



MOKAS

FINANCIAL INTELLIGENCE UNIT- CYPRUS



goAML Web User's Guide – Registration Instructions



UNODC

United Nations Office on Drugs and Crime



Contents

1	Forward	2
2	New Registration and Change Request Forms	3
2.1	Submitting a New Registration	3
2.1.1	Selecting Registration Type	3
2.1.2	Filling out a Registration Form	4
2.1.3	Preview and Submit a Registration	6
2.2	Change Requests	7
2.2.1	Submitting New Change Requests	7
2.2.2	Users	10
2.2.3	Organisations	12
3	Delegates	13
3.1	Creating Delegates	13
3.2	Creating a delegating entity without an Admin user	14
3.3	Log in and Selecting or Changing RE for session.	15

1 Forward

MOKAS is the Central National Unit, responsible for receiving and analysing suspicious transaction or activity reports submitted from Reporting Entities, containing suspicions that funds constitute or may constitute proceeds from illegal activities or are related in any way to Terrorist Financing.

Reports are submitted electronically through an intelligence analysis system, called “goAML” which has been specifically designed and developed by the United Nations Office on Drugs and Crime (UNODC) for Financial Intelligence Units (FIUs).



To access the goAML system, enter the URL into your Web browser window, <https://reports.mokas.law.gov.cy/test> for the testing environment or <https://reports.mokas.law.gov.cy/live> for the production/live environment. Make sure that a locker appears in the URL bar. That means that the web page is properly encrypted.

2 New Registration and Change Request Forms

2.1 Submitting a New Registration

2.1.1 Selecting Registration Type

In order to apply for a goAML user account, you have to register yourself as an Organization or as a User.

If you are an employee of a Reporting Entity, your Organization has to be registered first. If you are the first User of your Organization then you will be registered as an Administrator. Any additional Users of the Organization have to *register as a user of an existing organization*.

If you are a sole practitioner, e.g. lawyer, accountant etc, you have to register as an Organization.


The button to access the registration selection screen is located on the left hand site on the home page.

Register

Please note that in order to get access to the web portal, you first need to register as a Reporting Entity under *Register an Organisation*. Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.

If you wish to register as a user of an existing organisation, please click on *Register a User* and fill in your *Organisation ID*. Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.


[FIU Cyprus website
www.law.gov.cy/law/mokas](http://www.law.gov.cy/law/mokas)




Selecting this button will open the Registration Selection page shown below.

Register an Organisation


Reporting Entity



Supervisory Body




Stakeholder



Register a User

User (Reporting Entity)



Register as a user of an existing organisation.

There are 4 cards that will open a registration form for the corresponding registration form.

Once your registration is approved by MOKAS and you receive the relevant email notification, you can use the LOGIN button to access the goAML system.

If there are delegating entities to this users' organisation, they will be shown a Reporting Entity selection screen before they login to determine which reporting entity will be used for this session.

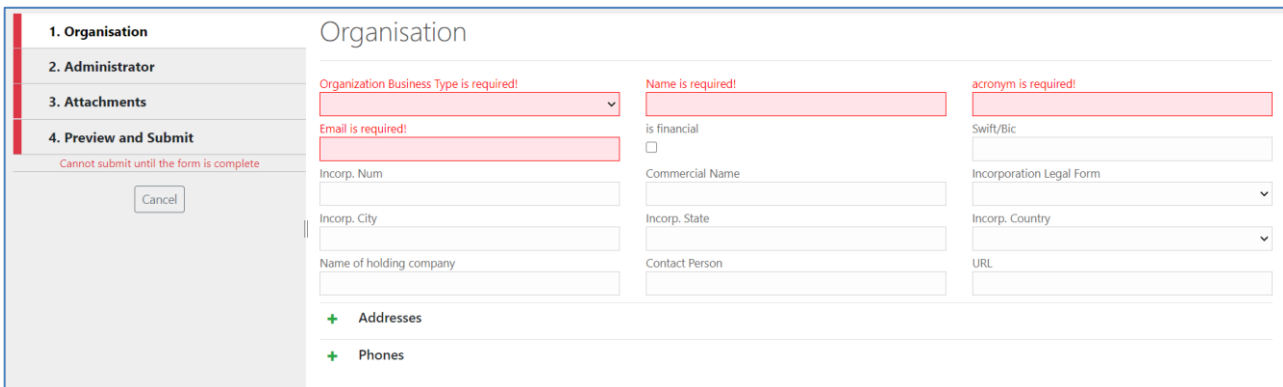


This brings up the login dialog where the user enters their credentials and presses login.

2.1.2 Filling out a Registration Form

After selecting a registration type a form similar to the images below will be shown.

For an Organization registration there will be 4 tabs in the navigator on the left. **Organisation**, **Administrator**, **Attachments** and **Preview and Submit**



For a User registration there will be 3 tabs in the navigator on the left. **User (Reporting Entity)**, **Attachments** and **Preview and Submit**

Before the **Preview and Submit** tab is activated each tab above it must be completed and they can be completed in any order. Mandatory fields are marked with an asterisk and highlighted when they are empty. Tooltips also provide further information for the field.

The indicator on the left of each tab shows whether the section is complete. In the image below the **Organisation** tab is complete so the indicator is green.

Attachments – COMPULSORY SECTION

All Users must upload a letter signed by the management of the Organisation, which indicates that they are authorised users for the interaction between goAML, MOKAS and the Organisation.

If you are a sole practitioner, you must upload a copy of your license from your Supervisory Authority.

Once all the sections are complete the **Preview and Submit** tab is available.

2.1.3 Preview and Submit a Registration

When the **Preview and Submit** tab is available, selecting it shows a preview of all the data provided for the registration and opens the CAPTCHA box in the tab ready to submit the form.

1. Organisation

2. Administrator

3. Attachments

4. Preview and Submit

934276

Enter the code above in the box below.

Submit New Organisation

Cancel

New Registration

Attachments

test1 - Copy (2).txt	0.12kb
test1 - Copy (3).txt	0.12kb
test1 - Copy (4).txt	0.12kb
test1 - Copy.txt	0.12kb
test1.txt	0.12kb

Organisation

Organization Business Type	BANK	Name	MyBank
acronym	MB1	Email	MyBank@goaml.com
is financial		Swift/Bic	
Incorp. Num		Commercial Name	
Incorporation Legal Form		Incorp. City	
Incorp. State		Incorp. Country	
Name of holding company		Contact Person	
URL			

Administrator

User Name	MyAdmin	Title	
First Name	John	Last Name	Smith
Email	Admin@goaml.com	Gender	
Birth Date	11/7/2020	PersonReg SSN	
Nationality		Occupation	


Once the data is reviewed and the user is ready to submit, the CAPTCHA code needs to be entered that corresponds to the image above it. Then select **Submit New Organisation** (or **Submit New User**).

The registration will be submitted, and the user will see a confirmation screen similar to the image below. 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 FIU.

Registration info has been submitted

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

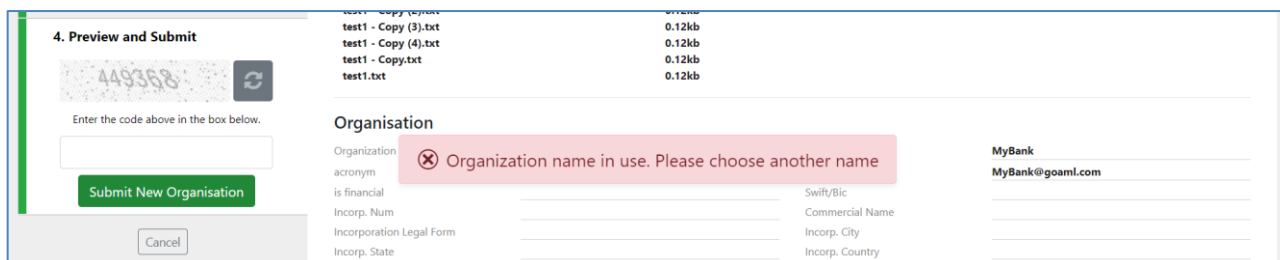
RE_RP001431-11 NOV 2020



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Page 6/16

If there are any errors, a notification will be displayed so that the user can change the data and submit again.



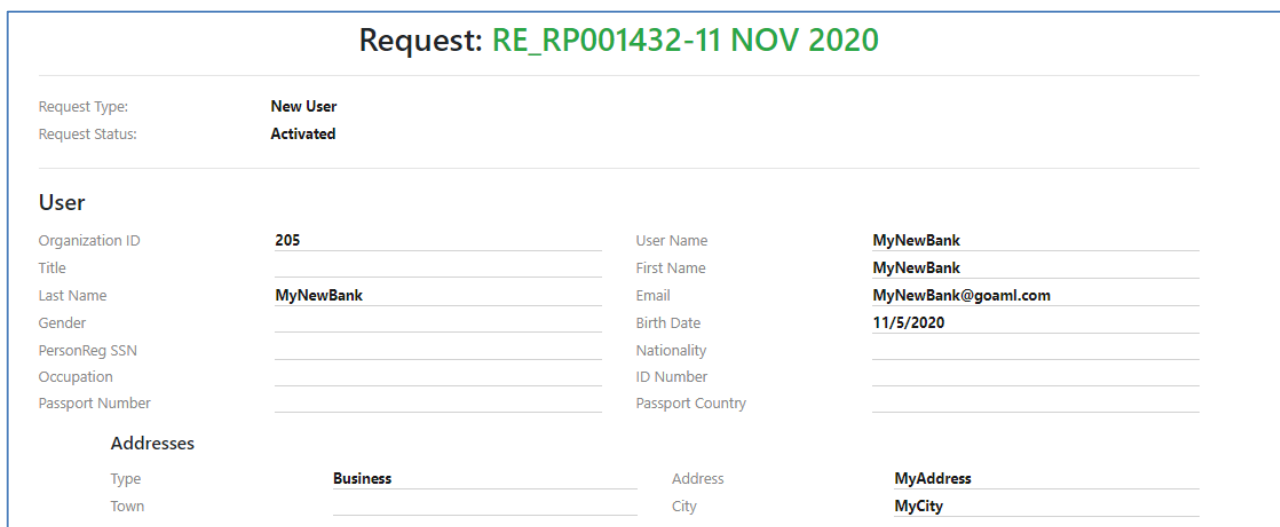
2.2 Change Requests

2.2.1 Submitting New Change Requests

Most change requests are initiated by a User to update the details for their account or their Reporting Entity. These change request can be accessed via the menu **My GoAML > My User Details** and **My GoAML > My Org Details**

2.2.1.1 My User Details

If the user has the permission **View My User Details** but NOT **Person Change Request submit change** then they will see a read only view of their details when **My User Details** is selected. An example of this view is shown below:



If the user has the permission **View My User Details** AND **Person Change Request submit change** then they will see an editable form of their details when **My User Details** is selected.

This form can be updated, and the request can be submitted via the **Submit Request** button.

After submission, the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to **My User Details** until the request is finalised (i.e. either recalled, rejected or approved).

2.2.1.2 My Organisation Details

If the user has the permission **View My Org Details** but NOT **Entity Change Request submit change** then they will see a read only view of the organisation details when **My Org Details** is selected. An example of this view is shown below:

Request: RE_RP001432-11 NOV 2020

Request Type: **New Entity**
Request Status: **Activated**

Organisation

Organization Business Type	BANK	Name	MyNewBank
acronym	MyNewBank	Email	MyNewBank@goaml.com
is financial		Swift/Bic	
Incorp. Num		Commercial Name	
Incorporation Legal Form		Incorp. City	
Incorp. State		Incorp. Country	
Name of holding company		Contact Person	
URL			

Administrator

User Name	MyNewBank	Title	
First Name	MyNewBank	Last Name	MyNewBank
Email	MyNewBank@goaml.com	Gender	
Birth Date	11/5/2020	PersonReg SSN	

If the user has the permission **View My Org Details** AND **Entity Change Request submit change** then they will see an editable form of their Reporting Entity details when **My Org Details** is selected. The Reporting Entity details in the form **My Org Details** are for the Reporting Entity that the user is registered with, regardless of which entity they maybe logged in (e.g. logged in as Delegating Reporting Entity).

My Org Details

Organisation

Delegate

Attachments

Submit Request

Organization ID 205	* Organization Business Type BANK
* acronym MyNewBankChange	* Email MyNewBank@goaml.com
Swift/Bic	Incorp. Num 123456789
Incorporation Legal Form	Incorp. City
Incorp. Country	Name of holding company
URL	Contact Person
+ Addresses	
+ Phones	

This form can be updated, and the request can be submitted via the **Submit Request** button.

After submission the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to **My Org Details** until the request is finalised (i.e. either recalled, rejected or approved)

Comments

Actions:

Recall

Change Request History

Request: RE_RP001434-11 NOV 2020

Request Type: **Existing Entity**

Request Status: **Waiting for Supervisory Body to Verify**

Attachments

Organisation

Organization Business Type	BANK	Name	MyNewBank
acronym	MyNewBankChange MyNewBank	Email	MyNewBank@goaml.com
is financial		Swift/Bic	
Incorp. Num	123456789	Commercial Name	
Incorporation Legal Form		Incorp. City	
Incorp. State		Incorp. Country	
Name of holding company		Contact Person	
URL			

2.2.2 Users

Change requests can be raised for other users from the **Active Users** grid by selecting the button in the right-hand side of the grid for that user. The button may not be available depending on the configuration.

Active Users Refresh							
Drag a column header and drop it here to group by that column							
User Name	Org ID	Org Name	First Name	Last Name	Last Updated On	User Status	Created On
MyDelegatingBankUser	206	MyDelegatingBank	James	Smith	11/11/2020	Active	11/11/2020
MyNewBankUser	205	MyNewBank	MyNewBankUser	MyNewBankUser	12/22/2021	Active	11/11/2020
MyNewBank	205	MyNewBank	MyNewBank	MyNewBank	12/22/2021	Active	11/11/2020

Selecting the button will cause a new dialog to open containing the form for the change request as shown below.

User: MyNewBankUser

User

Attachments

Submit Request

Organization ID 205	* User Name MyNewBankUser	Title <input type="text"/>
* First Name MyNewBankUser	* Last Name MyNewBankUser	* Email MyNewBankUser@goaml.com
Gender <input type="text"/>	* Birth Date 11/6/2020 <input type="text"/>	PersonReg SSN <input type="text"/>
Nationality <input type="text"/>	Occupation <input type="text"/>	ID Number <input type="text"/>
Passport Number 2334232	Passport Country AUSTRALIA	

+ Addresses*

#1

* Type Operational	* Address HighStreet	Town <input type="text"/>	* City 232332
Zip <input type="text"/>	* Country SWITZERLAND	State <input type="text"/>	

Comments

It is not possible to submit a change request for a user who currently has a pending change request. If this is the case the new window will open containing the pending change request and any actions that are available, for example:

Comments

Actions:

Recall

Reject

Verify

Approve

Finalize

Change Request History

Request: RE_RP001437-11 NOV 2020

Request Type: **Existing User**

Request Status: **Waiting for RE Admin to Verify**

Attachments

User

Organization ID	205	User Name	MyNewBankUser
Title		First Name	MyNewBankUser
Last Name	MyNewBankUser	Email	MyNewBankUser@goaml.com
Gender		Birth Date	11/6/2020
PersonReg SSN		Nationality	
Occupation		ID Number	
Passport Number	233423232	Passport Country	AUSTRALIA

Addresses


Type	Operational	Address	HighStreet
Town		City	232332
Zip		Country	SWITZERLAND
State		Comments	

2.2.3 Organisations

Change Requests for other organisations can be raised from the **Active Organisations** page. In order to do this at the top of the page there is a drop down called **Change Selected Delegating Organisation** that contains the list of organisations that are delegating to the reporting entity of the logged in user.

Active Organizations							Change Selected Delegating Organization ▾	+ 📄 ↻ Refresh
Org ID	Org Name	is delegating	Reg. Number	agency type	Org Status	Created On ↓		
206	MyDelegatingBank	205		BANK	Active	11/11/2020	👁	
205	MyNewBank			BANK	Active	11/11/2020	👁	

Active Organizations							Change Selected Delegating Organization ▾	+ 📄 ↻ Refresh
							MyDelegatingBank (206) ✎	
Org ID	Org Name	is delegating	Reg. Number	agency type	Org Status	Created On ↓		
206	MyDelegatingBank	205		BANK	Active	11/11/2020	👁	
205	MyNewBank			BANK	Active	11/11/2020	👁	

Selecting a Reporting Entity from this list and then clicking  will open the change request for form for that Organisation.

When the change request is reviewed by MOKAS and either Approved/Finalised or Rejected, an email notification will be received.

3 Delegates

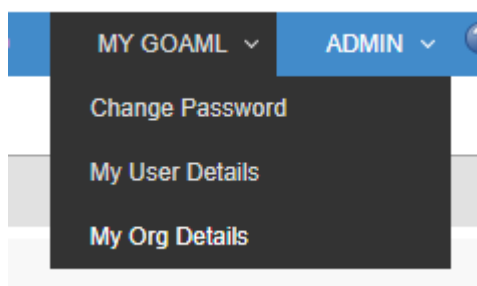
3.1 Creating Delegates

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.

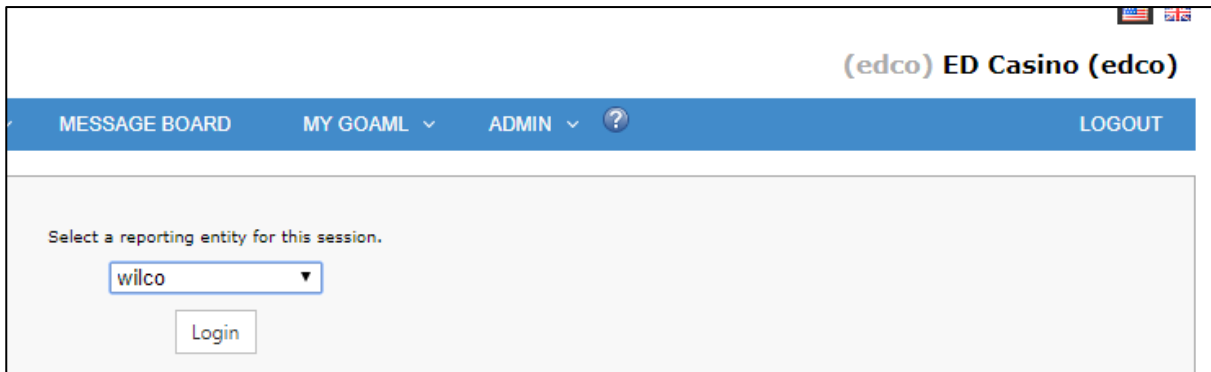
The **Delegated** Reporting Entity (or **Delegate**) is the entity that has been given the authority of another to submit their reports. A delegated reporting entity can read and send messages on behalf of the delegating entity via the message board and manage its users.

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**

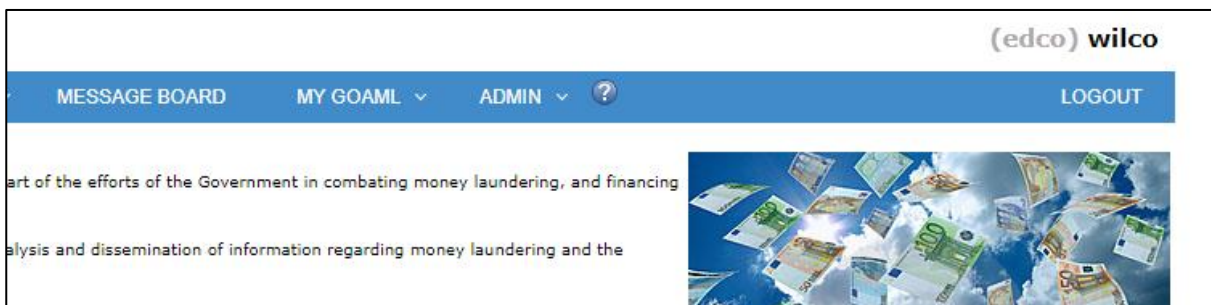


3. In **My Org Details** select **Delegate**.
4. Fill in the **Delegate Organization ID** field.
5. Select **Submit Request** at the bottom of the form. This will create a change request that needs to be approved/finalized by MOKAS. Once the change request is finalized by MOKAS, the delegation will be created.
6. Once a delegation has been created between two reporting entities, the behavior of the login process is augmented for the **Delegated** Reporting Entity.
7. 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.

- 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.



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



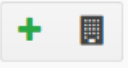
- If you navigate to another page in the application without selecting an entity from the dropdown box, you will stay logged in as their entity for the duration of the session.

Attachments – **COMPULSORY SECTION**

A letter must be uploaded, signed by the management of both the Delegating Reporting Entity and the Delegated Reporting Entity, which confirms the Delegation.

3.2 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.

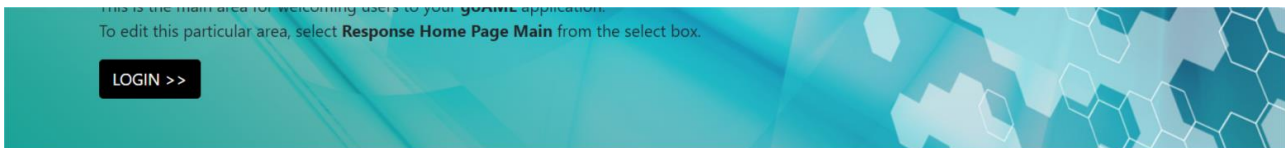
1. Select the button  in the **Active Organizations** grid to create a new delegating organization.
2. It will load a registration for an entity that, when submitted and finalized, will create an entity that is automatically delegating to the entity which the user is currently logged in as.

Attachments – **COMPULSORY SECTION**

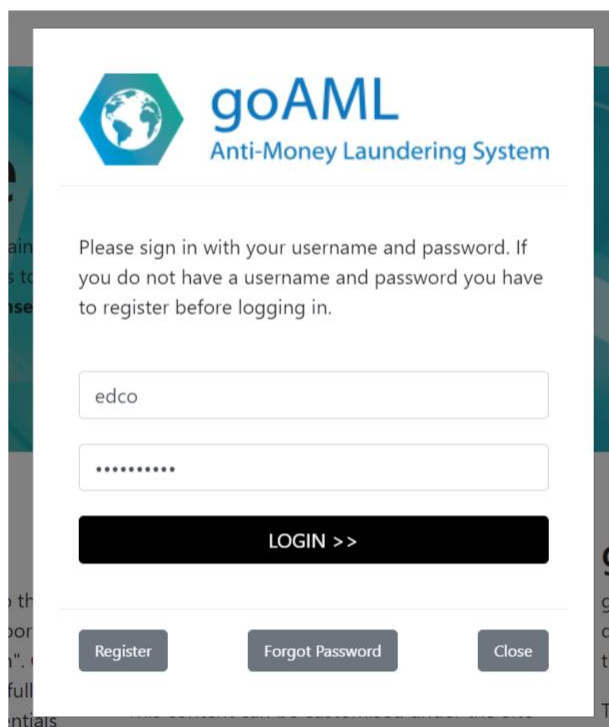
A letter must be uploaded, signed by the management of both the Delegating Reporting Entity and the Delegated Reporting Entity, which confirms the Delegation.


3.3 Log in and Selecting or Changing RE for session.

From the home page the user selects the **Log in** button



This brings up the login dialog where the user enters their credentials and the presses login.



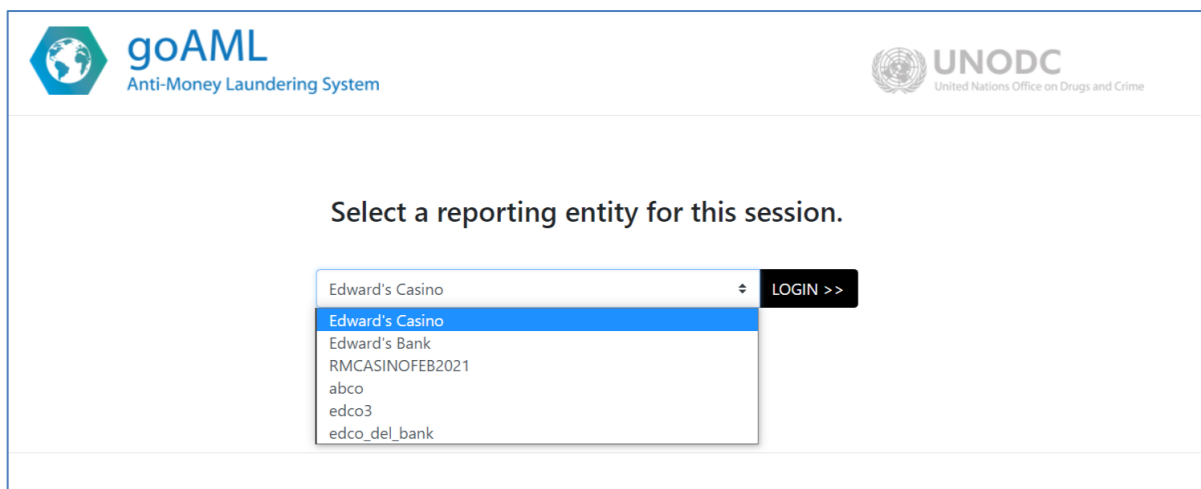
 **goAML**
Anti-Money Laundering System

Please sign in with your username and password. If you do not have a username and password you have to register before logging in.

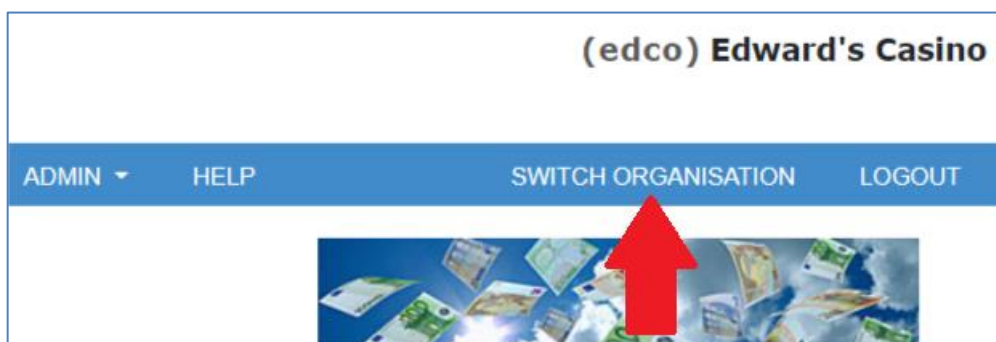
LOGIN >>

[Register](#) [Forgot Password](#) [Close](#)

If there are delegating entities to this users' organisation, they will be shown a Reporting Entity selection screen before they login to determine which reporting entity will be used for this session.



When the user is logged in, if there are other reporting entities delegating to this user, it is possible to switch between them without having to log out.



Selecting the **Switch Organisation** link in the image above will take the user to the **Switch Organisation** selection screen shown below. From here you can change the reporting entity that is being used for this session.

