



Step-by-Step Guide to your goAML Registration

This is a step-by-step guide on how to register your organization for the new system of MROS for submitting and processing suspicious activity reports. For the registration of additional users of your organization, please refer to pages 3 and 4 of this guide. Please note that the registration is a one-time activity.

Steps for Registering your Organization in goAML

1. Click on the following link:
<https://www.fedpol.admin.ch/fedpol/en/home/kriminalitaet/geldwaescherei/meldung/registrierung.html>
It will take you to the registration page of the MROS web site.

2. Fill in the form “**Initial registration organization**” and click on the “**Send**” button.

Make sure of these things:

- a) Enter a valid mobile phone number, as this is where the SMS token codes will be sent.
- b) Use your **personal** (company) email account as the group account of your company will be used in a later stage of the registration process.
- c) You can use the same mobile phone number for multiple users of your organization. For example, you can use a single phone that is stored in a central location of your organization and all your users have access to.

3. If you entered valid information into all mandatory fields of this form, a “Thank you!”-message will be displayed. If not, please check the form again and fill in missing fields or correct your data.
4. After successful registration, you will receive an e-mail with your login ID and an initial password within three working days.
5. Click on the following link:
<https://www.goaml.fedpol.admin.ch> and enter the login ID and password that you received in the e-mail.

Click on the “**Login with SMS**” to receive an SMS with a token code on the previously registered mobile phone.

6. Change your initial password and click on the “**Submit**” button.
7. Enter the token code in the field “**SMS Code**” and click on the “**Submit**” button.



8. The welcome page of goAML will now open in your web browser. Click on the **“Register”** button in the lower left corner of the page.

Register

To register, please use the following buttons:



9. A new view will now open. Swiss financial intermediaries will select the tile on the top left **“Reporting Entity”**.

Register an Organisation



Register a User



10. Fill in the form with the details of your organization. All fields marked in red are mandatory and cannot be ignored:

Form for Financial intermediaries (Reporting Entity):

<ul style="list-style-type: none"> 1. Reporting Entity 2. Administrator 3. Attachments 4. Preview and Submit <p>Cannot submit until the form is complete</p> <p>Cancel</p>	<p>Reporting Entity</p> <p>Reporting Entity business Type is required!</p> <p>Group Email is required!</p> <p>Incorp. Num</p> <p>Incorp. City</p> <p>Name of holding company</p> <p>Name is required!</p> <p><input type="checkbox"/> Financial sector?</p> <p>Name in commercial register</p> <p>Place of jurisdiction</p> <p>Contact Person</p> <p>Acronym is required!</p> <p>BIC</p> <p>Incorporation Legal Form</p> <p>Incorp. Country</p> <p>URL</p> <p>+ Addresses*</p> <p>Address #1</p> <p>Type is required!</p> <p>Address is required!</p> <p>inactive (n.a.)</p> <p>City is required!</p> <p>Zip</p> <p>* Country</p> <p>SWITZERLAND</p> <p>Canton</p> <p>Comments</p> <p>+ Phones*</p> <p>Phone #1</p> <p>Contact Type is required!</p> <p>Comm. Type is required!</p> <p>Country Prefix</p> <p>Number is required!</p>
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11. Now select the mask under section 2 with the heading **Administrator** on the left edge of the screen. You, as the first person to register your organization, automatically assume the role of goAML administrator. This setting can be changed later and extended to other employees of your organization:



The fields “**User Name**”, “**Email**”, “**Password**” and “**Confirm Password**” already contain the data from the previous registration step and cannot be modified.

12. Once all required fields are filled in, a green band will appear in the left margin. Now go to section 4 (**Preview and Submit**), enter the captcha code and click the “**Submit New Organization**”:

13. You will receive another email confirming the completion of your registration within three working days. This email contains the *ID of your organization*, which you need to register additional users (or additional users will need from you to register themselves).
14. Now you are ready to log in to goAML and enter, save and transmit your suspicious activity reports.

Steps for Registering an Additional User of Your Organization

The steps to add additional users are very similar to the ones described before. Therefore, we will be brief and focus on the differences – marked in *light blue*.

1. Click on <https://www.fedpol.admin.ch/fedpol/en/home/kriminalitaet/geldwaescherei/meldung/registrierung.html>
2. Fill in the form “*Register a person of an already registered organization*” and enter the *ID of your organization* that your administrator received in step 9 above. Then click on the “**Send**” button.
3. After successful registration, you will receive an e-mail with your login and password.

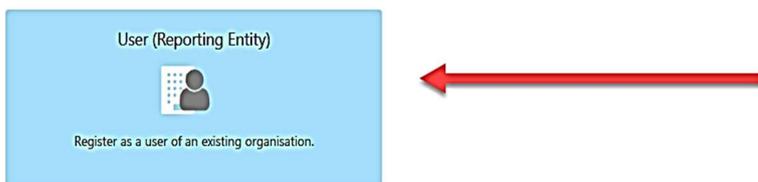


4. Click on www.goaml.fedpol.admin.ch, enter login and password and Click on the “**Login with SMS**”.
5. Change your initial password and click “**Submit**”, then enter the token code in the field “**SMS Code**” and click on the “**Submit**” button.
6. The welcome page of goAML will now open. Click on the “**Register**” button.
7. From the available tiles, please select the one named “**User (Reporting Entity)**”:

Register an Organisation



Register a User



8. fill in the form with the required details of the new person, go to section 3 (**Preview and Submit**), enter the captcha code and click on the “**Submit New User**” button provided that the band on the left side of the screen is completely green:

The screenshot shows a registration form with a green progress bar on the left. The steps are: 1. User (Reporting Entity), 2. Attachments, and 3. Preview and Submit. Under step 3, there is a captcha image showing the number '768243' and a refresh button. Below the captcha is the instruction 'Enter the code above in the box below.' followed by an empty input field and a green 'Submit New User' button.

9. After approval (by the organization administrator clicking the “**Finalize**” button), the new person will receive another email confirming the completion of their registration.
10. The new person is now ready to log in to “goAML” using the link www.goaml.fedpol.admin.ch and by clicking on the Button “**Login**”.