

POLIISI
KESKUSRIKOSPOLIISI
Centralkriminalpolisen
National Bureau of Investigation

Technical support:
tel: +358 295 486 833 (on weekdays 8–16)
email: goaml.krp@poliisi.fi

Issues relating to the contents of reports:
tel: +358 295 486 822 (on weekdays 8–16)
email: rahanpesuilmoitukset@poliisi.fi

http://www.rahanpesu.fi **https://ilmoitus.rahanpesu.fi**

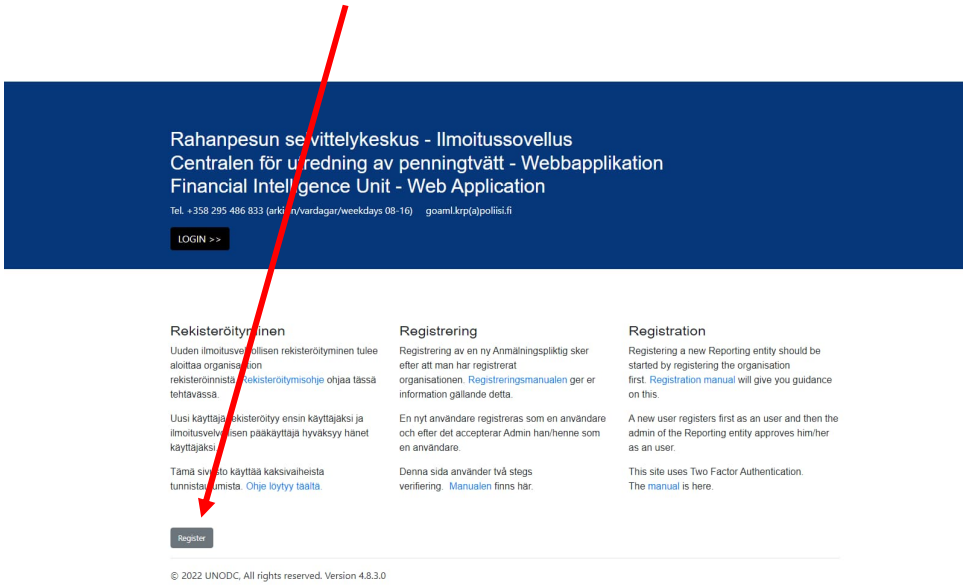
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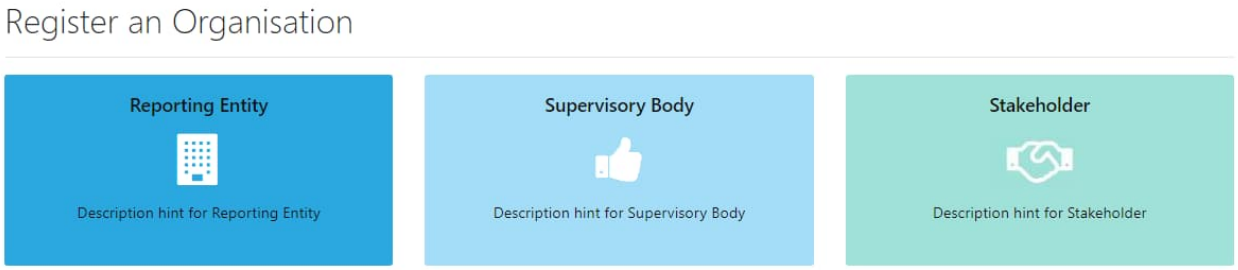
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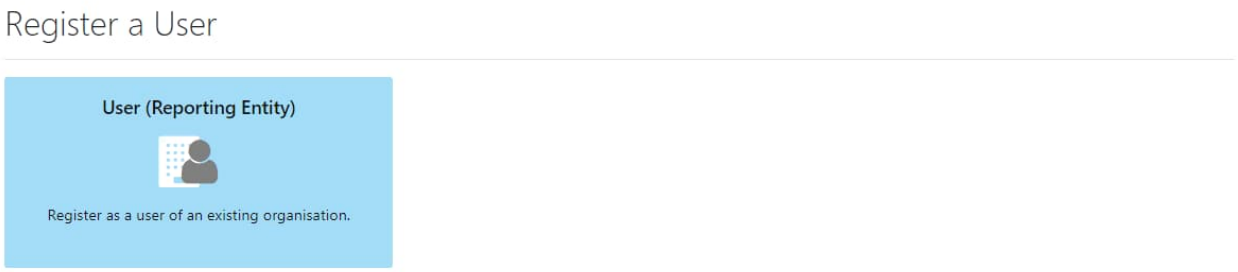
1. Registration

Before you can use the goAML application, you need to register as a user.

Registration can be performed by selecting either "***Register an Organisation***" (3 options) or "***Register a user***" from the "***Register***" menu on the front page.



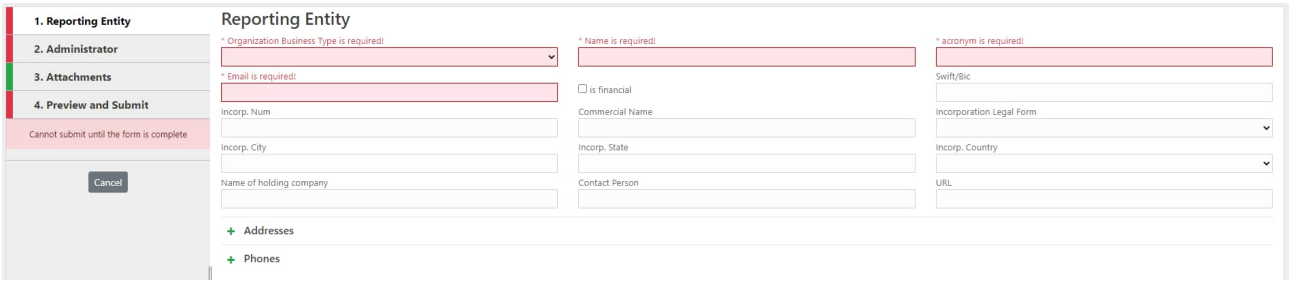




1.1. Register as an organization

Under ***Register → Reporting entity***, you can register an organization as a user of the application. The first user of the organization will automatically become the ***Admin User*** for the rest of the users in the same organization. The Admin of the organization can master the roles of the other users inside the organization.

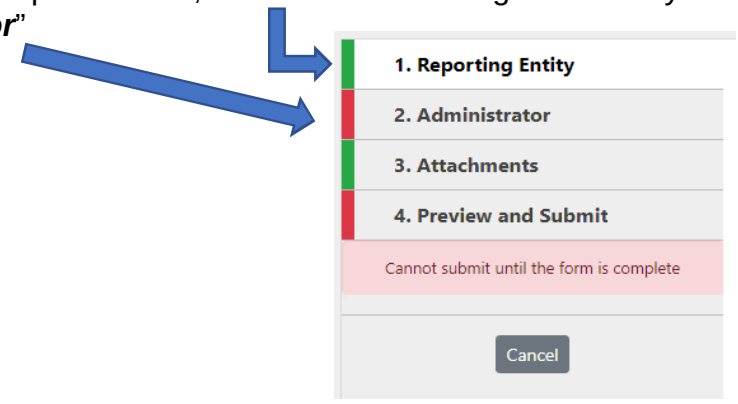
1.1.1. Reporting entity information



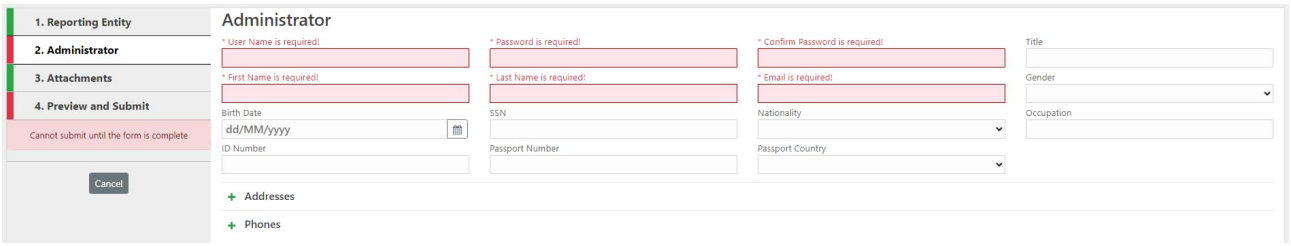
Fill out all the required fields (marked with the red color):

- **Organization business type:** From the drop-down list, select the business type of the company that you represent.
- **Name:** The name of the organization
- **Acronym:** the type of the company, for example, Ltd.
- **Email:** Preferably an official email address of the registering party, if they have one.
- **Swift/Bic:** Banks enter a Swift/BIC code, others enter a Business ID.
- **Is financial?:** Organizations that operate in the credit, capital and insurance markets and offer payment services, such as banks and insurance companies. Parties that are not financial can be, for example, car traders, jewellers or gambling companies.
- Add the address and telephone numbers by clicking the green + button.

When you have filled out all required fields, the red bar will turn green. Now you can move on to "***2. Administrator***"



1.1.2. Administrator



The administrator of the organization will automatically become the *Admin User* for the rest of the users in the same organization. The Admin of the organization can master the roles of the other users inside the organization. The Admin-role can also be added to other users.

Fill out all the required fields (marked with the red color):

- **User name:** this will be your personal user name and ***should not be*** given to anyone else. When choosing a user name, you should choose a "simple" user name, which is easy to remember. Your username will be visible in the application for the other users. ***Don't use your Social Security number or ID number as your username.***

- **Password:** Create a combination of characters secure enough as your password.

- **Confirm password**

- **First name:** Fill out your first name(s)

- **Last name:** Fill out your last name/ surname

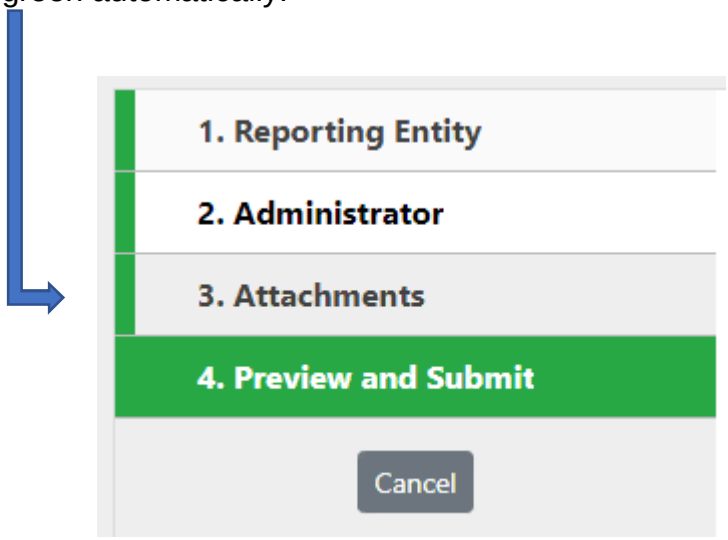
- **Email:** Fill out your personal email address. The confirmation of the registration will be sent to this address, as well as possible *password reset* messages.

- Add an address or/and a phone number by clicking on the green + button.

It is important to add a direct telephone number so that FIU-Finland can contact the person for further information or for clarifying a possible problem related to a report, if necessary.

1.1.3. Attachments

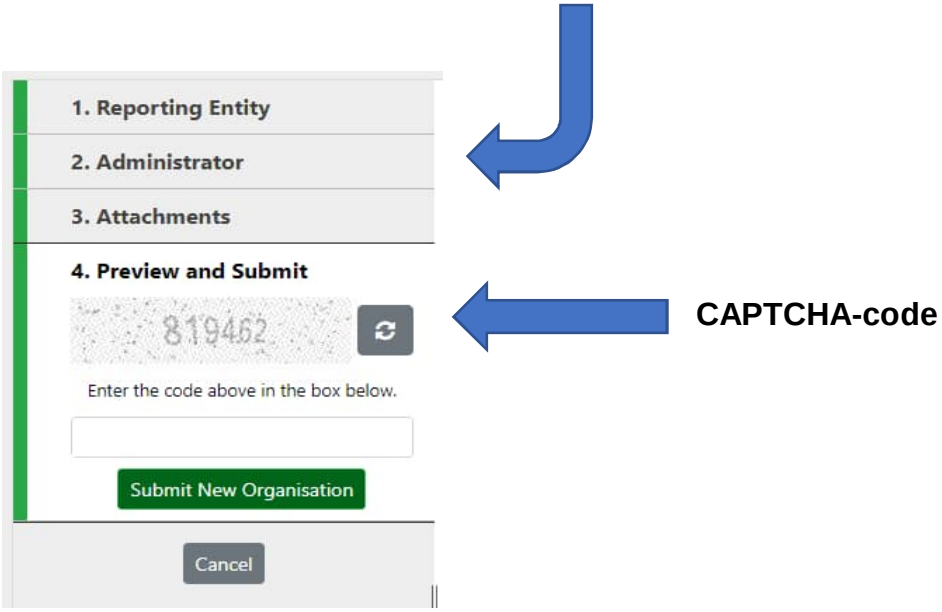
It is possible to send attachments at the time of registration. Click on "***3. Attachments***" and choose which attachments you want to send.
Note, that attachments aren't usually required at the time of registration. This is the reason for the bar to be green automatically.



1.1.4. Preview and submit

When clicking on "***4. Preview and Submit***", an overview of all the entered data will open.

At this point it is still possible to add, remove or change data you have entered, by clicking on the section, for example "***2. Administrator***".



When all the data is checked and filled out right, the **CAPTCHA-code** has to be entered.

Enter the CAPTCHA-code in the box below the numbers. If the numbers are unclear, click the button, and a new set of numbers will appear.

When the CAPTCHA-code is entered, click the "***Submit New Organization***" button. The form is now submitted.

A confirmation email is sent to the email address you entered in the registration form.

The registration will be checked at Financial Intelligence Unit and the organization approved as a user of the application. An email is sent, once the registration is approved.

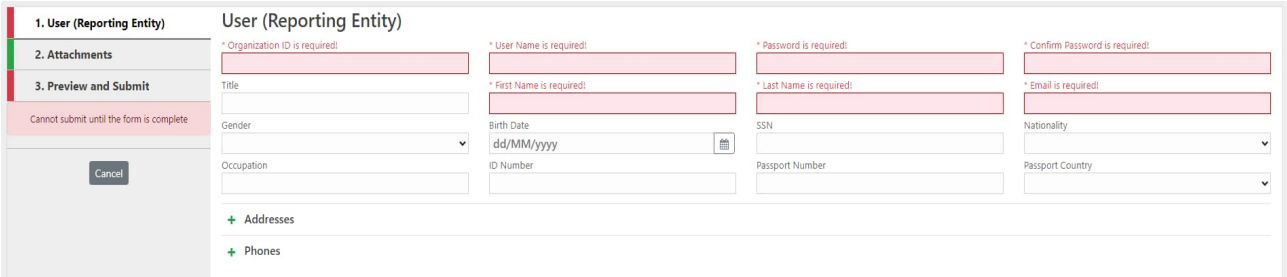
After the approval, you can log in to the application with your personal user name and password.

Organization ID (RAP-ID): An ID is created automatically for every organization when it is registered. The administrator of an organization can check the ID by logging in to the application (My goAML → Organization). You can also check the ID by calling FIU Finland (tel. +358 295 486 833).

1.2. Register as a User of an existing organization

If you want to register as a new user of an existing (already registered) organization, select "***User (Reporting Entity)***".

1.2.1. User information



Fill out all the required fields (marked with the red color):

- **Organization ID:** An ID is created automatically for every organization when it is registered. The administrator of your organization can check the ID by logging in to the application (My goAML → Organization). You can also check the ID by calling FIU Finland (tel. +358 295 486 833).

- **User Name:** this will be your personal user name and ***should not be*** given to anyone else. When choosing a user name, you should choose a "simple" user name, which is easy to remember. Your username will be visible in the application for the other users. ***Don't use your Social Security number or ID number as your username.***

- **Password:** Create a combination of characters secure enough as your password.

- **Confirm Password**

- **First Name:** Fill out your first name(s)

- **Last Name:** Fill out your last name/ surname

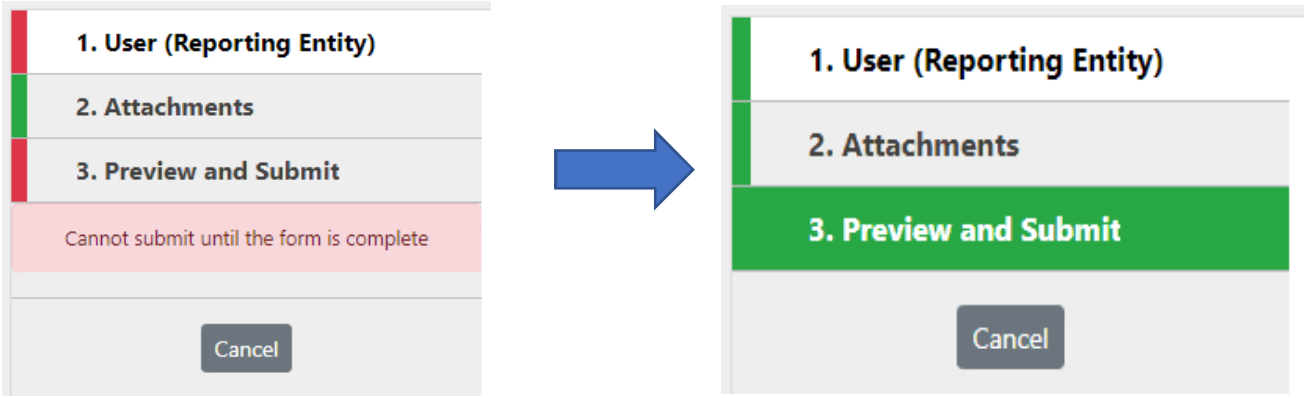
- **Email:** Fill out your personal email address. The confirmation of the registration will be sent to this address, as well as possible *password reset* messages.

- Add an address or/and a phone number by clicking on the green + button.

It is important to add a direct telephone number so that FIU-Finland can contact the person for further information or for clarifying a possible problem related to a report, if necessary.

1.2.2. Attachments

When you have filled out all the *User information* the red bar will turn green and you can move on to **"*2. Attachments*".**

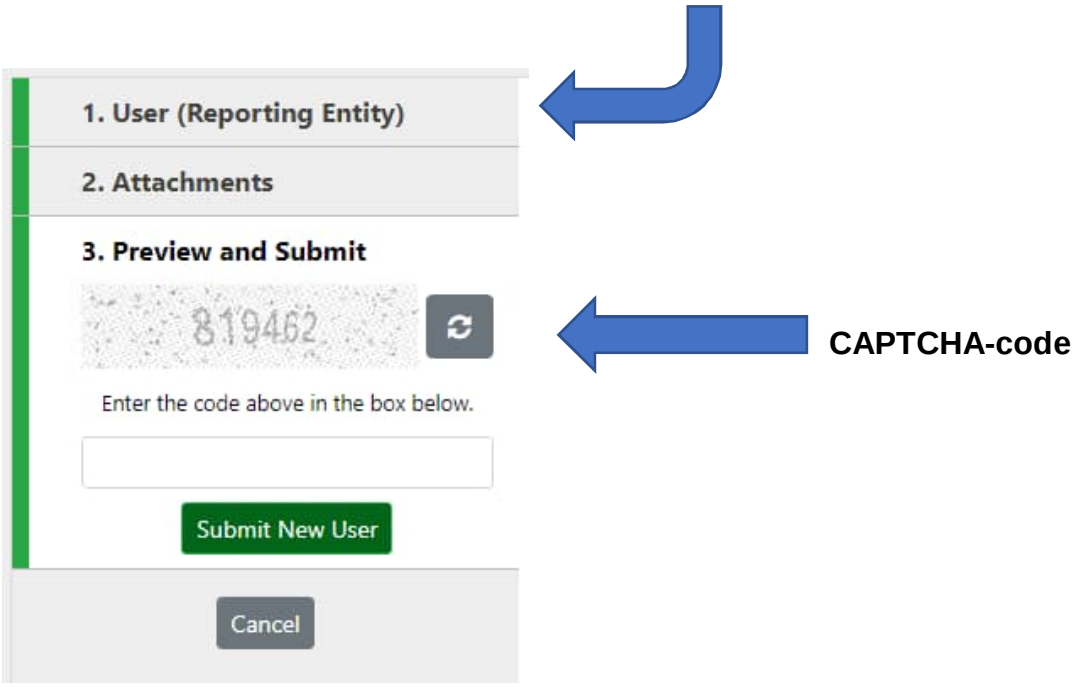


Note, that attachments aren't usually required at the time of registration. This is the reason for the bar to be green automatically.

1.2.3. Preview and Submit

When clicking on **"*3. Preview and Submit*"**, an overview of all the entered data will open.

At this point it is still possible to add, remove or change data you have entered, by clicking on the section, for example "***1. User (Reporting Entity)***".



When all the data is checked and filled out right, the **CAPTCHA-code** has to be entered.

Enter the CAPTCHA-code in the box below the numbers. If the numbers are unclear, click the button, and a new set of numbers will appear.

When the CAPTCHA-code is entered, click the "***Submit New User***" button. The form is now submitted.

A confirmation email is sent to the email address you entered in the registration form.

The registration will be checked by the ADMIN of your organization and you will be approved as a user of the application.

If the ADMIN encounters problems when approving the registration, call the Financial Intelligence Unit (tel. +358 295 486 833) for support.

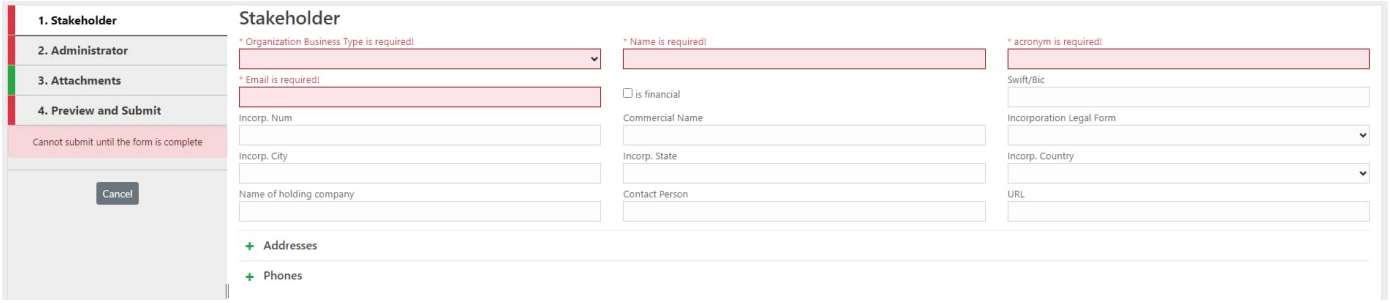
An email is sent, once the registration is approved.

Note, *after* the approval, you can log in to the application with your personal user name and password.

1.3. Register as a Stakeholder

Choose ***Stakeholder***, if you are not going to submit reports but use the WEB Application for exchanging messages with FIU Finland.

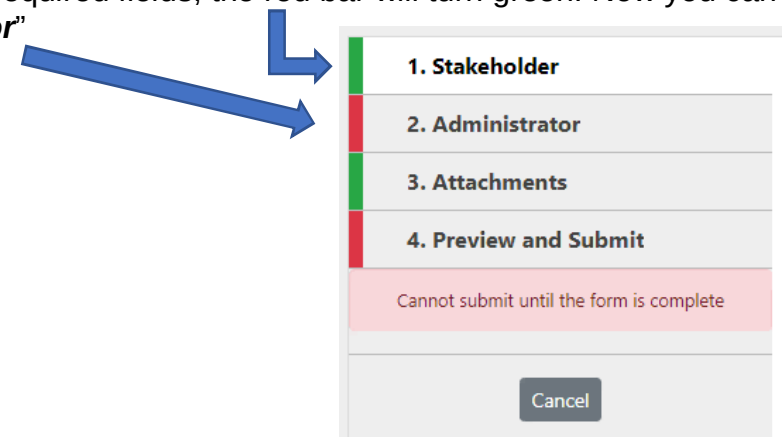
1.3.1. Organization information



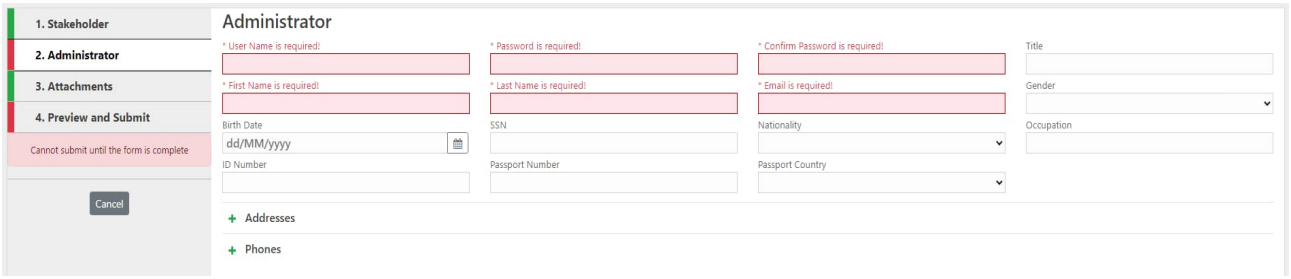
Fill out all the required fields (marked with the red color):

- **Organization Business Type:** From the drop-down list, select the business type of the company that you represent.
- **Name:** The name of the organization.
- **Acronym:** the type of the company, for example, Ltd.
- **Email:** Preferably an official email address of the registering party, if they have one.
- Add an address or/and a phone number by clicking on the green + button.

When you have filled out all required fields, the red bar will turn green. Now you can move on to "***2. Administrator***"



1.3.2. Administrator information



The administrator of the organization will automatically become the *Admin User* for the rest of the users in the same organization. The Admin of the organization can master the roles of the other users inside the organization. The Admin-role can also be added to other users.

Fill out all the required fields (marked with the red color):

- **User name:** this will be your personal user name and ***should not be*** given to anyone else. When choosing a user name, you should choose a "simple" user name, which is easy to remember. Your username will be visible in the application for the other users. ***Don't use your Social Security number or ID number as your username.***

- **Password:** Create a combination of characters secure enough as your password.

- **Confirm password**

- **First name:** Fill out your first name(s)

- **Last name:** Fill out your last name/ surname

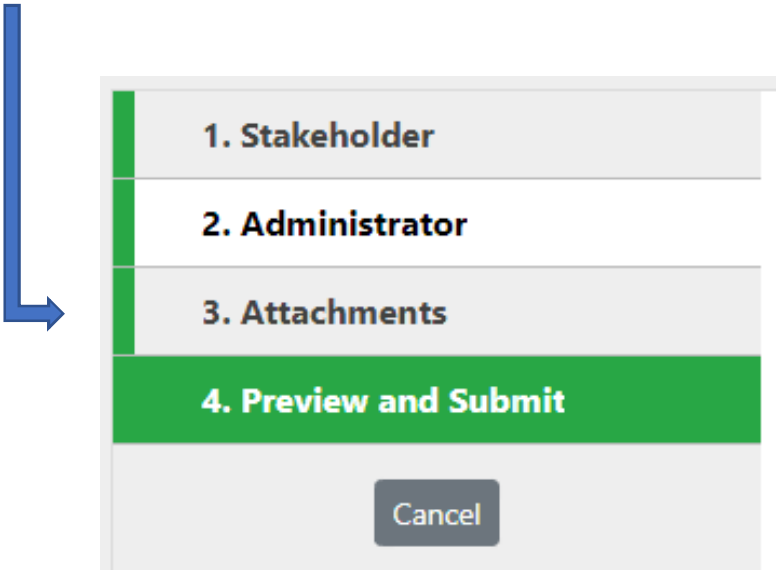
- **Email:** Fill out your personal email address. The confirmation of the registration will be sent to this address, as well as possible *password reset* messages.

- Add an address or/and a phone number by clicking on the green + button.

It is important to add a direct telephone number so that FIU-Finland can contact the person for further information or for clarifying a possible problem related to a report, if necessary.

1.3.3. Attachments

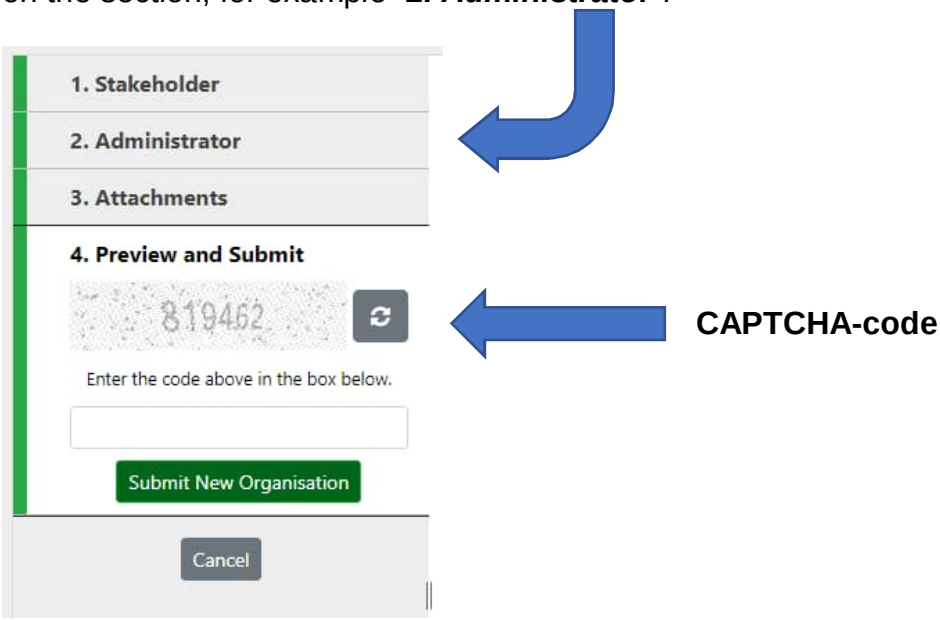
It is possible to send attachments at the time of registration. Click on "***3. Attachments***" and choose which attachments you want to send.
Note, that attachments aren't usually required at the time of registration. This is the reason for the bar to be green automatically.



1.3.4. Preview and Submit

When clicking on "***4. Preview and Submit***", an overview of all the entered data will open.

At this point it is still possible to add, remove or change data you have entered, by clicking on the section, for example "***2. Administrator***".



When all the data is checked and filled out right, the **CAPTCHA-code** has to be entered.

Enter the CAPTCHA-code in the box below the numbers. If the numbers are unclear, click the button, and a new set of numbers will appear.

When the CAPTCHA-code is entered, click the "***Submit New Organization***" button. The form is now submitted.

A confirmation email is sent to the email address you entered in the registration form.

The registration will be checked at Financial Intelligence Unit and the organization approved as a user of the application.

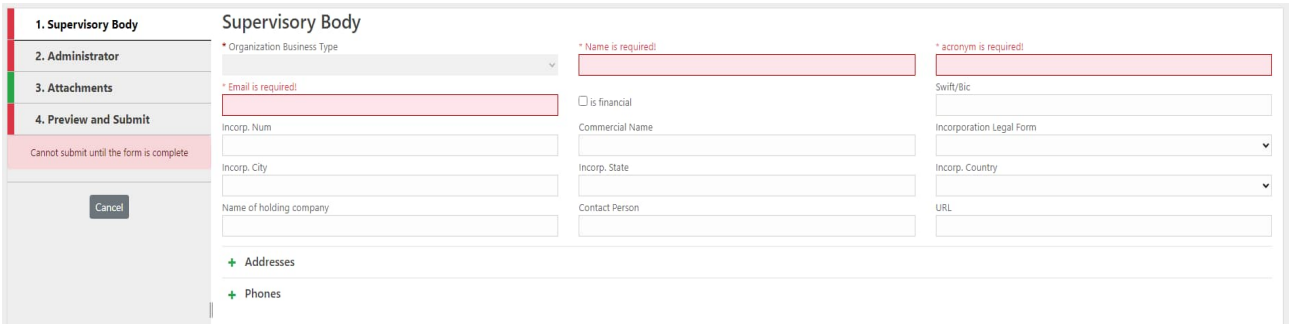
An email is sent, once the registration is approved.

Note, *after* the approval, you can log in to the application with your personal user name and password.

1.4. Register as a Supervisory Body

Choose **“Supervisory Body”** to register a supervisory organization, for example FIVA (Finanssivalvonta).

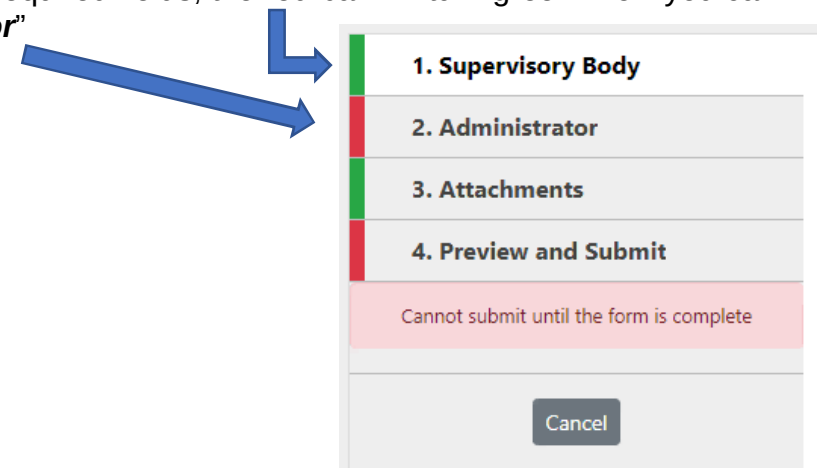
1.4.1. Organization information



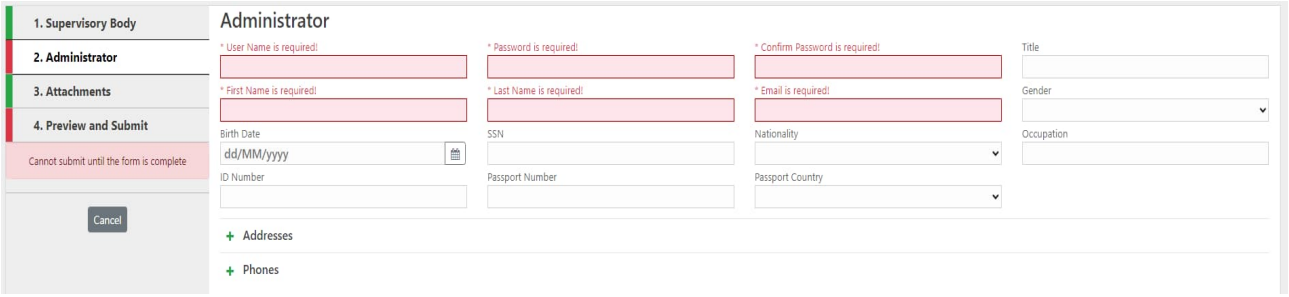
Fill out all the required fields (marked with the red color):

- **Name:** The name of the organization.
- **Acronym:** the type of the company, for example, Ltd.
- **Email:** Preferably an official email address of the registering party, if they have one.
- Add an address or/and a phone number by clicking on the green + button.

When you have filled out all required fields, the red bar will turn green. Now you can move on to “***2. Administrator***”



1.4.2. Administrator information



The administrator of the organization will automatically become the *Admin User* for the rest of the users in the same organization. The Admin of the organization can master the roles of the other users inside the organization. The Admin-role can also be added to other users.

Fill out all the required fields (marked with the red color):

- **User name:** this will be your personal user name and ***should not be*** given to anyone else. When choosing a user name, you should choose a "simple" user name, which is easy to remember. Your username will be visible in the application for the other users. ***Don't use your Social Security number or ID number as your username.***

- **Password:** Create a combination of characters secure enough as your password.

- **Confirm password**

- **First name:** Fill out your first name(s)

- **Last name:** Fill out your last name/ surname

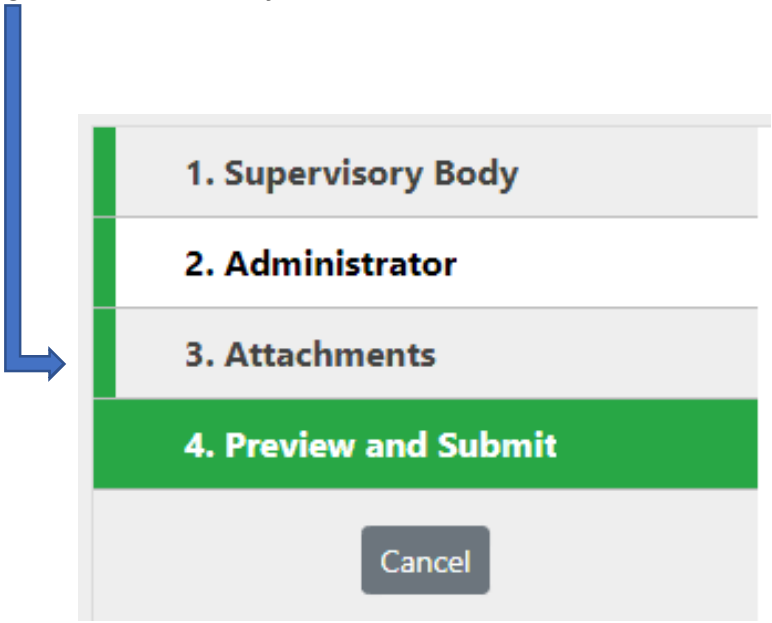
- **Email:** Fill out your personal email address. The confirmation of the registration will be sent to this address, as well as possible *password reset* messages.

- Add an address or/and a phone number by clicking on the green + button.

It is important to add a direct telephone number so that FIU-Finland can contact the person for further information or for clarifying a possible problem related to a report, if necessary.

1.4.3. Attachments

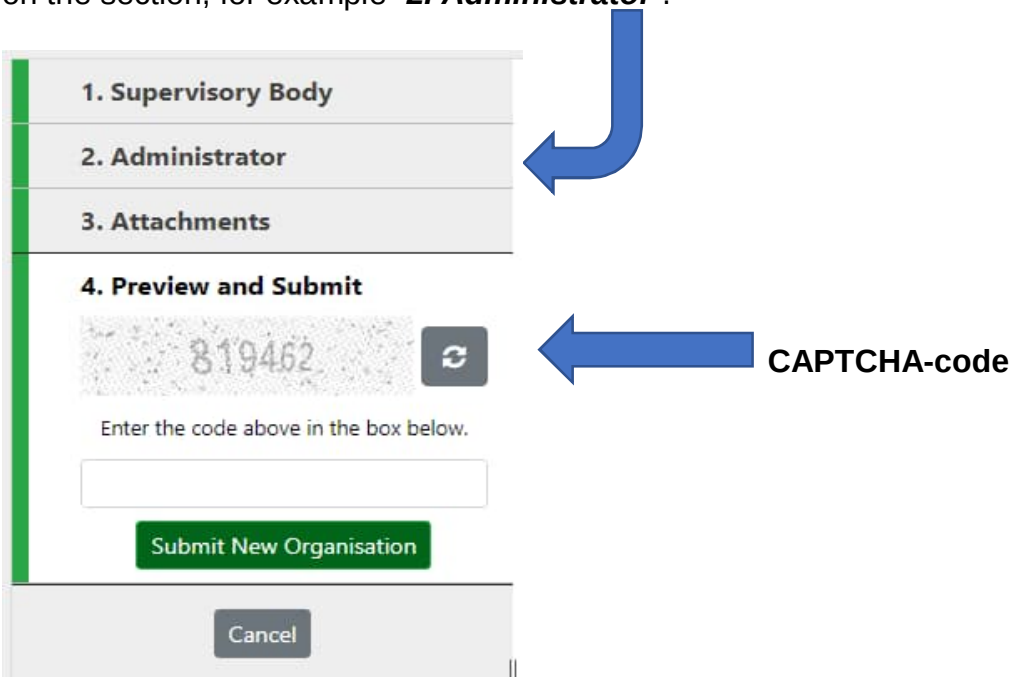
It is possible to send attachments at the time of registration. Click on "***3. Attachments***" and choose which attachments you want to send.
Note, that attachments aren't usually required at the time of registration. This is the reason for the bar to be green automatically.



1.4.4. Preview and Submit

When clicking on "***4. Preview and Submit***", an overview of all the entered data will open.

At this point it is still possible to add, remove or change data you have entered, by clicking on the section, for example "***2. Administrator***".



When all the data is checked and filled out right, the **CAPTCHA-code** has to be entered.

Enter the CAPTCHA-code in the box below the numbers. If the numbers are unclear, click the  button, and a new set of numbers will appear.

When the CAPTCHA-code is entered, click the "***Submit New Organization***" button. The form is now submitted.

A confirmation email is sent to the email address you entered in the registration form.

The registration will be checked at Financial Intelligence Unit and the organization approved as a user of the application. An email is sent, once the registration is approved.

After the approval, you can log in to the application with your personal user name and password.

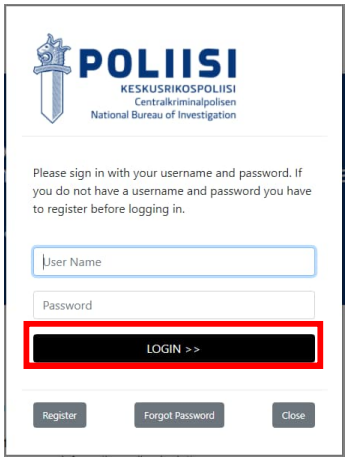
Organization ID (RAP-ID): An ID is created automatically for every organization when it is registered. The administrator of an organization can check the ID by logging in to the application (My goAML → Organization). You can also check the ID by calling FIU Finland (tel. +358 295 486 833).

2. Logging in

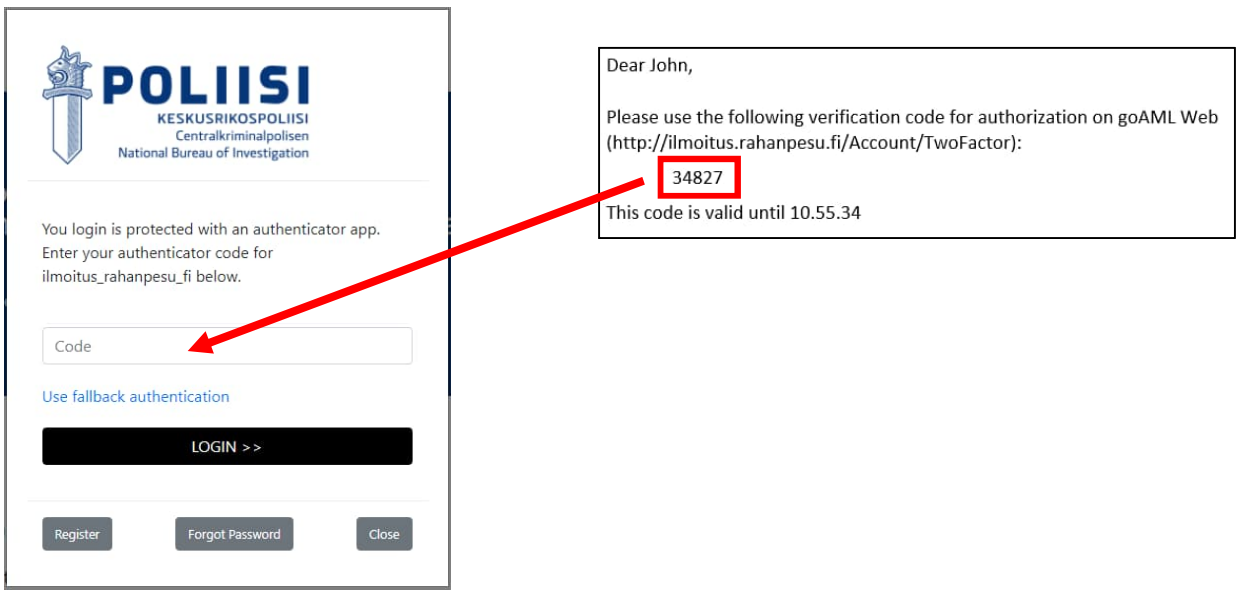
2.1. Logging in with the Email One Time password

In order to log in, go to LOGIN >> on the main page and the window below will open.

Enter your username and password and click "**LOGIN**"



When you have clicked "**LOGIN**" a new window will open. By clicking on "*Use fallback authentication*" a code will be sent to your email address. It may take a little moment for the email to be delivered.
This code is only valid for a couple of minutes, and the expiry time is mentioned in the email. If the time window for the login expires, restart the login process from the beginning.

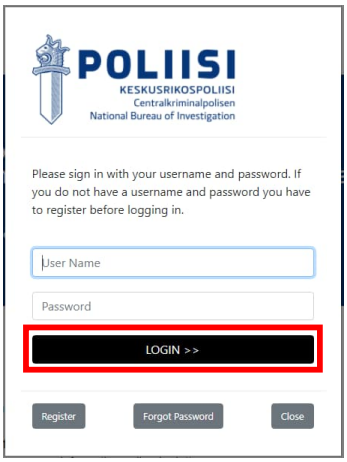


2.2. Logging in with the Google Authenticator

For more detailed instructions, please read the "***TwoFactorAuthentication***" manual.

In order to log in, go to "**LOGIN**" on the main page and the window below will open.

Enter your username and password and click "**LOGIN**"



goAMLweb asks for a *Google Authenticator code*. Find the code from the app, enter it and click "**LOGIN**"



Ready. You have logged in.

If the Authenticator code is not available (or does not work), click the "Use fallback authentication" button and continue as described in chapter 2.1. "*Logging in with the Email One Time Password*".

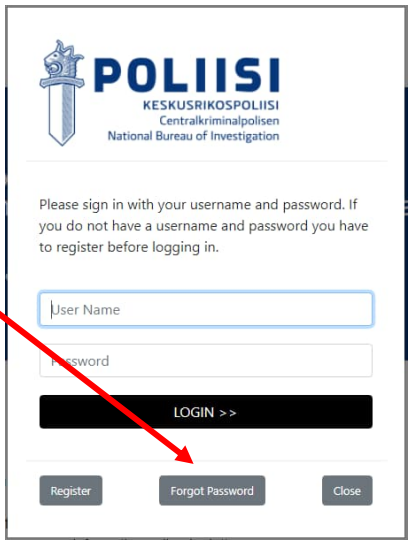
2.3. Forgotten password and releasing password

If you forget your password, you can reset it in the application as follows:

1) Press ”LOGIN” on the main page
2) Click the "Forgot Password" - button on the login page
3) Fill in the “User Name”, “Email address”, “CAPTCHA-code” and click “*Submit*".

   NOTE! If the CAPTCHA- characters are not clear enough, tap -button, which gives a new series of numbers.

4) Open the Email and tap the link in the message.
5) A page will open in the browser, where you must enter your User Name, Email address and a new password.
6) Login in to the goAMLweb using your new password.





A password can also be reset by contacting FIU Finland (email address: goaml.krp@poliisi.fi, telephone number: +358 295 486 833).