

## Quick User Guide to registering for AML

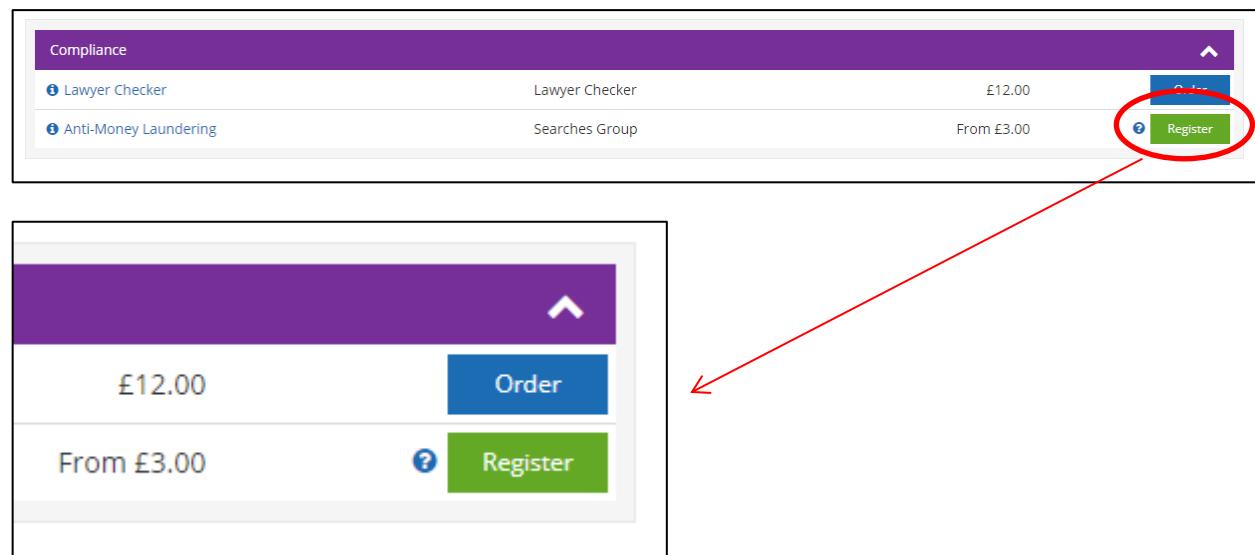
This simple guide is intended for Geodesys customers ordering AML.

Due to changes in legislation we are required to ask our customers to register with us – including companies who have been ordering AML with us already.

**So that all staff members from the same company / branch have access to the same AML Dashboard, your Money Laundering Officer (MLO) must register first, and input certain details including the company's ICO number (which, if you don't know it, can be found [here](#). There will be the same search facility online)**

### **STEP 1**

When viewing the AML Product within our “Compliance” section for the first time, the MLO will be faced with a screen prompt to register for the Product (this will be a “once only” action):



The MLO should click on the “Register” button to get the following screen:

The image shows a registration form titled 'AML Registration'. It asks for the user's company's ICO Number and provides a text input field for entering it. To the right of the input field is a link 'Don't know your ICO Number?'. The entire form is contained within a light gray box.

### **STEP 2**

Please input your company's ICO number at this point. If you don't know it, clicking on the “[Don't know your ICO number?](#)” prompt will take you to the ICO Website where you can search for your ICO Ref.

Please take the time to ensure you input the correct ICO number. For those companies with multiple ICO numbers, input the one you wish AML Searches to be carried out with – for example, the ICO number for your specific Branch if it's different than other branches (*but most companies will have the same ICO number across branches*).

If you are the first to use that ICO ref, you will get this message:

The screenshot shows a web page titled "My AML (Anti-Money Laundering)". Under "Anti-Money Laundering Registration", it says: "We have not yet had ICO number: Z8523694 (...not you?) register with us for AML." Below this, a question asks, "Are you the Money Laundering Officer for icotest?", with "Yes" and "No" buttons.

If you are NOT the MLO Officer for your Company, please exit from the AML Registration screen at this point (by clicking on "[Home](#)" for example) and ask your MLO Officer to register first.

### **STEP 3**

Changing the "***Are you the Money Laundering Officer?***" prompt to "**YES**" will lead you through to the initial registration page.

The screenshot shows the "AML Search v4 Registration" page. It displays pre-populated details: "Your Organisation" (Raymono Comics), "ICO Registration Number" (Z5564529), "Address" (Cavalry House, South Street), and "MLRO's Name". A red arrow points to the "Yes" button in the top right corner of the registration form.

These details are only required once. They include accepting the T&C's of the product and (*on page 2*), agreeing to the default Risk Assessment Profiles which will be used for your searches.

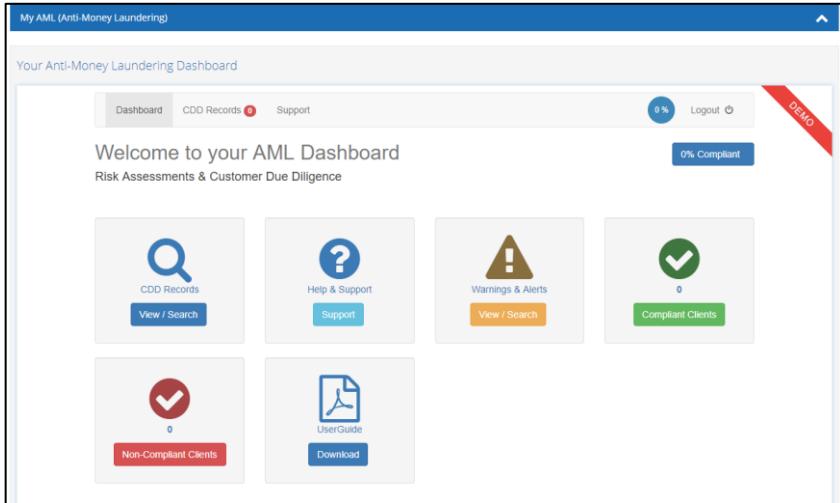
Some information is needed at this point:

- **Choose your Business type**
- **Confirm the Country you are based in**
- **Confirm who the MLO is**
- **Agree to the Terms and Conditions**

You will then be presented with your AML Dashboard, and, when you enter our website to order AML Products again (*or navigate to our "Compliance" section now*) you will now see that you can now order AML.

#### **STEP 4**

Behind the scenes, it will match colleagues to the original registration carried out by the MLO and you will be good to go – and be able to view your company's dashboard via the “My Details section”:



...and at the Compliance product screen, you will already be able to order, as will your colleagues (after just a few minutes).

