How to register an organization and users in goAML

Manuals for reporting entities

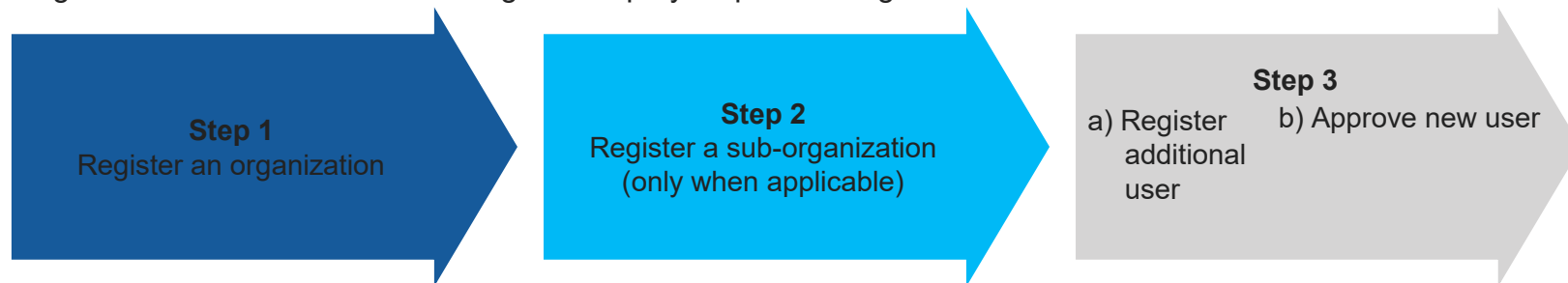Updated 2024-07-11

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Introduction

The information in this manual is to be used by reporting entities that report in accordance with the Anti-Money Laundering Act. The manual describes the process of registration of an organization and users in goAML, which is the reporting system used by the Swedish Financial Intelligence Unit (FIU Sweden).

If an organization is obligated to report within several branches then the reporting entity needs to register each branch separately. The first step is to create a main organization and then register the other branches as sub-organizations. Please contact FIU Sweden before registering a sub organization.
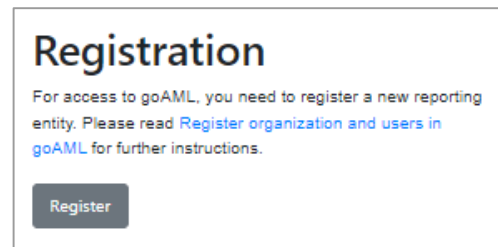
Step by step registration in goAML

Organizations and users need to register step by step according to these instructions:

Step 1
Register an organization

Step 2
Register a sub-organization
(only when applicable)

Step 3
a) Register additional user
b) Approve new user

Start by going to the web portal: https://fipogoaml.polisen.se/

- Please note that recommended browsers are Firefox, Chrome and Microsoft Edge.
  (MS Internet Explorer is not supported.)

Select **Register** under heading **Registration**

Registration

For access to goAML, you need to register a new reporting entity. Please read Register organization and users in goAML for further instructions.

Register

11 July 2024

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Step 1: Register an organization

After clicking **Register** in previous picture this page is displayed. Select **Reporting Entity**.

Details about the organization

1) **The navigation menu**. A red tab in the navigation menu indicates that mandatory information is missing (or entered incorrectly).

2) **Registration form**. Different information is displayed based on selected tab in the navigation menu. Mandatory fields are marked with pink/red.

3) **Additional mandatory fields.** The address and phone number of the organization are mandatory information. These fields becomes visible by clicking the **+** in front of **Addresses** och **Phones**.

Register the first user

Step 1
Register an organization

Step 2
Register a sub organization
(only when applicable)

Step 3
a) Register additional user   b) Approve new user

The user name must be unique and cannot be changed once submitted (use, for example, an email address). Be sure to remember what you chose.

The password must have minimum 12 and maximum 25 characters and contain:
- At least one lowercase
- At least one uppercase
- At least one number (0-9)
- At least one special character: -+!#%?*,.@?${}=_?~^&"'<>

HELP   **LOGIN**

1. Reporting Entity

2. Administrator user

3. Attachments

4. Preview and Submit

Cannot submit until the form is complete

Cancel

Administrator user

* User Name is required!

* First Name is required!

Swedish personal ID

+ Addresses

+ Phones

* Password is required!

* Last Name is required!

Nationality

* Confirm Password is required!

* E-mail is required!

Position

Birth Date
month/day/year

Country for foreign ID number

When the organization is registered, the first user is also specified. This user automatically becomes an administrator for the organization (it is possible to add several administrators for the organization later on).

In addition to the username, the e-mail address must also be unique (the same e-mail address cannot be used by several users). However, the e-mail address of the organization (registered in tab 1) may correspond to the e-mail address of a user.

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Submit application for new organization

Check that the information is correct in the application before entering the code (CAPTCHA) and click **Submit New Organisation.**

Note! It is not possible to log in to the web portal before the application has been approved by FIU Sweden. You will receive a confirmation e-mail when the application has been handled.

Step 2: Register a sub-organization

This section only concerns organizations that have several branches, e.g. an entity that is a bank but also has a branch that involves mortgages. Skip to Step 3 if this is not relevant for your organization. **Please contact FIU Sweden for advice before registering a sub-organization**.

Example

Bank of Sweden has a permit as a Banking or Financing business in accordance to 1. as well as Mortage lending business (*Mortgage of Sweden*) in accordance to 12. in *1 kap. 2 § i Lag (2017:630) om åtgärder mot penningtvätt och finansiering*. *Bank of Sweden* needs to be registered first (Step 1 in this manual). When approved by FIU Sweden, the administrator for *Bank of Sweden* may register *Mortgage of Sweden* as a sub-organization to *Bank of Sweden*.

> Note! It is not possible to create a sub-organization until the main organization has been approved by FIU Sweden. You will receive a confirmation e-mail when the application has been handled.

Step 1
Register an organization

Step 2
Register a sub organization
(only when applicable)

Step 3
a) Register additional user   b) Approve new user

Register a sub-organization

1. Log in to goAML as administrator for the main organization by clicking **LOGIN** on the homepage (see page 4) and use the credentials created in Step 1.
2. Select menu **ADMIN > Active Organizations** (in this view all organizations available for the current user are listed)
3. Click the button **Create New Delegating Organization** (which is available under the menu bar) to create a new sub-organization:

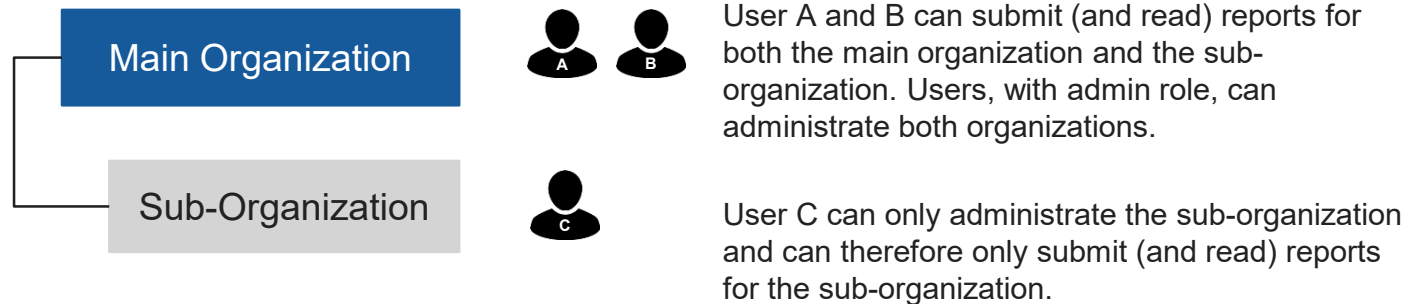4. Add all the necessary information, as described in Step 1, and click **Submit Request**

E-mail address of the delegated organization cannot be the same as the main organization's

Step 1
Register an organization

Step 2
Register a sub organization
(only when applicable)

Step 3
a) Register additional user   b) Approve new user

Users of the sub-organization

Users of the sub-organization can be registered when the organization has been approved by FIU Sweden. The first user of the sub-organization automatically becomes an administrator for that organization. Go to Step 3 for guidance in registering a user.

Note that a user of a main organization can submit reports for both the main organization and its sub-organizations whilst a user of a sub-organization only have permission to handle reports for the sub-organization.

Main Organization

Sub-Organization

User A and B can submit (and read) reports for both the main organization and the sub-organization. Users, with admin role, can administrate both organizations.

User C can only administrate the sub-organization and can therefore only submit (and read) reports for the sub-organization.

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Step 1
Register an organization

Step 2
Register a sub organization
(only when applicable)

Step 3
a) Register additional user   b) Approve new user

Step 3a: Register a user

Each new user applies for their own user account and the organization's administrator is responsible for approving new users and any change requests from the organization's users.

The user starts by going to FIU Sweden's website (see page 4) and selects **User (Reporting Entity)** (after clicking **Register** on the home page).

Step 1
Register an organization

Step 2
Register a sub organization
(only when applicable)

Step 3
a) Register additional user b) Approve new user

Register a user

Organization ID is obtained from the administrator

The user name must be unique and cannot be changed once submitted (use, for example, an email address). Be sure to remember what you chose.

HELP   LOGIN

1. User (Reporting Entity)

2. Attachments

3. Preview and Submit

Cannot submit until the form is complete

Cancel

User (Reporting Entity)

* Organization ID in goAML is required!

Position

Birth Date

month/day/year

Country for foreign ID number

* User Name is required!

* First Name is required!

Swedish personal ID

* Password is required!

* ...ne is required!

* Confirm Password is required!

* E-mail is required!

Foreign ID number

The password must have minimum 12 and maximum 25 characters and contain:
- At least one lowercase
- At least one uppercase
- At least one number (0-9)
- At least one special character: -+!#%?*,.@?${}=_?~^&"'<>

+ Addresses

+ Phones

Organization ID is the unique identification number in goAML for the organization that the user should be connected to. The administrator can find this number in the confirmation email that was sent when the organization was registered or in the web portal under the menu **ADMIN > Active Organizations**.

In addition to the username, the e-mail address must also be unique (the same e-mail address cannot be used by several users).

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Submit the application for the new user

Check that the information is correct in the application before entering the code (CAPTCHA) and click **Submit New User.**

Note! It is not possible to log in to the web portal as a new user before the application has been approved by the administrator. See next page for instructions regarding this.

Step 3b: Approve new user

When a new user applies for an account to goAML, its administrator needs to approve the application.

1. The administrator logs in to the web portal and goes to the menu **ADMIN > User Request Management**
2. A list is displayed with all the users. User request to administrate is in status **Waiting for approval-1**.

Change Request Ref.	Type	Request Status	User Name
		Waiting for approval-1	
RE_RP010598-11 JUN 2024	New User	Waiting for approval-1	boss@test.se

3. Click **Waiting for approval-1** and review the information. Select **Approve** if everything is correct, or **Reject** if it's incorrect.
4. The user can log in to the web portal once the administrator have approved the application.

Roles in goAML

There are two different roles in goAML that are associated with different types of permissions in the system.

More information about how to administrate users and their roles are described in the document *Administrate Your Organization and Users in goAML* (that can be found whilst logged in to the web portal).

User (RE user)
- Can administrate reports and use the message board.

Administrator (RE admin)
- Full permission for their organization in the system and can, in addition to a User, also:
  - Administrate the organizations users.
  - Update information of the organization.
  - Access statistics.
- The user that is registered at the same time as the organization (or the first user of a sub-organization) automatically becomes administrator of that organization.
- An organization can have multiple administrators.

> Note! Remember to assign the administrator role to a new user before the previous administrator leaves your company. It is preferable to have more than one administrator.

Good luck!