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Financial Intelligence Agency Bermuda

goAML Quick Reference for Web Registrations

TO ADD ANOTHER REPORTING PERSON TO A REPORTING ORGANIZATION

1. Go to the FIA website (<https://www.fia.bm>).
2. Hover over the “**Reports to FIA**” tab, which is the second tab in the header.
3. Click the entry for goAML Web Bermuda, which is the second item under the tab.
4. On the left side of this screen click where it says “Click Here”
5. Scroll down and click on the grey box named “**REGISTER A NEW PERSON**”.
6. You will then be asked to provide your FIA **Organization ID** and your personal/contact details. Please contact the FIA at analyst@fia.bm if you cannot locate your Organization ID.
7. Submit your registration upon completion.

Note: *When there is a change of MLRO/Compliance Officer, a change of reporting entity name and/or company dissolution, please notify the FIA via analyst@fia.bm so that this user/entity profile and access can be disabled.*



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TO LINK A SUBSIDIARY/RELATED COMPANY TO AN FIA REGISTERED REPORTING ORGANIZATION

This option will allow for a Reporting Person to use one login to access the linked Reporting Organizations and file according to reporting sector.

1. Please Login to goAML via our FIA website (<https://www.fia.bm>) using your original login details for your business.
2. Once you are in the FIA website, click the **“ADMIN”** tab and then, click **“ACTIVE ORGANIZATIONS”**.
3. At the bottom of that page, click **“CREATE NEW DELEGATING ORGANIZATION”**.
4. A template will appear similar to what you completed in the first instance to register your business.
5. Fill in all the blanks, especially those fields with the asterisks as they are mandatory.
6. Submit the registration and then send a notification to analyst@fia.bm upon completion, so we can then review and finalize the process.
7. The next time you log in, you will see all the relevant entities appear in a dropdown list.



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TO MAKE AMENDMENTS TO THE PROFILE OF A REPORTING ORGANIZATION

This option can be used to receive email notifications, to change a company name, to change an email address etc.

1. After you log in, click the tab "**MY GOAML**"
2. Select the dropdown "**MY ORG DETAILS**"
3. You can then make amendments to the profile.



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TO OBTAIN MESSAGES via goAML MESSAGE BOARD

Once you have registered, email notifications may be sent to you to inform you that there is a message from the FIA. These messages may reference a Section 16 Notice or a bulletin notice for your attention. To retrieve these messages, please follow the below instructions:

1. Go to the FIA website (<https://www.fia.bm>).
2. Hover over the “**Reports to FIA**” tab, which is the second tab in the header.
3. Click the entry for goAML Web Bermuda, which is the second item under the tab.
4. On the left side of this screen click where it says “Click Here”
5. Click “**Login**” and enter your User Name and Password.
6. You will then need to enter the verification code which should appear in your email within a few moments.
7. The next page will have a tab that allows you to file SARs, manage your registration and view and send messages linked to the FIA.
8. The “**MESSAGE BOARD**” tab is where you can view and send messages.