



Guidance Document

REGISTERING A NEW USER

The New Zealand Financial Intelligence Unit

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About this Document

This document was written to assist employees of reporting entities register as users in goAML, in order to meet the reporting entities reporting obligations in accordance with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act).

All reporting entities must register with the New Zealand Financial Intelligence Unit (FIU) through goAML in order to submit Suspicious Activity Reports (SARs) and Prescribed Transactions Reports (PTRs).

Supported Browsers: Google Chrome Version 30+, Firefox Version 23+ or Microsoft Edge

Overview

Each reporting entity with reporting obligations under the AML/CFT Act must be registered in goAML. Reporting persons can then register as users linked to the entity.

Registration requests for goAML are submitted to the FIU by completing an online form. This form is available here: <https://fiu.police.govt.nz/Content/#/register>

Contents

About this Document.....	2
Supported Browsers:.....	2
Overview.....	2
Registration Process.....	2
Registration Type.....	3
Required Fields.....	3
Field Instructions.....	4
User Name:.....	4
Password:.....	4
Email.....	4
Addresses -.....	4
Phones -.....	4
Attachments.....	5
Preview and Submit.....	5
Captcha.....	5
Next Steps.....	5
Contact Information.....	5

Registration Process

After completion of the online registration form, you will receive an email confirming that your request has been submitted. The FIU will then review the request, which will either be accepted or rejected. Notification of this will be provided by email. User details cannot be passed from person to person, each user must have their own login.

Rejected registration requests are unable to be amended and resubmitted. If your request has been rejected and requires amendments, you must complete a new registration form.

Registration Type

To begin:

Click the **Register** tab on the navy-blue task bar of the goAML Home Page.

Click **User Reporting Entity** (under **Register a User**) from the options list to open the registration form.

Register a User



Required Fields

Complete the fields highlighted in red below, as well as any fields mentioned in the field instructions on the next page.

1. User

2. Attachments

3. Preview and Submit

Cannot submit until the form is complete

Cancel

User

Organization ID is required!	User Name is required!	Password is required!	Confirm Password is required!
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	First Name is required!	Last Name is required!	Email is required!
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Birth Date	DO NOT USE	Nationality
<input type="text"/>	d/MM/yyyy <input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	NZDL	Passport Number	Passport Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+ Addresses*			
▼ #1			
Type is required!	Address is required!	DO NOT USE	City is required!
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	* Country	Suburb	
<input type="text"/>	NEW ZEALAND <input type="text"/>	<input type="text"/>	
Comments			
<input type="text"/>			
+ Phones*			
▼ #1			
Contact Type is required!	Comm. Type is required!	Country Prefix	Area Code + Number is required!
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extension	Comments		
<input type="text"/>	<input type="text"/>		

Field Instructions

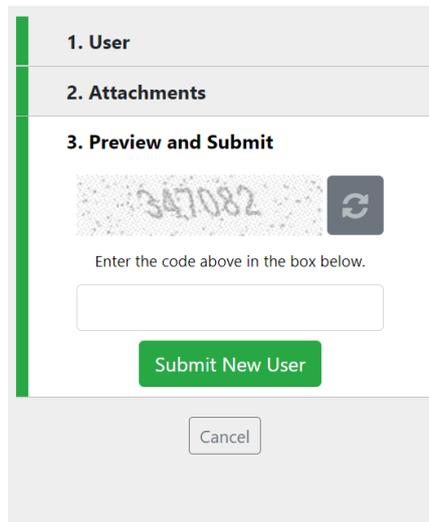
Organisation ID:	Enter the goAML reporting entity reference number for your organisation. This can be obtained from a user who already has goAML access, by selecting My User Details from the My goAML task bar when they are logged in.
User Name:	Create a user name between 4 and 50 characters <i>This <u>must not</u> have any spaces or special characters (e.g. ?.-@ etc)</i>
Password:	Choose a password that meets the following criteria: <ol style="list-style-type: none">1. <i>Is between 10 and 20 characters</i>2. <i>Contains at least one upper-case character</i>3. <i>Contains at least one lower-case character</i>4. <i>Contains at least one number</i>
Confirm Password:	Repeat the password as entered above
First Name:	Enter your first name
Last Name:	Enter your last name
Email:	Enter your business email address goAML does not allow an email address to be linked to more than one user. Therefore, please use an email address unique to you and avoid shared mailbox addresses
Occupation:	Enter your job title/role
Addresses -	
Address Type:	Select from drop-down list
Address:	Enter street address (physical business address not PO Box)
City:	Add city
Phones -	
Contact Type:	Select from drop-down list
Comm Type:	Select appropriate comm type from drop down list
Area Code & Number:	Complete phone number with STD first (no spaces or dashes)
Extension:	Optional field if user has an extension number

Attachments

Attachments are not required –you can move to the next tab.

Preview and Submit

Click on the **Preview and Submit** tab on the **Navigation Panel**



1. User

2. Attachments

3. Preview and Submit

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Enter the code above in the box below.

Submit New User

Cancel

Preview:

Review the details you entered to ensure they are correct.

Captcha:

In the **Navigation Panel**, type in the Captcha code (sequence of digits under the **Preview** and **Submit** tab) into the box below.

Submit:

Click **Submit New User**, and a confirmation page with a **request reference** number will appear.

Next Steps

Once you have completed and submitted the registration request form, the FIU will review your request to ensure that:

- a) The organisation ID provided is correct.
- b) Your Entity's contact person confirms you should have goAML access.
- c) The form has been completed accurately with the required information.

Approval or rejection of your request will be provided by email. Rejected requests will require a new form to be completed and submitted. When your request is approved, you will receive an email with information on training, and resource documents to assist with using the goAML system and submitting SARs and PTRs.

Contact Information

If you have any queries relating to your registration request, email goaml@police.govt.nz.

Note that requests are not immediately approved and are reviewed on an incoming basis. You will not be able to log in to goAML until you have received confirmation of acceptance.