

THE UNITED REPUBLIC OF TANZANIA



FINANCIAL INTELLIGENCE UNIT

goAML Web User's Guide

(Registration Instructions)

Modification History

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Acronyms and Abbreviations

FIU	-	Financial Intelligence Unit
AMLA	-	Anti Money Laundering Act
MLRO	-	Money Laundering Reporting Officer
LEA	-	Law Enforcement Agency
URL	-	Uniform Resource Locator
RE	-	Reporting Entity

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1 Introduction

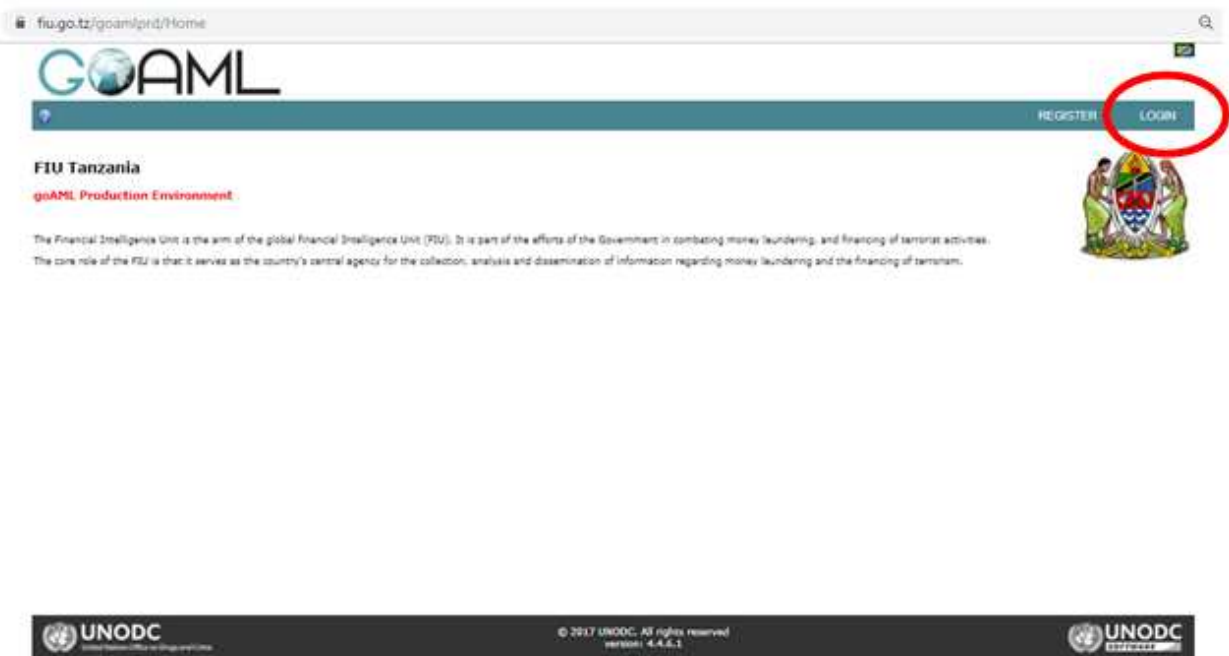
goAML is an integrated and modular system designed to fit the needs of a Financial Intelligence Unit. The goAML solution is executed in the following steps – collection, collation, analysis (rule-based, risk score and profiling), case workflow and intelligence dissemination. The data sent by the financial 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 audiences of this guide are all reporting persons as identified by AMLA 2006 section 3, stake holders, Individuals and Supervisory bodies. Please note, submission of different kinds of reports by using goAML web is not part of this document.

2 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://www.fiu.go.tz/goamltrn/Home> for the testing/training environment or <https://www.fiu.go.tz/goamlprd/Home> 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 (See fig.1)

fig.1



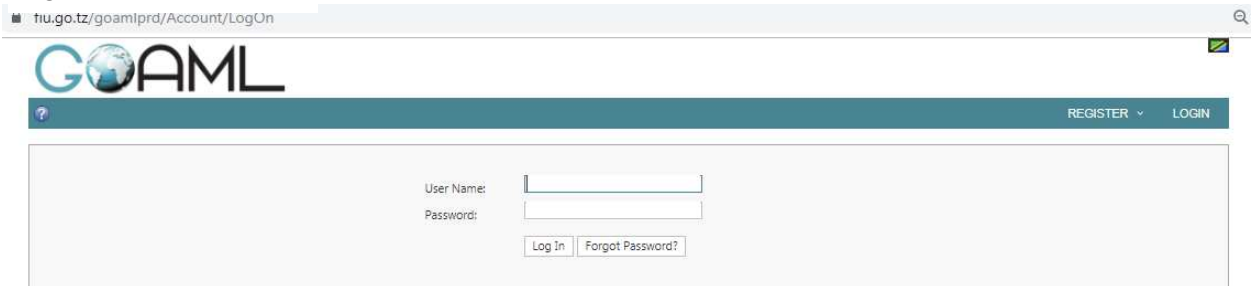
If you already have your user credentials, you can just log in with them (see section 3: Login to goAML Web). If not, you have to register as a user first (see section 4: Register for goAML Web).

3 Login to goAML Web

To log in and start a goAML Web session:

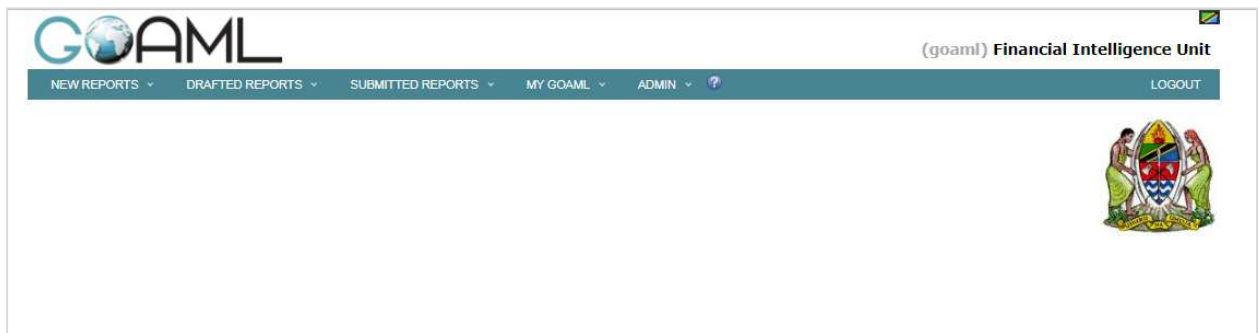
- Click on Login in the navigation bar, if the login screen is not active.
- Enter your login name into the field User Name and your password into the field Password:

fig.2



- Click on Login.
The application's working bench/environment page is loaded and displayed:

fig.3



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

4 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.

4.1 Reporting Persons and MLROs

- i. From the FIU website, follow the link "Reporting Person Information":
- ii. Follow "Submit STR Training" - This link leads to goAML Web training environment
- iii. Follow " Submit STR Live" - This link leads to goAML Web live environment
- iv. 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.

Fig. 4



Fig. 5

entity type:

Reporting Entity
 Stakeholder
 Supervisory Body

Registering Organization

Organization Business Type*	<input type="text"/>	is financial	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name*	<input type="text"/>	acronym*	<input type="text"/>
Incorp. Num	<input type="text"/>	Swift/Bic*	<input type="text"/>
Commercial Name	<input type="text"/>	Incorporation Legal Form	<input type="text"/>
Incorp. City	<input type="text"/>	Incorp. State	<input type="text"/>
Incorp. Country	<input type="text"/>	Name of holding company	<input type="text"/>
Contact Person	<input type="text"/>	Email*	<input type="text"/>
URL	<input type="text"/>		

Phones +

Addresses +

Fig. 6

The image shows a web form titled "Registering Person". It contains the following fields and sections:

- User Name***: Text input field.
- Password***: Text input field.
- Confirm Password***: Text input field.
- Gender**: Dropdown menu.
- Title**: Text input field.
- First Name***: Text input field.
- Last Name***: Text input field.
- Birth Date**: Text input field.
- National ID No.**: Text input field.
- Nationality**: Dropdown menu.
- Occupation**: Text input field.
- ID Number**: Text input field.
- Passport?**: Radio buttons for "No" (selected) and "Yes".
- Phones +**: Section header with a plus icon.
- Addresses +**: Section header with a plus icon.
- Attachments**: Section header.
- File Name**: Text input field.
- File Size**: Text input field.
- Choose File**: Button.
- No file chosen**: Text label.
- Upload**: Button.
- 372206**: CAPTCHA number.
- Submit Request**: Button.

- v. Fill in the fields of the form with your data as shown in table 1 & 2 (* = mandatory field).

Table 1: Organization details

FIELD NAME	DESCRIPTION
Entity Type	Select reporting entity type: Reporting Entity, Stakeholder or Supervisory body
Organization business	Select your Organization business type, e.g Bank, Foreign LEAs e.t.c

Is financial?	Yes (in the case of financial institutions such as banks)
Name	The name of the registering entity
Acronym	The company name in abbreviated form
Incorp. Num	Company incorporation number
Swift/BIC	Unique swift code
Commercial Name	If different from the Registered entity name
Incorporation Legal Form	Select from the drop-down list, the legal status of the entity, e.g. Association, Company, Trust, etc.
Incorp. City	E.g. Dar es salaam
Incorp. Country	E.g. Tanzania
Name of holding company	If associated with holding company
Contact Person	Full name of MLRO
Email	An entity e-mail account – preferably one which will be accessible by authorized goAML users. Alternatively, the email address of the MLRO may be used
URL	Universal Resource Locator (Web address of the entity)

Phones	Provide phone of the reporting person. This link invokes the Phone dialogue box/module (See table 3)
Addresses	Provide address of the reporting person. This link invokes the Address dialogue box/module (See table 4)

Table 2: MLROs details	
FIELD NAME	DESCRIPTION
User Name	Specify a unique username for login, preferably acronyms of your organization in conjunction with a number, e.g crdb001, crdb00...for the first MLRO, Second MLRO e.t.c
Email	Business email of the MLRO
Password	Password must be at least 5 characters to include CAPITAL LETTERS, alphanumeric and special characters (e.g. Goaml321#)
Confirm Password	Re-key in the password
Gender	Male or Female
Title	e.g. Ms, Mr., Dr., Mrs, e.t.c

First Name	First name of the MLRO
Last Name	Surname of the MLRO
Birth Date	It is recommended the date be selected from the attached drop-down calendar to avoid mismatching of date formats
Nationality ID No	Number on the National ID
Nationality	Specify the MLRO's Nationality, e.g. Tanzanian
Occupation	Specify the MLRO's job, profession or role within the reporting entity, e.g. MLRO, Compliance Manager, Director, etc.
ID Number	Number of identity document
Passport?	Answer "Yes" or "No" depending whether the MLRO has a passport. If the answer is "Yes", then input boxes are provided to supply the Passport Number and Passport Country
Phones	Provide phone of the MLRO. This link invokes the Phone dialogue box/module (See table...)
Address	Provide address of the MLRO. This link invokes the Address dialogue box/module (See table..)
Attachments	MLROs are required to attach a registration form and

	<p>an introductory letter from the reporting entity.</p> <p>To attach a file, select “Choose a file” to locate and append a file, then select “Upload”. More than one file may be attached, but attachments may not exceed a total of 20MB in size</p>
Security Codes	<p>Finally, key in as displayed, the number as proof that a human being (Not a machine) is behind the submission. Then select Submit Request</p>

Approving the Registration of Reporting Persons and MLROs

Once the registration forms are submitted to the FIU, the FIU is responsible for verifying the captured registration details and attached documents then approve or reject the registration accordingly

MLRO will receive an email from the FIU, informing the approval or rejection of the registration

Once the registration is approved, the MLRO may communicate the assigned Organizational ID (Organization ID from goAML Web) to additional/Assistant MLROs within his/her entity. These additional/Assistant MLROs may register with goAML Web as discussed next

4.2 Registering Additional/Assistant MLROs

- Open browser to the goAML Web Login screen
- On the menu, select “**Register\Register as Person**”. The MLRO registration screen is displayed

- Key in the **Organizational ID** as provided by the principal MLRO for the entity and complete the Registration process for the additional/assistant MLRO as shown in table 2 above.
- The Principal MLRO will verify and approve or reject the registration request accordingly:
 - i. **Reject**
 - If there is missing information or registered entity is not required
 - ii. **Verify**
 - To verify captured details
 - iii. **Approve**
 - To approve registered details
 - iv. **Finalize**
 - This is the last action to enable registered MLRO to login to the goAML System

Please note: the principal MLRO can go direct to “Finalize” action provided everything is Ok

Table 3: Phone details

FIELD NAME	DESCRIPTION
Contact Type	Select from the drop-down list, whether it is a business contact, private, etc
Comm. Type	Select from the drop-down list, whether it is a fax, landline phone, mobile phone, etc.
Country Prefix	Specify country code, e.g. “+255” for Tanzania.

Number	Specify the relevant number
Extension	Specify the relevant number as an extension to the above number
Comments	Provide comments if any on the phone

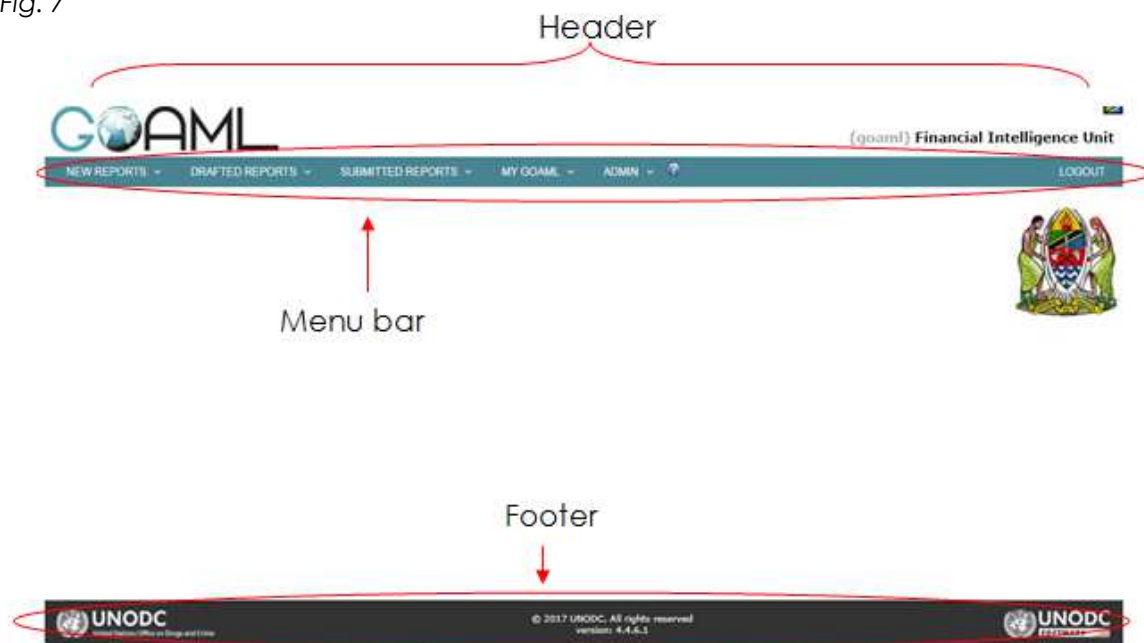
Table 4: Address details

FIELD NAME	DESCRIPTION
Use an Existing Address	Use this if the address is already keyed in recently
Type	Select from the drop-down list, whether it is a business address, private, etc.
Address	Specify the physical address
District	Specify district, e.g. Ilala or Kinondoni
City/Region	Specify region, e.g. Dar es salaam
Postal Code/P. O. Box	Specify the number being the post office box code
Country	Select from the drop-down list, the country, e.g. Tanzania

State	Specify the state. In the case of Tanzania, state is equivalent to region
Comments	Provide comments if any on the address

The User Interface details

Fig. 7



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.

- **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.*

Logout

To log off from goAML, 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)

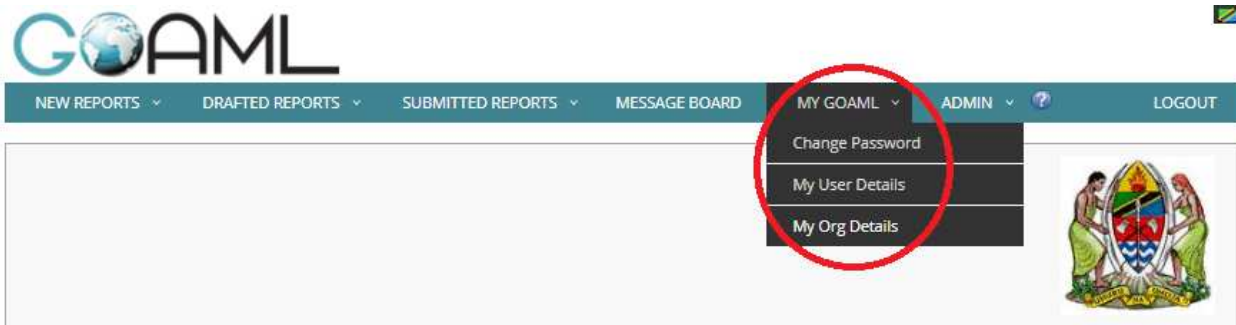
5 goAML web Administration

The following tasks can be performed in goAML web Administration:

- Maintenance of user and organizational details
- Role management
- User management
- Request management
- Monitoring statistics

Maintenance of User and Organizational Details

Fig. 8



- Login into goAML and on the menu is an item “My goAML”
- Links under “My goAML” lead to maintenance of user and organizational details
- The following can be carried out under My goAML:
 - Changing passwords
 - Updating User details
 - Updating organizational details

5.1 Changing passwords

To change the password of the logged in goAML Web user, from the goAML menu, select “**My goAML > Change Password**”. The password maintenance screen will be displayed as shown below

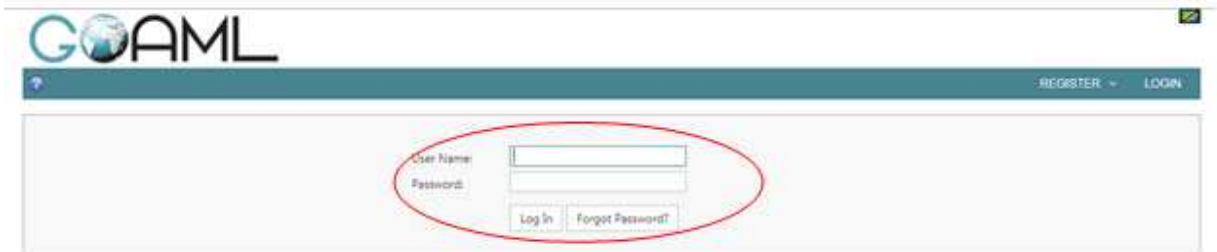
Fig. 9

The screenshot shows the 'Change Your Password' form in the goAML web application. The form has three input fields: Password, New Password, and Confirm New Password. Below the input fields are two buttons: Change Password and Cancel. The navigation bar at the top is the same as in Fig. 8, with 'MY GOAML' highlighted.

- **Password** – Provide the current password of the logged in user
- **New Password** – Provide a new password
- **Confirm New Password** – Re-key in the new password

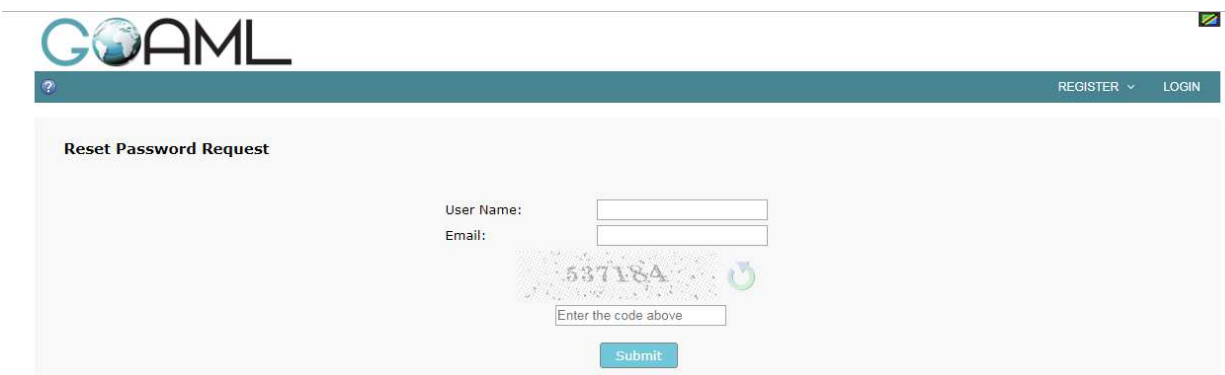
Please note: If you have gotten your password and you cannot login, click forgot password from the login screen

Fig.10



Then key in your user name and email, enter security codes and submit. Code to reset your password will be sent to your email

Fig. 11



Likewise, if you forgot both your password and user name, please contact the FIU or your Principal MLRO

5.2 Updating User details

When there are changes in user details (e.g. change in user phone number or change in the office address), the goAML Web user needs to update details accordingly:

- From the goAML Web menu, select “**My goAML > My User Details**”. The user details screen is displayed
- The MLRO Registration form is displayed, and populated with details of the logged in user
- Update details accordingly and save
- If user details update done by the Assistance MLRO, the principal MLRO will be responsible to approve, otherwise the FIU will approve.

5.3 Updating organizational details

When there are changes in organizational details (e.g. change in phone number or address), then there is need update organisational details accordingly:

- From the goAML menu, select “**My goAML > My Org Details**”. The Organizational details screen is displayed
- The Organisation Registration form is displayed populated with details of the organisation of the logged in user
- Update details accordingly and save
- Contat the FIU to approve updates made

5.4 Role Management

Each role in goAML Web is a set of permissions. In order to be allowed to perform tasks in goAML Web, a user needs specific sets of access permissions. Such sets of permissions are roles

- The role Management page is the place where roles are configured:
 - Select “**Admin > Role Management**” from the goAML menu. The role management page displayed

Fig. 12

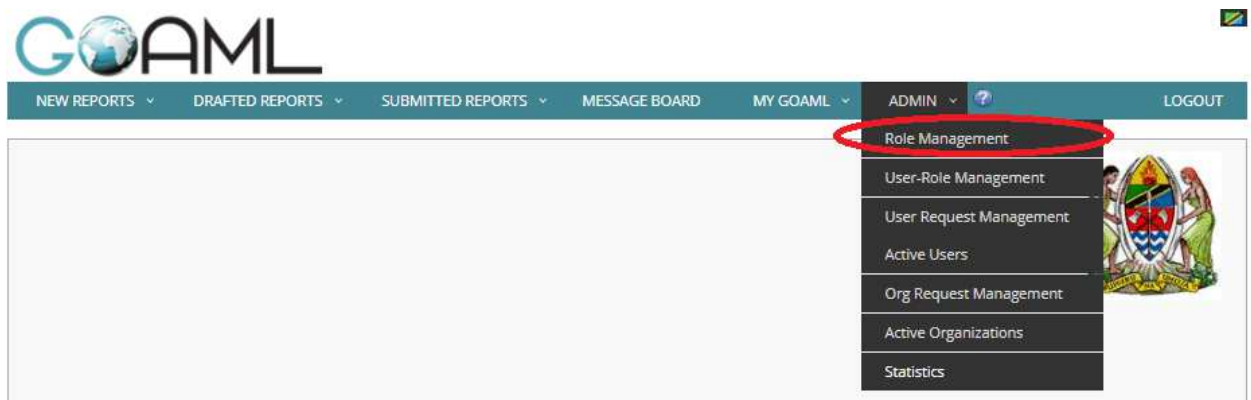
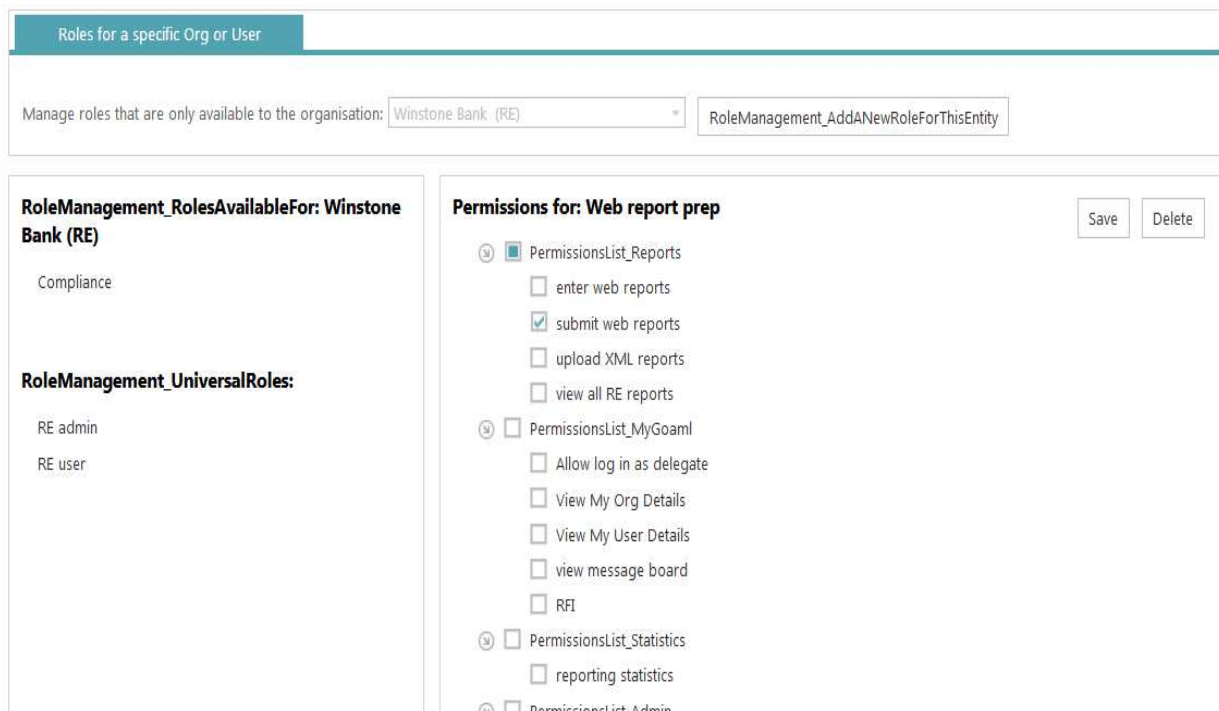


Fig. 13



5.4.1 Adding a Role

To create a new role:

- Select “**RoleManagement_AddNewRoleForThisEntity**”
- Key in the Role Name in the input box that appears, then select the “**Create Role**”
- In the left pane, select the new role that has just been created
- In the right pane, check or uncheck the relevant boxes to assign the required permissions
- Select “**Save**” to save the role

5.4.2 Editing a Role

To edit a role

- Select the Role name in the left pane
- In the right pane, check or uncheck the relevant boxes to adjust permissions
- Select “Save” to save the role

5.4.3 Deleting a Role

To delete a role from a set of roles

- Select the Role name in the left pane
- Select “Delete” in the right pane and the role will be deleted

5.5 User Role Management

User Role Management involves assigning or removing roles from goAML web users

- From the goAML menu, select "Admin > User Role Management". The User Management page will be displayed

Fig. 14

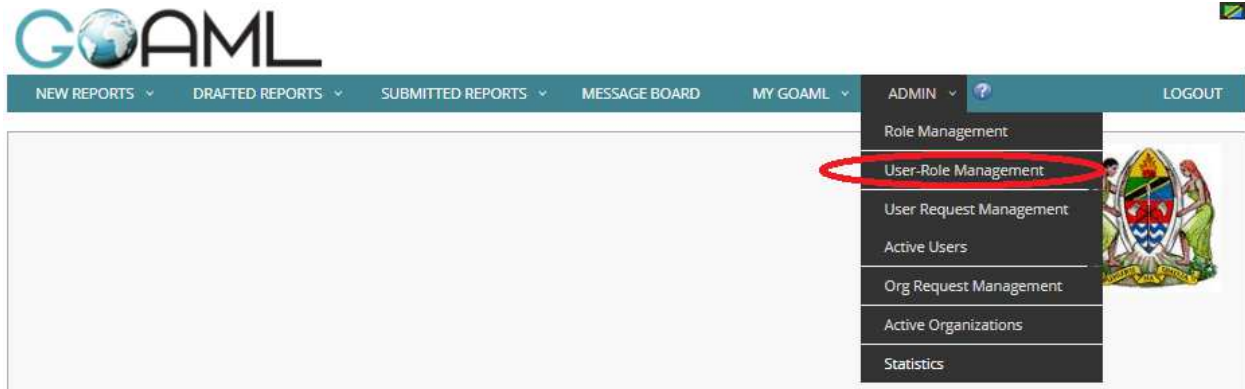
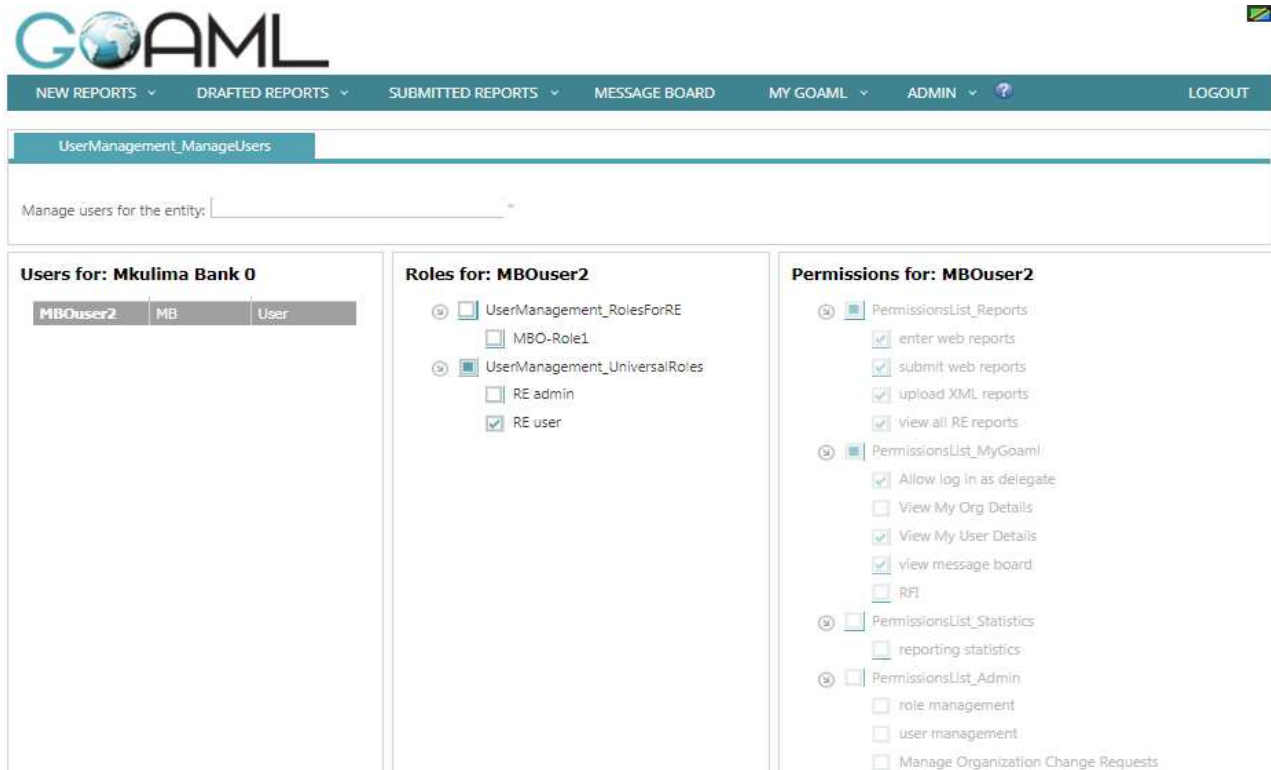


Fig. 15



- In the left pane, select the user to assign a role
- In the middle pane, select the role to assign
- In the right pane, assign permissions by checking the relevant boxes
- Select "Save" to save the assigned role

5.6 User Requests Management

User requests management involves permitting or denying user requests for registration into goAML Web:

- Select "Admin>User requests management". The User Change Requests page is displayed

Fig. 16

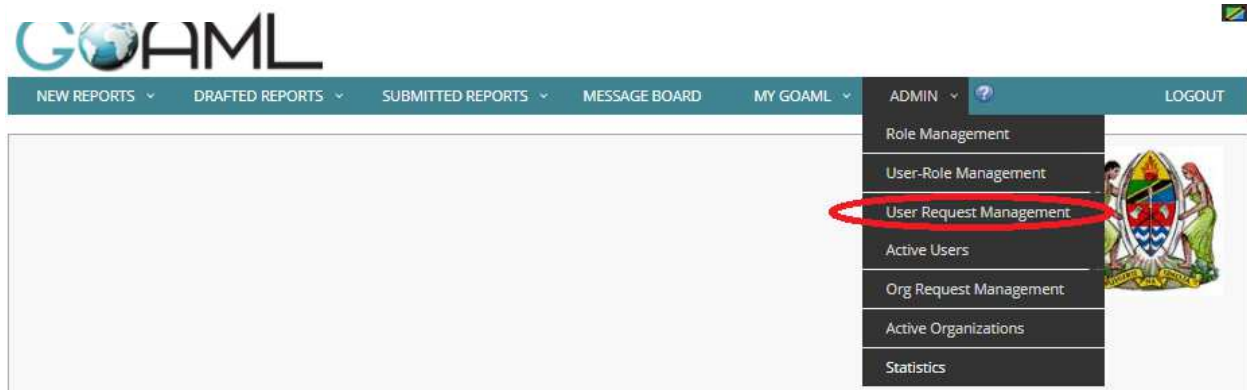
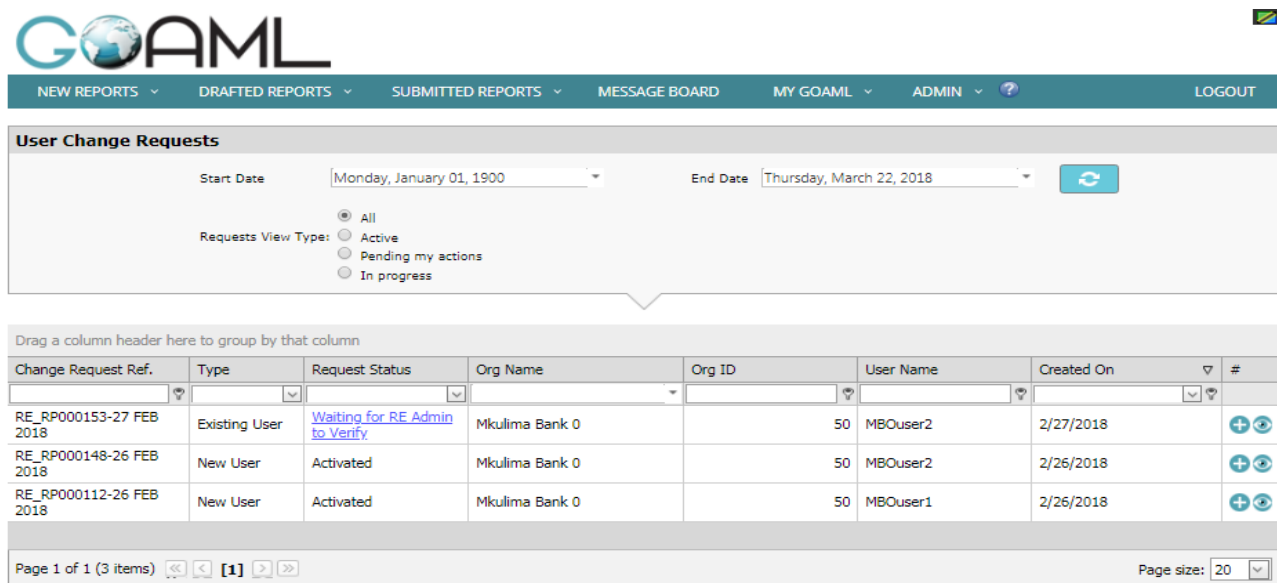


Fig. 17



- It is possible to filter these requests by Start Date, End Date, Request Type, etc.
- Each row contains details of a goAML Web user
- Users awaiting approval to use goAML Web have a status "Awaiting for RE Admin to verify" along the "Request Status" column
- To handle the user request, select the link "Awaiting for RE Admin to verify" and the approval screen will be displayed
- Possible actions are **Reject**, **Verify**, **Approve** and **Finalize** request

Fig. 18

Preview - Google Chrome
 Financial Intelligence Unit [TZ] | https://www.fiu.go.tz/goamltrn/WebRegistration/ActionsOnPersonCR2?ReportID=f5f73c9c...

Request: RE_RP000153-27 FEB 2018

Request Type: Existing User
 Request Status: Waiting for RE Admin to Verify

Reporting Officer

User Name	Email	Gender	Title
MBOuser2		Female	
First Name	Last Name	Birth Date	National ID No.
MB	User		
Id Number	Nationality	Occupation	
Passport Number	Passport Country		

Phones

Addresses

Comments

Actions:

Reject Verify Approve Finalize

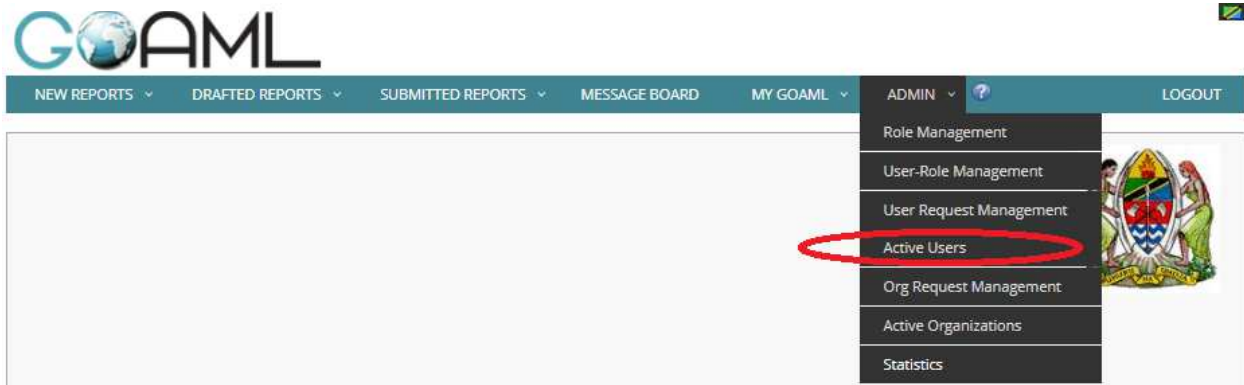
Comments

5.7 Active Users

Active users allows to view all registered users within goAML web:

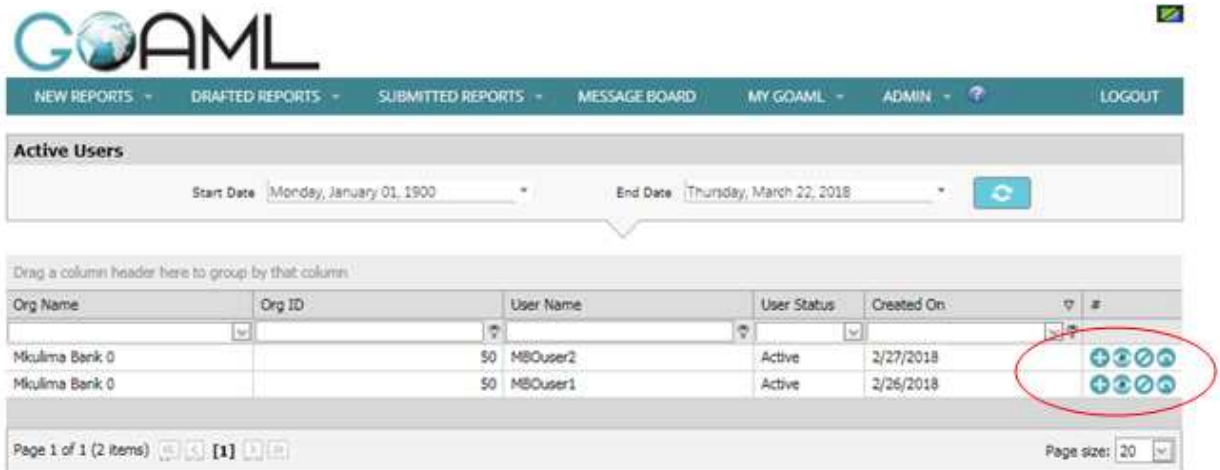
- Select “Admin> Active Users”. The Active Users page will be displayed

Fig. 19



- Possible actions are: Preview user details, Disable user, Reset password and Make new change request

Fig. 20

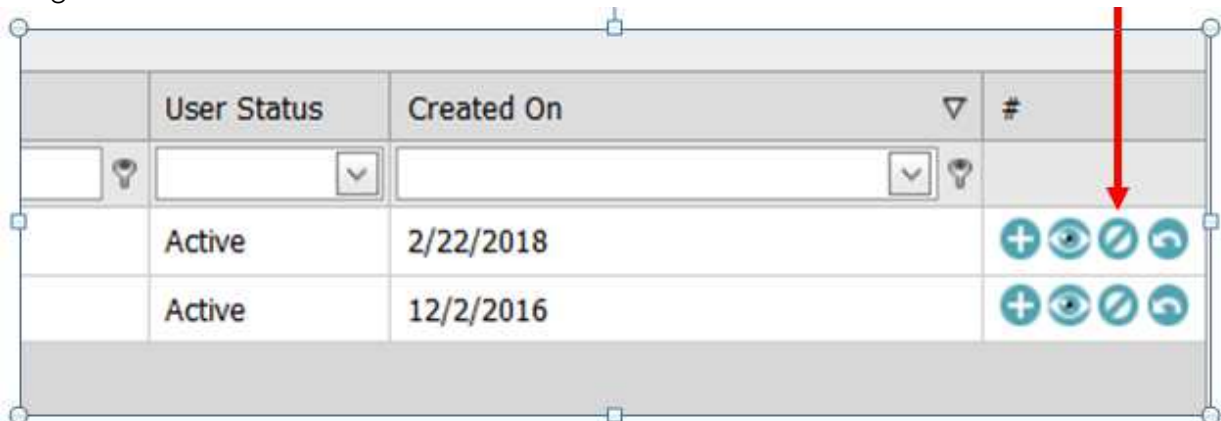


5.7.1 Disable user

To disable a user:

- Select "Disable"

Fig. 21



The screenshot shows a table with columns for 'User Status', 'Created On', and '#'. The first row is a header with a search icon and a dropdown arrow. The second row is a filter row with a search icon, a dropdown menu, and a dropdown arrow. The third and fourth rows contain data: 'Active' with '2/22/2018' and 'Active' with '12/2/2016'. Each data row has four icons: a plus sign, an eye, a slash, and a refresh symbol. A red arrow points to the slash icon in the first data row.

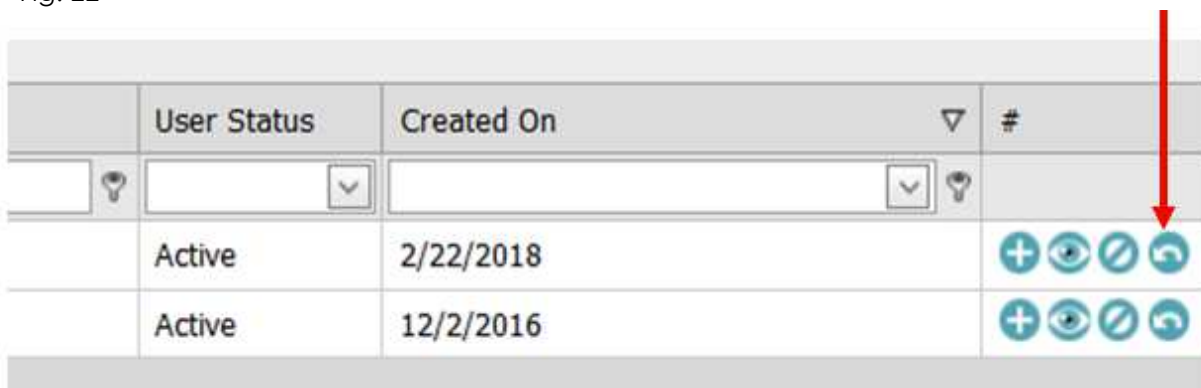
	User Status	Created On	#
	Active	2/22/2018	
	Active	12/2/2016	

5.7.2 Reset password

To reset a password for a user:

- Select "Reset Password". The password will be reset and an email sent to the user's registered email address

Fig. 22



The screenshot shows a table with columns for 'User Status', 'Created On', and '#'. The first row is a header with a search icon and a dropdown arrow. The second row is a filter row with a search icon, a dropdown menu, and a dropdown arrow. The third and fourth rows contain data: 'Active' with '2/22/2018' and 'Active' with '12/2/2016'. Each data row has four icons: a plus sign, an eye, a slash, and a refresh symbol. A red arrow points to the slash icon in the first data row.

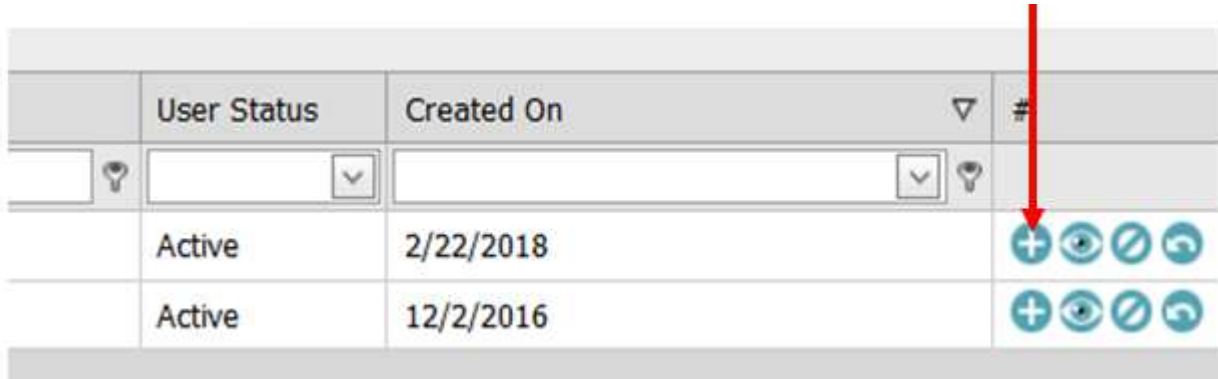
	User Status	Created On	#
	Active	2/22/2018	
	Active	12/2/2016	









5.7.3 New change request

To make new change request for a user:

- Select "New Change Request"

Fig. 23



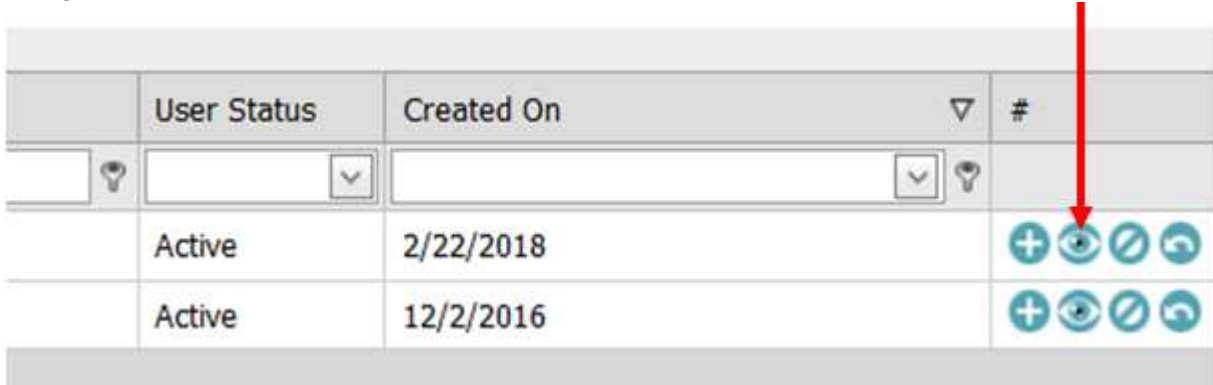
	User Status	Created On	#
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Active	2/22/2018	   
	Active	12/2/2016	   





5.7.4 Preview user details

To make to preview user details:

- Select "Preview"

Fig. 24



	User Status	Created On	#
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Active	2/22/2018	   
	Active	12/2/2016	