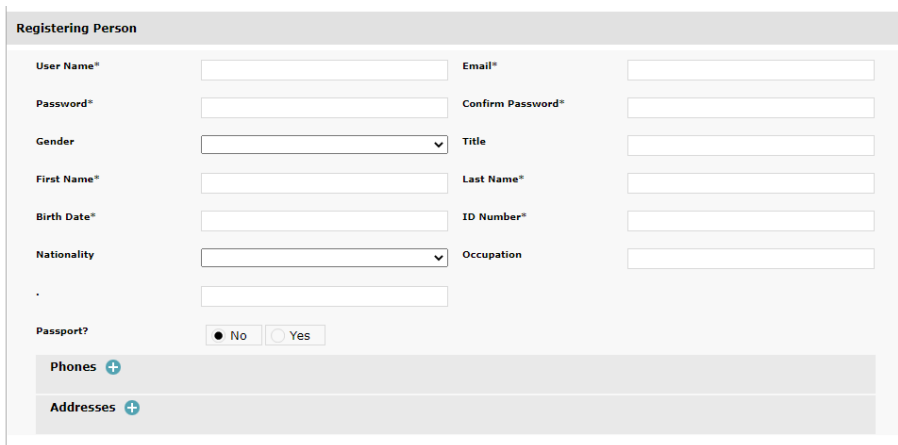
 (*plus*) *button*. The phone records will appear in a grid on the **Registration** form.

You can delete any phone entry by clicking on  (*X*) *button*.

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

[2.1.2. Person as part of Organization registering \(RE Admin\)](#)

The second part of the form is the **Registering Person**, which captures the details of the **Reporting Entity Administrator (RE Admin)**. Once the registration is finalized, you will have the **RE Admin** user role and permissions to manage the organization and the users.



The screenshot shows a web form titled "Registering Person". It contains several input fields: "User Name*", "Email*", "Password*", "Confirm Password*", "Gender" (dropdown), "Title", "First Name*", "Last Name*", "Birth Date*", "ID Number*", "Nationality" (dropdown), "Occupation", and "Passport?" with radio buttons for "No" and "Yes". At the bottom, there are two sections: "Phones" with a plus button and "Addresses" with a plus button.

Note: fill out all fields, not only the mandatory ones!

User Name* : The login name you want to use (between 4 and 50 characters).

Email* : The email address you want to use for communication with FIU Curaçao goAML. Can be equal to organization email. 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.)

Password* / Confirm Password* : The password you want to use for your login.

Must meet the following requirements:



- Must be at least 10 alphanumeric characters long.
- Must contain a number.
- Must contain a special character such as !@#\$\$%&*...
- Must contain a capital letter.
- The last 3 passwords are remembered and cannot be reused.
- Password expires every 90 days.

Gender : Select from dropdown list and is implied mandatory.

Title : Fill in respective title (Mr., Mrs, Miss...) and is implied mandatory.

First Name* / Last Name* : Reporter legal name.

Birth Date* : Type the date with format **DD/MM/YYYY** into the field or select date using the calendar pop-up (📅).

ID Number* : Fill in national ID number (If **sedula** format is **YYYYMMDD##**, where **##** is your 2 sequence numbers).

Nationality : Fill in current nationality and is implied mandatory.

Occupation: Fill in current occupation and is implied mandatory.

Blank : Disabled

Passport? : Choose **No** or **Yes**.

Yes :

Passport Number* : Fill in passport number.

Passport Country : Select from dropdown list.

Phones (of reporting person): Please refer to **2.1.1.1.** above.

Addresses (of reporting person): Please refer to **2.1.1.2** above.


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

[2.1.3. Attachment, Captcha and Form Submission.](#)

The final section of the form allows you to upload all required attachments documents and submit form.

Click on the **Upload** button and browse for respective file to upload. Repeat for multiple file upload.




Attachments	
File Name	File Size
<input type="button" value="Upload"/>	
	
<input type="button" value="Submit Request"/>	

Attach the following mandatory documents:

- Recent certified excerpt from the Chamber of Commerce of Curaçao for your organization and legal representative if applicable.
- Copy of a valid identification document of the Legal representative(s) as well as company director.
- Copy of a valid identification document of the Compliance Officer(s).

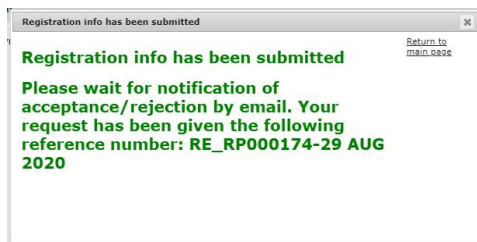
Once you are ready to submit the form, you should enter the **CAPTCHA** code and press **Submit Request**.

If the **CAPTCHA** is not legible or has expired, press the  reload button to the right of the image to generate a new code

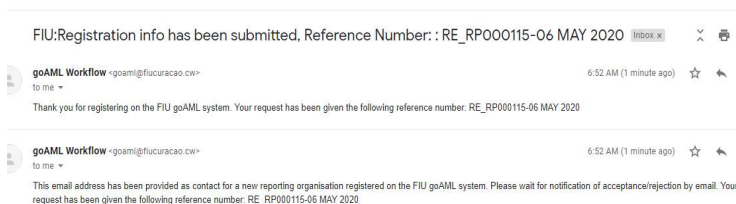
Note: Do not refresh the page as the contents of the form will be lost

Once the registration form has been submitted, a notification will appear on screen and 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.

On screen notification:



Email notifications for submission:





Once the registration has been accepted or rejected, another email notification will be sent to the corresponding email , person of Reporting Entity.

FIU:Request for account accepted Inbox x



goAML Workflow <goaml@fiucuracao.cw>
to me ▾

12:09 PM (3 minutes ago) ☆ ↶

Your request with ID number "RE_RP000059-20 APR 2020" has been accepted. You may now log in to the website using your credentials entered during registration.



2.2. Register as Person or Individual

A Person can register as an **individual** or as a user of an existing reporting entity.

If you are registering as an **individual**, select the **Individual User** check box. The form will reload and the **Organization ID** field will be pre-populated with **two(2)**, disabled and cannot be changed.

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: 2

User Name* [input] Email* [input]

Password* [input] Confirm Password* [input]

Gender [dropdown] Title [input]

The remainder of the form is the same as for registering as **Person**.

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* [input]

User Name* [input] Email* [input]

Password* [input] Confirm Password* [input]

Gender [dropdown] Title [input]

First Name* [input] Last Name* [input]

Birth Date* [input] ID Number* [input]

Nationality [dropdown] Occupation [input]

Passport? No Yes

Phones + [input]

Addresses + [input]

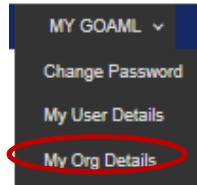
Attachments

File Name [input] File Size [input] [Upload]

927339 [input] [Submit Request]

Note: Fill in all fields.

Organization ID* : Your **Organization ID** will be provided to you by your **RE Admin**. The **Organization ID** can be found in the reporting portal at menu **My GOAML → My Org Detail**.



User Name* : The login name you want to use (between 4 and 50 characters).

Email* : The email address you want to use for communication with FIU Curaçao goAML.

Password*/ Confirm Password* : The password you want to use for your login.

Must meet the following requirements:

- Must be at least 10 alphanumeric characters long.
- Must contain a number.
- Must contain a special character such as !@#%&*...
- Must contain a capital letter.
- The last 3 passwords are remembered and cannot be reused.
- Password expires every 90 days.

Gender : Select from dropdown list and is implied mandatory.

Title : Fill in respective title (Mr., Mrs, Miss...) and is implied mandatory.

First Name* / Last Name* : Reporter legal name.

Birth Date* : Type the date with format **DD/MM/YYYY** into the field or select date using the calendar pop-up (📅).

ID Number* : Fill in national ID number (If **sedula** format is **YYYYMMDD##**, where **##** is your 2 sequence numbers).

Nationality : Fill in current nationality and is implied mandatory.

Occupation: Fill in current occupation and is implied mandatory.

Blank : Disabled

Passport? : Choose **No** or **Yes**.

Yes :



Passport Number* : Fill in passport number.

Passport Country : Select from dropdown list.

Phones (of reporting person): Please refer to 2.1.1.1. above.

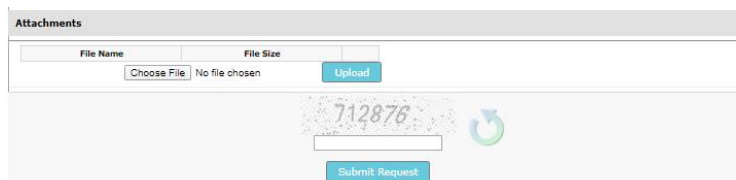
Addresses (of reporting person): Please refer to 2.1.1.2 above.

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

Attachment and Captcha

The final section of the form allows you to upload all required attachments documents and submit form.


Click on the **Upload** button and browse for respective document to upload. Repeat for multiple file upload.



Attach the following mandatory document:

- Copy of a valid identification document of the registering person.

Once you are ready to submit the form, you should enter the **CAPTCHA** code and press **Submit Request**.

If the **CAPTCHA** is not legible or has expired, press the  reload button to the right of the image to generate a new code

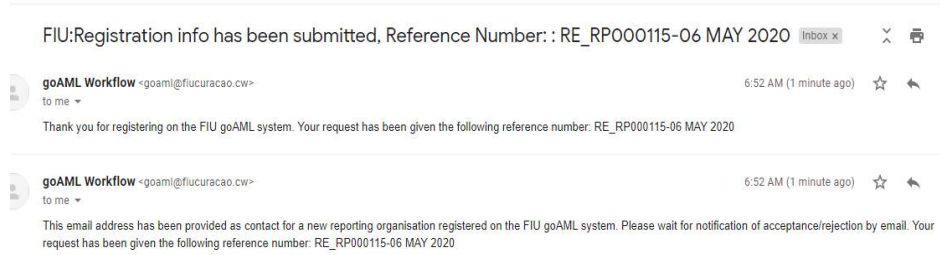
Once the registration form has been submitted, a notification will appear on screen and the notification of the person registration will be sent to the person email provided in the form.

On screen notification:





Email notifications for submission:



Once the registration has been accepted or rejected, another email notification will be sent to the corresponding email , **person** Reporting Organization.

2.3. Creating Delegates

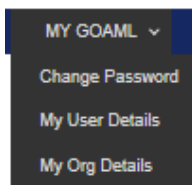
It is possible to associate two reporting entities so that one can report on behalf of the other. This is called **Delegation**.

The **Delegating** Reporting Organization is the organization 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 Organization can still log in and submit reports.


The **Delegated** Reporting Organization (or **Delegate**) is the organization that has been given the authority of another to submit their reports. A delegated reporting organization can read and send messages on behalf of the delegating organization via the message board and manage its users.

To create a delegation relationship between two organization, both organizations must be already registered in goAML application. You will be needing the **Organization ID** of the organization that will become the **Delegate**.

To obtain an **Organization ID** of the an organization login as **RE Admin** for the **Delegate** organization and go to menu **My GoAML → My Org Details**.

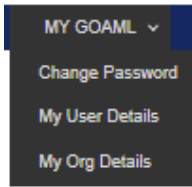


The **Organization ID** will be shown in the top left of **Registering Organization** form.



The screenshot shows the 'Registering Organization' form. At the top left, there is a 'Change Delegation' checkbox. Below it, the 'Organization ID' field contains the value '14'. To the right, there is a 'Delegate Organization ID' field which is currently empty. Below these fields, the 'Organization Business Type*' is set to 'Casino' and the 'is financial' checkbox is checked. There are 'Yes' and 'No' buttons at the bottom right of the form.

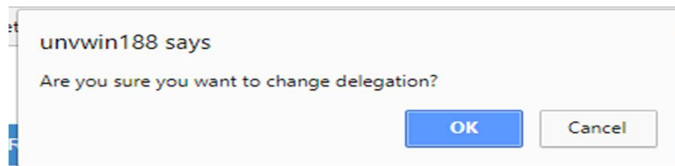
To setup delegation log in as the **RE Admin** of the organization that will be **Delegating**. Go to menu and select **My GoAML → My Org Details**.



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

The **Delegate Organization ID** field is initially disabled and empty.

Selecting the **Change Delegation** checkbox will open a prompt.



Click OK

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

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

Click **Submit Request** at the bottom of the form. This will create a change request that needs to be approved by FIU Curaçao. Once the change request is approved, the delegation will be created.

Once a delegation has been created between two reporting entities, the behavior of the login process is augmented for the **Delegated** Reporting Organization.

If you login as the user of a **Delegated** Organization, you will be presented with an option to change which Organization you are logged in as.

A drop down box is displayed with the reporting organizations name and all of the **Delegating** organization that you have delegated to the current organization.



Select a reporting entity for this session.

General

If you select one of the other delegating reporting organization and then click login, you will be logged in as that Organization for the duration of the session until you log out.

The top right of the web app shows the username in brackets and the organization that they are logged in for in bold.

In the example below, the user **general** for reporting organization **General** selected a delegating organization **C Casino B.V.**

When you fill out a web report the Reporting Organization ID, which is sent with the report is determined by which organization you are logged in as. You can only read and send messages for the organization that you are logged in as.



3. Passwords

The password that is associated with a user account can be changed, recovered and expired.

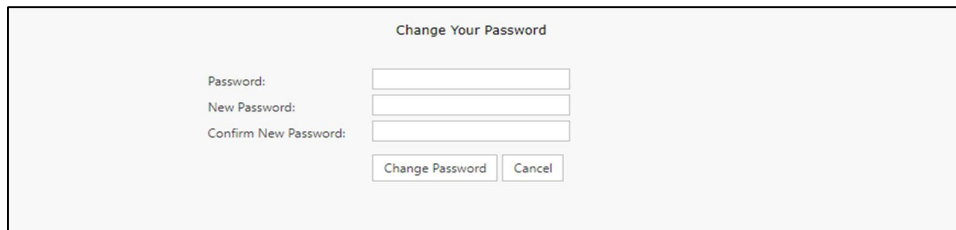
3.1 Change Password

You can change your password at any time directly in the web application, providing you know your existing password.

Once you are logged in go to menu **MY GOAML** → **Change Password**

Enter your existing **Password** and the new password in the **New Password** and **Confirm New Password** input boxes respectively.

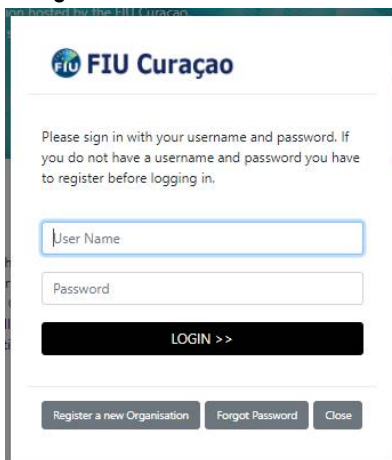
Click on **Change Password** button for change to take place.



3.2 Forgot Password

In order to retrieve a forgotten password:

Click the **Forgot Password** button on the login screen.



Fill out the **User Name** and **Email** address for the account you wish to reset the password for, enter **CAPTCHA** code and click **Submit** button.

Reset Password Request

User Name:

Email:

252683 

Enter the code above

An email similar to the one below is sent to the user.

A request to reset your goAML password was created. Please click on the following link to reset your password:
<http://www.mygoamlsite.com/Account/pwLink/Sd48a9d9-b21f-4af1-9cea-1ac905b27b59>
If you did not make this request, please contact your FIU immediately.
Please do not reply, this is an automated message.

The link will take the user to the following screen where they must supply their **User Name**, **Email**, **New Password** and **Confirm New Password**.

Select **Change Password** for the changes to take effect.

User Name:

Email:

New Password:

Confirm New Password:

Note: If the user cannot recall their username or email address associated with their account, they must contact the FIU Curaçao.

3.3 Reset Password

Login as **RE Admin** and go to menu **ADMIN** → **Active Users** grid, select a user and click  **Reset Password** button.

This creates a new random password and emails it to the user.

When the user then logs in with this new password they will be redirected to the **Change Password** screen where they must change their password before continuing to use the system.



FINANCIAL INTELLIGENCE UNIT CURAÇAO



goAML Web Registration Manual



Contact Info

FIU Curaçao

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goAml contact persons:

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Mrs. Marsha Henriquez