



goAML Hotline
058 461 60 00 or
goaml.info@fedpol.admin.ch

Step-by-Step Guide to your goAML Registration

This is a step-by-step guide on how to register your organization for the new system of MROS for submitting and processing suspicious activity reports. For the registration of additional users of your organization, please refer to the second page of this guide. Please note that registration is a one-time activity.

Steps for Registering your Organization in goAML

1. Click on the following link:
<https://www.fedpol.admin.ch/fedpol/en/home/kriminalitaet/geldwaescherei/meldung/registrierung.html>
It will take you to the registration page of the MROS web site.

2. Fill in the form "Initial registration organization" and click on the "Send" button.
Make sure of these things:

a) Enter a valid mobile phone number, as this is where the SMS token codes will be sent to.

b) Use your **personal** (company) email account as the group account of your company will be used in a later stage of the registration process.

c) You can use the same mobile phone number for multiple users of your organization. For example, you can use a single phone that is stored in a central location of your organization and all your users have access to.

The form is titled "Initial registration organization" and "Register a person of an already registered organization". It contains the following fields: First name *, Last name *, Email *, Mobile number *, Type of organization *, and Name of organization *. There are "Send" and "Delete" buttons at the bottom.

3. If you entered valid information into all mandatory fields of this form, a "Thank you!" will be displayed. If not, please check the form again and fill in missing fields or correct your data.
4. After successful registration, you will receive an e-mail with your login and initial password within three working days.
5. Click on the following link: <https://www.goaml.fedpol.admin.ch> and enter the login and password that you received in the e-mail.

Click on the "Login with SMS" to receive an SMS with a token code on the previously registered mobile phone.

The login form contains the following fields: Login ID, Password / PIN, Tokencode, New password, Confirmation, and SMS Code. There are buttons for "Password login", "Login with SMS", "Login with Mobile-ID", "Login with SecurID", and "Submit". A red arrow points to the "Login with SMS" button.

6. Change your initial password and click on the "Submit" button.

7. Enter the token code in the field "SMS Code" and click on the "Submit" button.



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- The welcome page of goAML will now open in your web browser. Click on the "Register a new Organization" button in the lower left corner of the page.

Register

To register, please use the following buttons:

Register a new Organisation

Register a new Person

- Fill in the form with the details of both your organization and yourself as the new goAML administrator of your organization.

The fields "User Name", "Email", "Password" and "Confirm Password" already contain the data from the previous registration step and cannot be modified.

- Enter the Captcha Code and click the "Submit Request" button.

- You will receive another email confirming the completion of your registration within three working days. This email contains the *ID of your organization*, which you need to register additional users (or additional users will need from you to register themselves).

- Now you are ready to log in to "goAML" and enter, save and transmit your suspicious activity reports.

Steps for Registering an Additional User of Your Organization

The steps to add additional users are very similar to the ones described before. Therefore, we will be brief and focus on the differences – marked in **light blue**.

- Click on <https://www.fedpol.admin.ch/fedpol/en/home/kriminalitaet/geldwaescherei/meldung/registrierung.html>
- Fill in the form **"Register a person of an already registered organization"** and enter the *ID of your organization* that your administrator received in step 9 above. Then click on the "Send" button.
- After successful registration, you will receive an e-mail with your login and password.
- Click on www.goaml.fedpol.admin.ch, enter login and password and Click on the "Login with SMS".
- Change your initial password and click "Submit", then enter the token code in the field "SMS Code" and click on the "Submit" button.
- The welcome page of goAML will now open. Click on the **"Register a new Person"** button.
- Fill in the form with the details of the new person, then enter the Captcha Code and click the "Submit Request" button.
- After approval (by the organization administrator clicking the "Finalize" button) the new person will receive another email confirming the completion of their registration.
- Now the new person is ready to log in to "goAML".