



goAML Web Application

User Manual(for Stakeholder)

[Version 1.0]

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1 Overview:

This document includes the instructions for how to make a correct web report and submit to FIU. In order to make a correct and complete report which meets all the compliances, just go through the document and follow the instructions below.

We look forward to receive your valuable feedback through the following email address:

goaml.support@bb.org.bd

2 Pre Requisites:

- To run the web application the machine has to have internet connection and any browser installed on it.
- To access the application a login is needed and for this the user must have a unique user name and password.
- To have the login credentials an user should be registered through a form which is available in the registration menu.
- The fields in each web form marked with * (asterisk) are mandatory i.e. the form cannot be saved leaving these fields blank.

3 Home page menu before login:

There are two options or menus on the home page menu bar before login.

One is Register and other is Login.

3.1 Registration:

For a new organization/stake holder registration, click ‘Register as Organization’. This will lead the person to entitle his organization as well as a reporting user.

For a new user registration of an existing stake holder, click ‘Register as Person’.

3.1.1 Register as Organization:

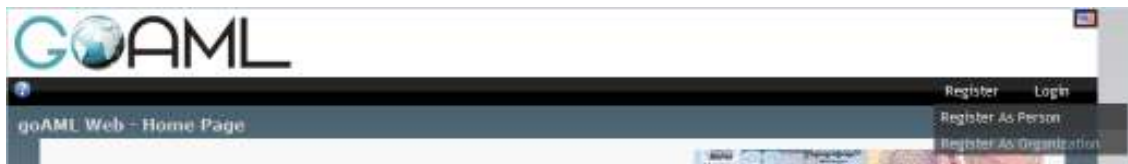


Fig 3.1: Register Menu

For registration, click **Register->Register as Organization** menu, the following screen will appear:

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 Organization

Organization Business Type* ☐ is financial

Name* acronym*

Code of Organization Incorp. City

Incorp. State Incorp. Country

Name of holding company Contact Person

Email* URL

Fig 3.2: Organization Registration

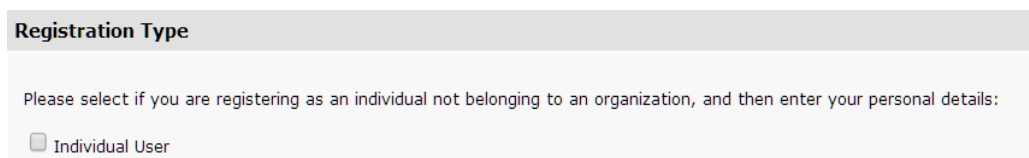
There are three options in Entity/organization type -

- i) **Reporting Entity:** The organization which is subject to report to the BFIU. For Example- Bank, Insurance Company etc.
- ii) **Stakeholder:** Stakeholder can exchange information with BFIU within the legal framework.
- iii) **Supervisory Body:** A group of companies or organization controlled by a supervisory body For Example- Car Dealer Association, Audit Firm, Bangladesh Securities and Exchange Commission etc.

There are four parts for Registration as Stakeholder-

- a) **Registering Organization** (seek information about Registering Organization. Example: Anti Corruption Commission)
- b) **Registering Person** (seek information about Registering Person. Example: Habibur Rahman)
- c) **Attachments** (any necessary document can be add. Example: Nomination of contact point, Gazette copy, Circular)
- d) **A CAPTCHA** (which is a program that can generate and grade tests that humans can pass but current computer programs cannot).

3.1.2 Register as Person:



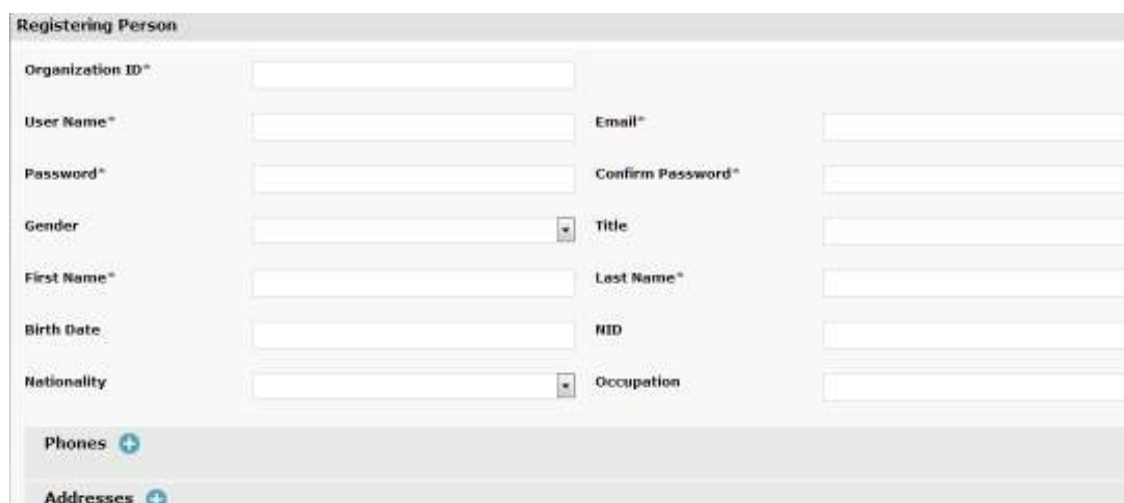
Registration Type

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

☐ Individual User

Fig 3.3: Individual user registration

There is another registration type here called ‘Individual user’. Those person who are not from any organization type stated earlier but want to report, can check the box and submit registration form to BFIU.



Registering Person

Organization ID*

User Name* Email*

Password* Confirm Password*

Gender Title

First Name* Last Name*

Birth Date RID

Nationality Occupation

Phones

Addresses

Fig 3.4: Reporting person Registration

- The person who is requesting for a user of an existing organization, he must have to know the organization ID provided by goAML software.
- All the mandatory fields need to be filled up here with a sensible username and valid email address.
- Phones and Addresses boxes are also to be filled up.
- Attach any document if needed in the attached area.
- In the CAPTCHA area write the displayed numbers correctly.



Attachments

File Name	File Size
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

754965

Fig 3.5: Registration attachment and CAPTCHA

After all the boxes filled up click the Submit Request button.

The reporting person will be informed by his provided email that his request is accepted or rejected.

If accepted, the person is ready to login to the system.

3.2 **Login:**

Click **Login** and Login Page will appear as below:



Fig 3.6: Login page

Enter User Name and Password, then click **Log In** button. After successfully Logged in the home page will appear as below:



Fig 3.7: Home page after login

In case of retrieval of lost password click forgot password button and follow the instructions.

Fig 3.8: Password Retrieval

In the email request box, put the email that is given during registration.

The system will send a link to that email. By clicking the link from mailbox the user will be able to set new password.

The screenshot shows the GOAML logo at the top. Below it is a form titled "RESET PASSWORD REQUEST". The form contains two input fields: "User Name:" and "Email:". Below these fields is a blue "Submit" button.

Fig 3.9: Reset Password Request

Home page menu after login:



Fig 0.1: Home Page Menu after Login

On the right side corner the user name, entity name and a *logout* menu is shown as below. The other menus (each one has submenu) are:

- *RFI*
- *Message Board*
- *My goAML*

3.3 My goAML Menu

3.3.1 Change Password:



Fig 0.2: Change Password Menu

To change current user password click 'My goAML->Change Password' Menu and reach the following screen:

Fig 0.3: Change Password

Enter Current Password, New Password, Confirm New Password and click '**Change Password**' Button to change current password.

3.3.2 My User Detail

Click '**My goAML->My User Details**' menu to see the detail information of user.

Fig 0.3: User Detail

All the details about the current user can be changed from this screen except org ID and username. Admin users can change email, others cannot.

This change request will be verified and set by admin user.

3.3.3 My Org Detail

Click '**My goAML->My Org Details**' menu to see the detail information of an entity.

Registering Organization

Change Delegation ☐ Organization ID: 287 Delegate Organization ID:

is financial: ☐ yes ☐ no Name: Bank SONIA

acronym: 0112 Code of Organization: 123456

Swift/Bic: BDRON Incorp. City: Dhaka

Incorp. State: Dhaka Incorp. Country: BANGLADESH

Name of holding company: Contact Person: Sonia Rahman

Email: s@na.com URL:

Phones

Type	Country Prefix	Number
+		01712145618

Addresses

Address	City	Division	Zip	Country
Hatigheel	Dhaka	Dhaka	1000	BANGLADESH

Attachments

File Name	File Size
Choose File No file chosen	

Submit Request

Fig 0.4: organization Detail

All information about the current entity can be changed like User Details from this screen except org ID, delegate Org ID and org name.

This change request will be verified and set by admin user.

3.4 RFI

4.2.1 NEW RFI

RFI means ‘Request For Information’. If any stakeholder seeks information or document from BFIU or wants to submit information or document to BFIU, then click ‘**RFI->NEW RFI**’ and an Entry screen is seen as below:

Reference Number: *

Name:

Classification:

Description:

Attachments:

The maximum allowed size of an upload is 3 MB

No file selected.
 [Attach File](#)

Fig 0.5: Request For Information

Here Reference Number is auto generated. Fill up Name, Classification and Description and upload necessary file by click '**Browse**' Button. Please see the following example:

Example 1:

Reference Number: RFIWEB0051-10 NOV 2013

Name : Ask for Banking information of Mr. Rakib Chowdury

Classification: Human trafficking

Description: We want to know all banking Transaction about Rakib Chowdury. His father name is Habibullah and Mother Name is Amena Begum.

Example 2:

Reference Number: RFIWEB0052-10 NOV 2013

Name : Provide information about ABC organization, Name of Director: Mr.Z.

Classification: counterfeiting deeds and documents

Description: We attach a PDF file which contains the information of counterfeiting.

Click Attach file link to attach uploaded file. If file is uploaded then see the list of uploaded file as following figure:

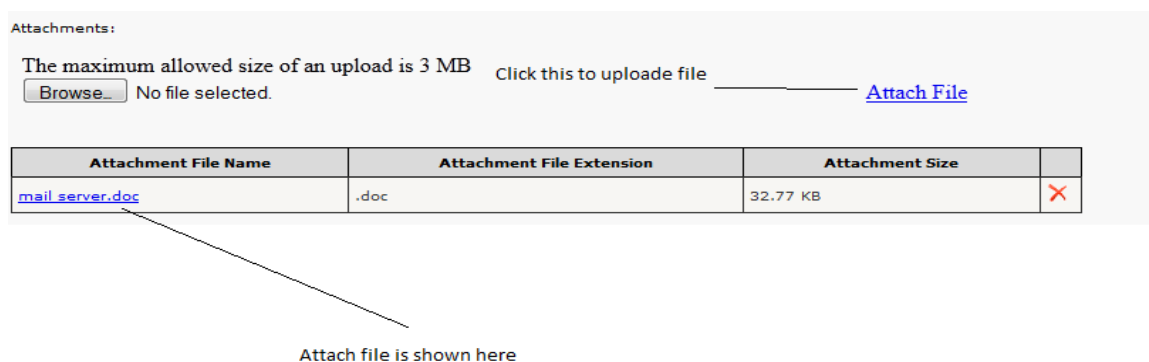


Fig 0.6: Attach Uploaded file.

For Submission RFI to BFIU, Click '**Submit RFI**' or to save RFI click '**Save RFI**' button as following :

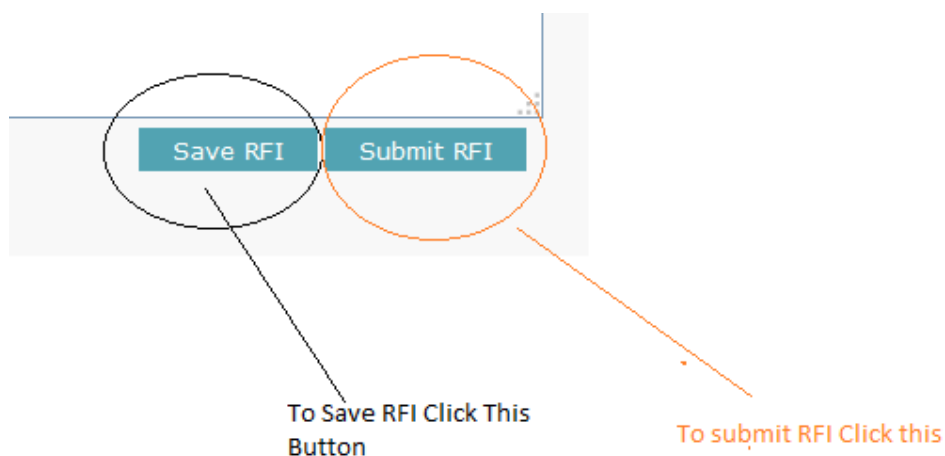





Fig 0.7: Submit RFI

4.2.2 RFI List

To see the list of RFI click '**RFI->RFI List**' menu, see the below screen.

RFI List

Created On: Start Date: End Date: Created By: Report Status:

	Reference Number	Name	Last Updated By	Last Update Date	Created By	Created On	Status	
	RFIWEB0031-04 NOV 2013		test	11/4/2013 9:58:37 PM	test	11/4/2013 9:58:36 PM		
	RFIWEB0027-04 NOV 2013	Robbery	test	11/4/2013 10:16:40 PM	test	11/4/2013 9:37:37 PM		

To edit RFI click this

Click this to delete RFI

Fig 0.8: List of RFI

There are two types of RFI.

- i) Submitted RFI
- ii) Not yet submit, but save the RFI

Not submitted RFI can be edited and deleted as above figure. But Submitted RFI can not be edited or deleted.

3.5 Message Board Menu

Click '**Message Board**' menu to view the incoming messages and send message to BFIU. Message Board consists of different folders.

The web report fully accepted by BFIU is stored in '**Report Fully Accepted**' Folder. Similarly Partially Accepted and Rejected web Reports are stored in '**Report Partially Accepted**' Folder and '**Report Rejected**' Folder respectively.



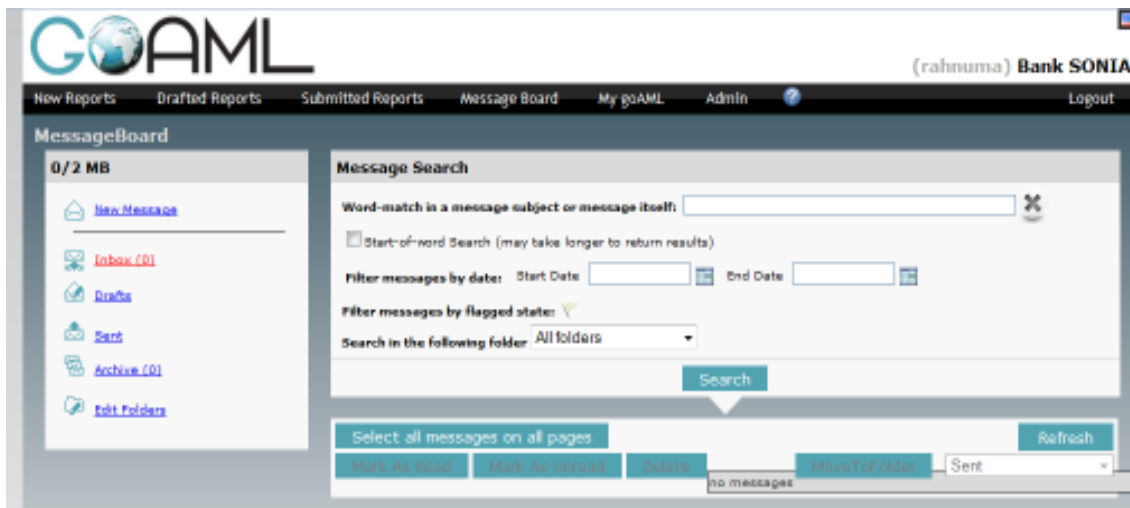


Fig 0.9: Message Board

3.5.1 Message Board (Search)

There is an option to search messages in all folders or in selected folders. Type a word in the text box and set option to filter with 'Start Date and End Date' then click on 'Search' button to start searching:

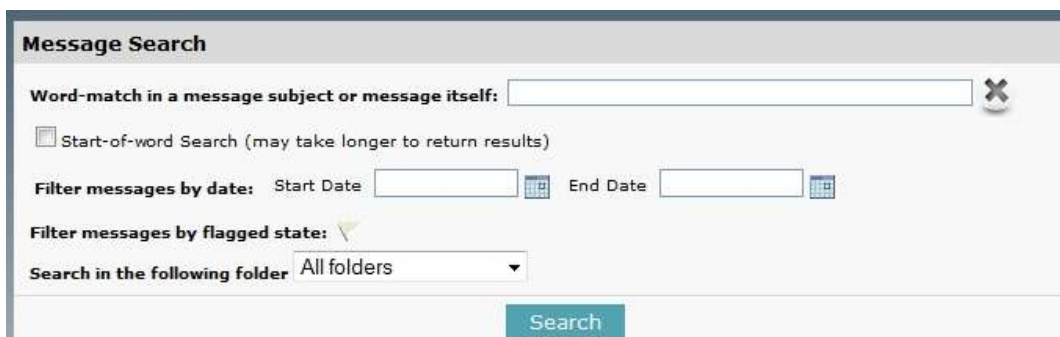


Fig 4.10: Search Message

3.6 Logout:

When leaving the web application it is recommended that click logout and end the session.