



An Garda Síochána

MRP 2016
2021

Modernisation and Renewal Programme

Government Office Anti Money Laundering (GoAML) Frequently Asked Questions



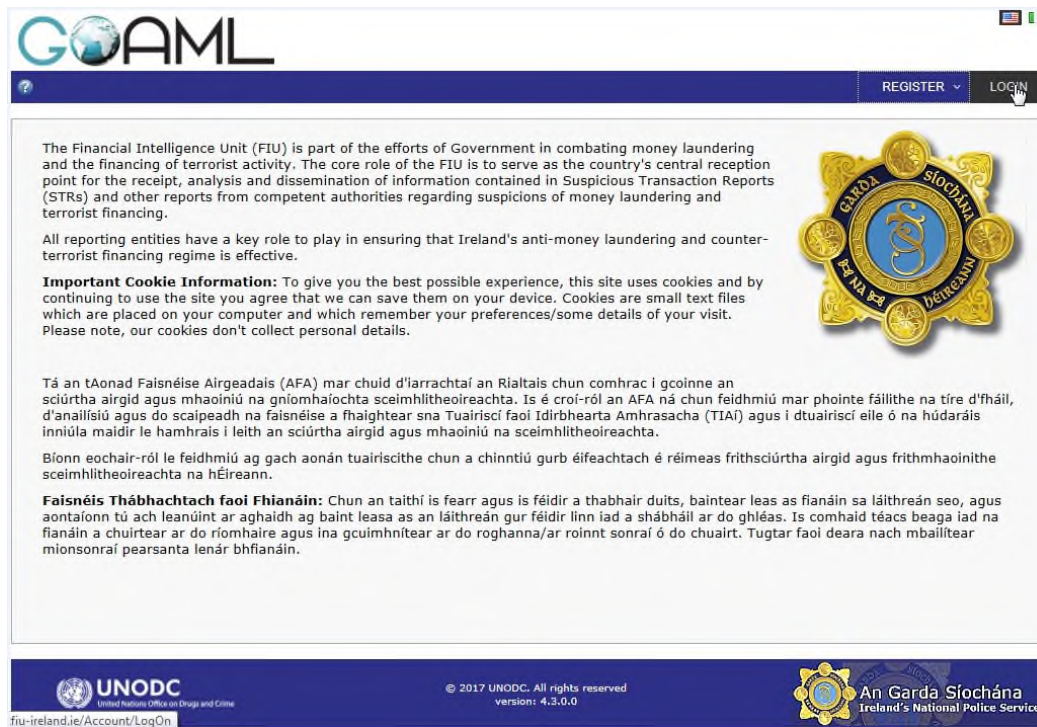
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Section 1: Registration

Q1. How do I reset my goAML password?

- Log into <https://fiu-ireland.ie>



The Financial Intelligence Unit (FIU) is part of the efforts of Government in combating money laundering and the financing of terrorist activity. The core role of the FIU is to serve as the country's central reception point for the receipt, analysis and dissemination of information contained in Suspicious Transaction Reports (STRs) and other reports from competent authorities regarding suspicions of money laundering and terrorist financing.

All reporting entities have a key role to play in ensuring that Ireland's anti-money laundering and counter-terrorist financing regime is effective.

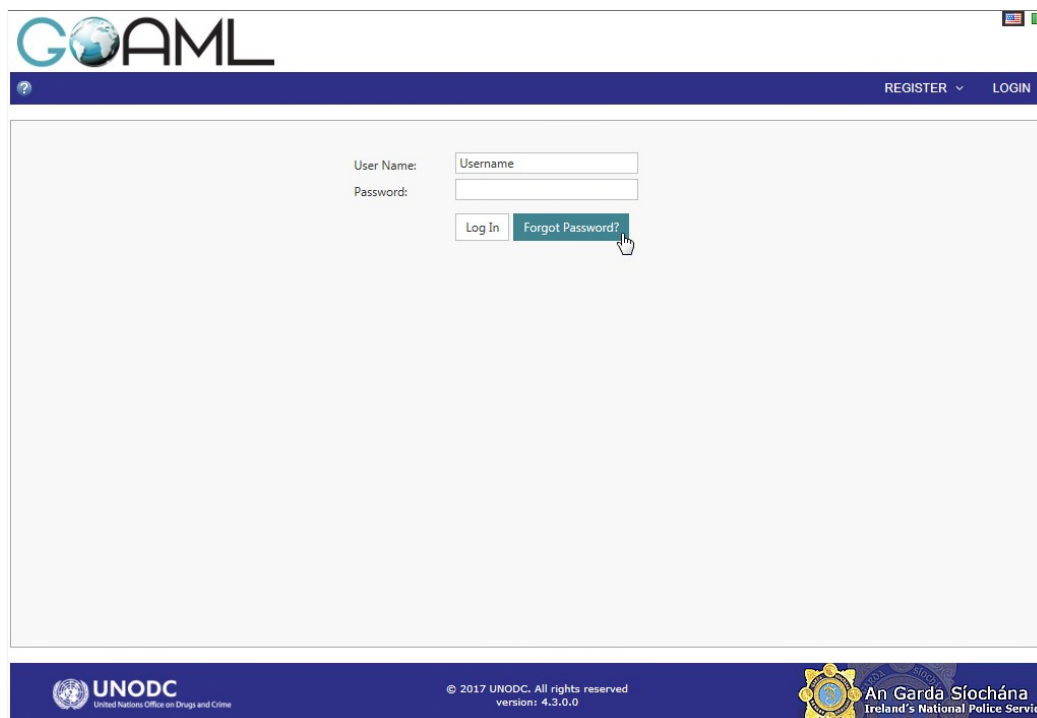
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Bíonn eochair-ról le feidhmiú ag gach aonán tuairiscithe chun a chinntiú gurb éifeachtach é réimeas frithsciúrtha airgid agus frithmhaoinithe sceimhlitheoireachta na hÉireann.

Faisnéis Thábhachtach faoi Fhianáin: Chun an taithí is fearr agus is féidir a thabhairt duit, baintear leas as fianáin sa láithreán seo, agus aontaíonn tú ach leanúint ar aghaidh ag baint leasa as an láithreán gur féidir linn iad a shábháil ar do ghléas. Is comhaid téacs beaga iad na fianáin a chuirtear ar do ríomhaire agus ina gcuimhnítear ar do roghanna/ar roinnt sonraí ó do chuairt. Tugtar faoi deara nach mbailítear mionsonraí pearsanta lenár bhfianáin.

- Insert Username and select 'Forgot Password'.



User Name:

Password:

- Follow the necessary steps and select 'Submit'.

Q2. What do I do if I have forgotten my username?

Please forward email correspondence to fiu-ireland@garda.ie

Please provide the following:

- Organisation ID.
- Email address used when registering your entity.

Q3. As a 'designated person', how do I register my entity on goAML?

NB: Below example is for a Reporting Entity.

- To register as a new entity, go to <https://fiu-Ireland.ie>
- Hover cursor over 'Register' and select 'Register as Organisation' in drop down menu.

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- Select 'Reporting Entity'.

Registration Type

Please select the type of organization you are registering as, and then enter your organization details

Entity type:

☒ Reporting Entity
☐ Stakeholder
☐ Supervisory Body

Registering Organisation

Organisation Business Type* is financial ☐ Yes ☒ No

Name* acronym*

Incorp. Num Swift/Bic*

Commercial Name Incorporation Legal Form

Incorp. City Incorp. County

Incorp. Country Name of holding company

MLRO Email*

Website

Phones +

Addresses +

Reporting Obligation +

Registering Person

User Name* Email*

Password* Confirm Password*

- For further instructions at this point, please refer to the *GoAML Web Registration Document* on the Garda Website <http://www.garda.ie>.


Q4. How do I add another goAML user within my entity?

- The Money Laundering Reporting Officer (MLRO) /Administrator for your entity must provide the intended user with the 'Organisation ID'.
- The intended user must go to <https://fiu-Ireland.ie> select 'Register' followed by 'Register as Person' [Do not select 'Individual User' under 'Registration Type']



REGISTER
LOGIN

Register As Person
Register As Organisation



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- Enter Organisation ID and complete all relevant details.



REGISTER
LOGIN

Registration Type

Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:

☐ Individual User

Registering Person

Organisation ID*

missing:

User Name*

Email*

Password*

Confirm Password*

Gender

Title

First Name*

Last Name*

Occupation

N/A

☒ N/A
☐ N/A

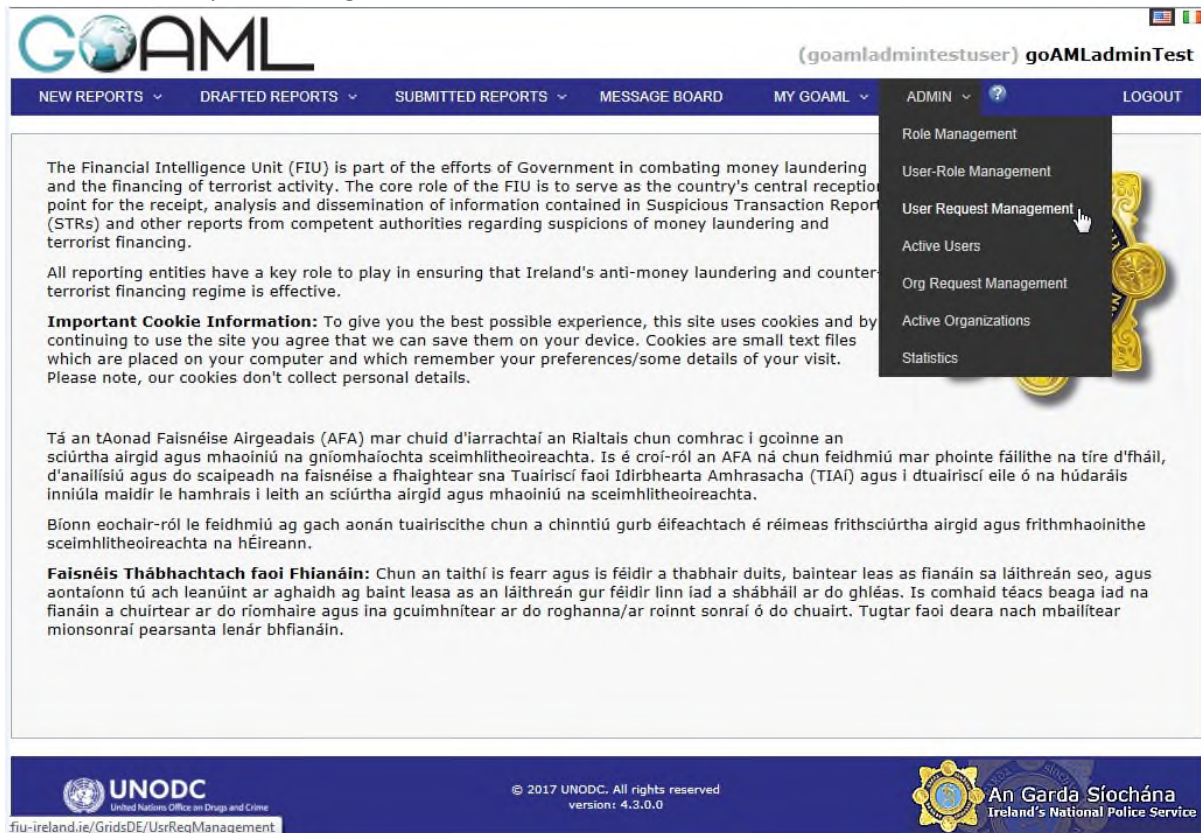
Phones

Addresses

- Go to Question 5 to approve the user.

Q5. How do I, as the MLRO/Administrator, authorise the additional goAML users once they have submitted their requests?

- You, having already logged in as MLRO/Administrator, should select 'Admin' followed by 'User Request Management'.



- View the request and select 'Finalize'.

Section 2: Submitting Suspicious Transaction Reports (STRs)

Q6. Is the 'Reporting Entity Reference' on the web report the same as 'Organisation ID'?

No. 'Reporting Entity Reference' refers to your own internal source reference while the 'Organisation ID' is the unique entity ID assigned by the Financial Intelligence Unit (FIU) to your reporting entity.

Q7. When submitting a web report, what is the procedure when a transaction has not occurred or has no monetary value?

'Transaction' is a mandatory field so please insert "0" (zero) in the 'Transaction amount' field.

Q8. Can I use abbreviations when completing the 'Involved Party' address(es)?

Please do not use abbreviations (i.e. "St." instead of "Street"/"Saint", "Pk." instead of "Park", etc.) as any variance may result in data not matching, thus affecting the analysis process.

Q9. After what period of time will goAML log out while I am completing a web report?

For security reasons, goAML will log out after 20 minutes of inactivity. You will need to click on the "SAVE" icon as you are inputting details in a web report.

- The inactivity mentioned above is considered to be the complete lack of progression or advancement through the web pages within the application. Merely typing or inputting information into a report is not considered to be activity within the application. The clicking of a 'Submit', 'Next', 'Continue', 'Back' or 'Exit' button would be examples of activity. The recommendation therefore is to click the "Save Report" icon every 5 minutes as you proceed, otherwise the system will perceive the lack of these interactions as inactivity, and will therefore time you out.

Q10. How do I attach a document(s) to my web report?

A document(s) can be attached at any stage while completing the web report. As you compile the web report be sure to click on the "Save Report" button, (as shown below); in doing so, you ready the web report for the addition of any attachment(s).

The screenshot displays the goAML web application interface. At the top, the goAML logo is on the left, and the user is logged in as (goamladmintestuser) goAMLadminTest. The navigation bar includes links for NEW REPORTS, DRAFTED REPORTS, SUBMITTED REPORTS, MESSAGE BOARD, MY GOAML, ADMIN, and LOGOUT. The main content area shows a report form for Report Type: STR and ID: 586-0-0. The form includes fields for Entity ID (goAMLadminTest), Reporting Entity Branch, Report Type* (STR), Reporting Entity Reference, Submission Date*, FIU Reference, and Reason for Suspicion*. A yellow banner in the center of the Reason for Suspicion* field reads "Report Saved Successfully: 586-0-0". Below this, there is a section for Action Taken, a table for Reporting Person (with columns: First Name, Last Name, Birth Date, PPSN, Passport Number), and sections for Location, Indicators, and Transactions, each with a plus icon. At the bottom, there are four buttons: Submit Report, Save Report, Show Attachments x 0, and Preview.

- Select 'Show Attachments' button.

The screenshot shows the GoAML web application interface. At the top, there's a header with the GoAML logo and user information: (goamladmintestuser) goAMLAdminTest. Below the header is a navigation bar with links: NEW REPORTS, DRAFTED REPORTS, SUBMITTED REPORTS, MESSAGE BOARD, MY GOAML, ADMIN, and LOGOUT. The main content area displays a report form for 'Report Report Type: STR' and 'ID: 586-0-0'. The form includes fields for Entity ID (goAMLAdminTest), Reporting Entity Branch, Report Type* (STR), Reporting Entity Reference, Submission Date*, and FIU Reference. There's a large text area for 'Reason for Suspicion*' and a field for 'Action Taken'. Below these is a 'Reporting Person' section with a table showing details for 'goAMLAdmin' and 'TestUser'. Further down are sections for 'Location', 'Indicators *', and 'Transactions *'. At the bottom of the form, there are four buttons: 'Submit Report', 'Save Report', 'Show Attachments x 0', and 'Preview'. The 'Show Attachments x 0' button is highlighted with a mouse cursor.

- Select 'Browse'. This will open another window allowing you to select the relevant document. Once selected double click on it or highlight it with one click and choose the 'Open' button.

This screenshot shows the same GoAML web application interface as the previous one, but with an 'Attachments' dialog box open. The dialog box has a title bar 'Attachments' and a 'Close' button. It contains a table with columns 'File Name' and 'File Size'. Below the table are two buttons: 'Browse...' and 'Upload'. The 'Browse...' button is highlighted with a mouse cursor. The background report form is partially visible behind the dialog box.

- Once you have selected the document(s), select 'Upload'. You can now choose to upload another document or if you are finished click the 'Close' button to return to the Web Report.

Report Report Type: STR ID: 586-0-0

Entity ID: goAMLadmin

Report Type*: STR

Submission Date*

Reason for Suspicion*

Action Taken

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goAMLadmin	TestUser			

Location +

Indicators * +

Transactions * +

Submit Report Save Report Show Attachments x 0 Preview

estfiu-ireland.ie/api/Reports/AttachFileToWebReport

Q11. How do I delete a document(s) attached in error to my web report currently being compiled?

- Select 'Show Attachments'.

Report Report Type: STR ID: 587-0-0

Entity ID: goAMLadminTest

Report Type*: STR

Submission Date*

Reason for Suspicion*

Action Taken

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goAMLadmin	TestUser			

Location +

Indicators * +

Transactions * +

Submit Report Save Report Show Attachments x 1 Preview

estfiu-ireland.ie/webreports#

- Then Select **X** to delete the document(s).

Report Report Type: STR ID: 587-0-0

Entity ID: goAMLad

Report Type*: STR

Submission Date*

Reason for Suspicion*

Action Taken

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goAMLadmin	TestUser			

Location +

Indicators * +

Transactions * +

Submit Report Save Report Show Attachments x 1 Preview

- When you have removed all the documents you want to remove, click the 'Close' button and then click 'Save Report'.

Report Report Type: STR ID: 587-0-0

Entity ID: goAMLad

Report Type*: STR

Submission Date*

Reason for Suspicion*

Action Taken

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goAMLadmin	TestUser			

Location +

Indicators * +

Transactions * +

Submit Report Save Report Show Attachments x 0 Preview

Q12. If I attach identification documentation to my web report, do I need to insert its details into my web report?

YES, you need to insert the details in all relevant identification fields so that the analytical tools within goAML can match the details against existing data, where applicable. Mandatory identification fields are identified by an asterix.

Q13. While certain data fields are mandatory, how much detail am I expected to provide in my web report?

Please provide as much detail as possible to assist the FIU. Below are the most important:

- 'Account My Client' Section:
 - Account Type.
 - Date Opened.
 - Date Closed (if applicable).
 - Balance.
- 'Person My Client' Section:
 - Nationality.
 - Occupation.
 - Identification – Issue Date & Expiry Date.

Q14. Do I need to insert the information inputted in 'Reason for Suspicion' into 'Description' in the 'Transaction' field?

No, the transaction 'Description' refers to specific details relating to each individual transaction, i.e. the notes were banded and provide details of the bank name, date, etc.

Q15. What is the appropriate 'Transmode Code' I need to select?

It is very important to select the correct 'Transmode Code' so that accurate data is captured for statistical purposes, i.e.

- 'In-branch/Office' - if a person was physically present when the transaction was conducted, i.e. a cash lodgement.
- 'Electronic Transaction' - if it involves an electronic transfer of funds from one account to another.

Q16. How do I edit/delete details in a web report?

If you wish to edit details in the 'Transaction' field, adhere to the following procedure.

- Please click on the "pencil" icon to open that section.

The screenshot shows the GoAML web application interface. At the top, there's a header with the GoAML logo and the user name '(goamladmintestuser) goAMLadminTest'. Below the header is a navigation bar with links: NEW REPORTS, DRAFTED REPORTS, SUBMITTED REPORTS, MESSAGE BOARD, MY GOAML, ADMIN, and LOGOUT. The main content area displays a form for a report of type 'STR' with ID '588-0-0'. The form includes fields for Entity ID (goAMLadminTest), Reporting Entity Branch, Report Type* (STR), Reporting Entity Reference, Submission Date*, FIU Reference, Reason for Suspicion* (Test), Action Taken, Reporting Person (First Name: goAMLadmin, Last Name: TestUser, Birth Date, PPSN, Passport Number), Location, Indicators *, and Transactions *. The Transactions table shows one transaction with details: #1, Number TRW00160-28 JUL 17, Date 28/07/2017, Local Amount 123, Transmode Code Electronic Transaction, and Status Complete. An 'Edit' button is visible next to the transaction row.

- You can then make the necessary changes in the particular field.

The screenshot shows the 'Transaction' form in the GoAML web application. It includes fields for Number* (TRW00160-28 JUL 17), Transmode Code* (Electronic Transaction), Local Amount* (123), Date* (28/07/2017), Late Deposit? (Yes/No), Teller, Authorised by, Location, Description, and Comments. There are also fields for Internal Reference Number and Transmode Comment. At the bottom, there's a section for 'Involved Parties *' with a table showing details for a person named Enda Smith, PPSN: , DoB: 06/07/1973. The form also has a 'Transaction Type' section with radio buttons for MultiParty and BiParty, and a 'Goods and Services' section. At the bottom right, there are 'Save' and 'Cancel' buttons.

- Remember to save your changes.
- Similarly, if you wish to delete any transaction or part thereof, click on the 'X' icon.

Report Report Type: STR ID: 588-0-0

Entity ID: goAMLadminTest Reporting Entity Branch: []

Report Type*: STR Reporting Entity Reference: []

Submission Date*: [] FIU Reference: []

Reason for Suspicion*: Test

Action Taken: []

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goAMLadmin	TestUser			

Location +

Indicators * +

Transactions * +

#	Number	Date	Local Amount	Transmode Code	Status	
1	TRW00160-28 JUL 17	28/07/2017	123	Electronic Transaction	Complete	[Delete]

Submit Report Save Report Show Attachments x 0 Preview

- You will then be prompted to confirm this action before proceeding.

Report Report Type: STR ID: 588-0-0

Entity ID: goAMLadminTest Reporting Entity Branch: []

Report Type*: STR Reporting Entity Reference: []

Submission Date*: [] FIU Reference: []

Reason for Suspicion*: Test

Action Taken: []

Reporting Person

First Name	Last Name	Birth Date	PPSN	Passport Number
goAMLadmin	TestUser			

Location +

Indicators * +

Transactions * +

#	Number	Date	Local Amount	Transmode Code	Status	
1	TRW00160-28 JUL 17	28/07/2017	123	Electronic Transaction	Complete	[Delete]

Submit Report Save Report Show Attachments x 0 Preview

- Remember to save your changes by clicking the 'Save Report' button.

Q17. How long are drafted reports accessible for editing on goAML prior to submitting same to the FIU?

Drafted reports can be viewed and edited for a maximum period of **7 days** from the date first created.

Q18. What happens if I create a web report and I then decide not to submit it?

You will not be able to view or edit this drafted report after 7 days. The status will show as 'archived – not submitted'. You also have the option to delete the report within the 7 day period.

Q19. How long are submitted reports accessible for viewing on goAML?

Submitted reports can be viewed for a maximum period of **7 days** from the date of submission and must be saved to your own secure database or printed within this timeframe.

Q20. How do I Preview a web report?

- Select the web report you wish to preview from either 'Drafted Reports' or 'Submitted Reports'

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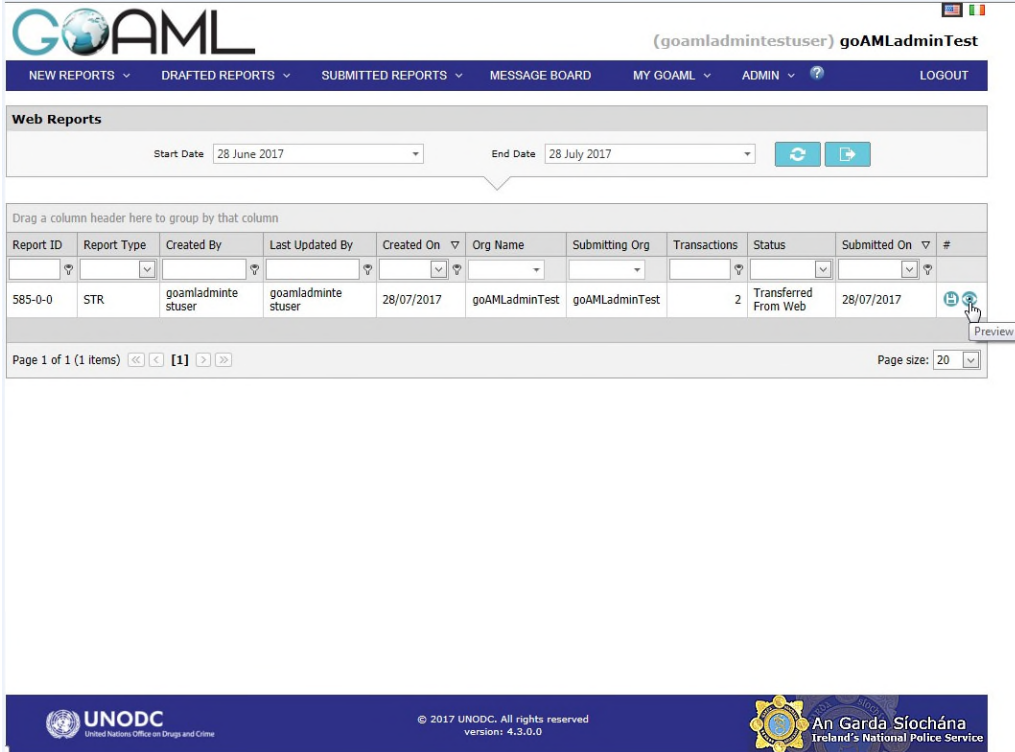
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United Nations Office on Drugs and Crime
fiu-ireland.ie/GridsDE/Submitted

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- Select the Preview icon that looks like an “eye”.

Please note, that the Preview icon will only be visible to you if your IT Department has provided for the enablement of pop-ups within the application.



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Q21. How do I print a copy of the web report for the Office of the Revenue Commissioners?
Once the web report has been accepted by the FIU:

- Select 'Submitted reports' and 'Web reports'.

GOAML (goamladmintestuser) goAMLadminTest

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XML Reports
Web Reports

The Financial Intelligence Unit (FIU) is part of the Garda Síochána and is responsible for the receipt, analysis and dissemination of information contained in Suspicious Transaction Reports (STRs) and other reports from competent authorities regarding suspicions of money laundering and terrorist financing.


All reporting entities have a key role to play in ensuring that Ireland's anti-money laundering and counter-terrorist financing regime is effective.



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Tá an Aonad Faisnéise Airgeadais (AFA) mar chuid d'íarrachtaí an Rialtais chun comhrac i gcoinne an scúirtha airgid agus mhaoiniú na gníomhaíochta sceimhlitheoireachta. Is é croi-ról an AFA ná chun feidhmiú mar phointe fáilithe na tíre d'fháil, d'anailísú agus do scaipeadh na faisnéise a fhaightear sna Tuairiscí faoi Idirbhearta Amhrasacha (TIAI) agus i dtuairiscí eile ó na húdaráis inniúla maidir le hamhras i leith an scúirtha airgid agus mhaoiniú na sceimhlitheoireachta.

Bionn eochair-ról le feidhmiú ag gach aonán tuairiscithe chun a chinntiú gurb éifeachtach é réimeas frithscúirtha airgid agus frithmhaoinithe sceimhlitheoireachta na hÉireann.

Faisnéis Thábhachtach faoi Fhianáin: Chun an taithí is fearr agus is féidir a thabhairt duit, baintear leas as fianáin sa láithreán seo, agus aontaíonn tú ach leanúint ar aghaidh ag baint leasa as an láithreán gur féidir linn iad a shábháil ar do ghléas. Is comhaid téacs beaga iad na fianáin a chuirtear ar do ríomhaire agus ina gcuimhnítear ar do roghanna/ar roinnt sonraí ó do chuid. Tugtar faoi deara nach mbaillítear mionsonraí pearsanta lenár bhfianáin.



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- To view the report, select the icon that looks like an “eye”.

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Web Reports

Start Date: 28 June 2017 End Date: 28 July 2017


Drag a column header here to group by that column

Report ID	Report Type	Created By	Last Updated By	Created On	Org Name	Submitting Org	Transactions	Status	Submitted On	#
585-0-0	STR	goamladmintestuser	goamladmintestuser	28/07/2017	goAMLadminTest	goAMLadminTest	2	Transferred From Web	28/07/2017	1

Page 1 of 1 (1 items) Page size: 20

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- Once opened, select 'expand all' on the top left corner.

[Expand All](#) | [Collapse All](#) | 

Attachments [Test Document for GoAML - Copy.docx](#) 9.65kb
[Test Document for GoAML.docx](#) 9.65kb

STR			585-0-0
Report Entity goAMLadminTest	Entity ID 4	Reporting Entity Branch	
Reporting Entity Branch	Reporting Entity Reference	Submission Date 28/07/2017	
FIU Reference			
Reason for Suspicion Test			
Action Taken			
Reporting Person			
▶ goAMLadmin TestUser			
Location			
Type	Operational		
Address	1 The Drive		
Town	Dublin		
City	Dublin		
Eircode	IRELAND		
Country	IRELAND		
Country	IRELAND		
Comments			
Indicators			
Social Welfare Fraud			

- Then click the 'Print' icon.
- Attachments must be printed separately.

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STR			585-0-0
Report Entity goAMLadminTest	Entity ID 4	Reporting Entity Branch	
Reporting Entity Branch	Reporting Entity Reference	Submission Date 28/07/2017	
FIU Reference			
Reason for Suspicion Test			
Action Taken			
Reporting Person			
▼ goAMLadmin TestUser			
First Name goAMLadmin	Middle Name	Last Name TestUser	Birth Date
Gender	Prefix	Birth Place	Mother's Name
Alias	PPSN	Id Number	Nationality 1
Nationality 2	Nationality 3	Residence	Occupation
Employer Name	Tax Number	Tax Reg. Number	Source of Wealth
Passport Number	Passport Country	Date of Death	Comments

It is essential to select 'expand all' so all relevant details are visible in the printed version.

Please note, you must print the copy of the web report within 7 days of submitting it to the FIU.

Section 3: Contact Information

Q22. Who should I contact for further information on GoAML?

Please contact the Financial Intelligence Unit (FIU)

Financial Intelligence Unit (FIU), Garda National Economic Crime Bureau, Harcourt Square, Harcourt Street, Dublin 2. D02 DH42.	Telephone: 6663714
	Fax: 6663711
	Web site: http://www.garda.ie
	E-Mail: FIU-Ireland@garda.ie