



goAML Pre-registration Guide –

Services Access Control Manager (SACM)

UAE Financial Intelligence Unit

18/03/2022 – V1.0

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1. Document Objective

The goAML application is available through a public portal for the reporting entities that are not regulated by the Central Bank of the UAE (CBUAE) except for Hawaladars.

Reporting entities (REs) under the remit of Supervisory Bodies (SB), such as but not limited to “Abu Dhabi Global Markets” (ADGM), “Dubai Financial Services Authority” (DFSA), “Insurance Authority” (IA), “Securities and Commodities Authority” (SCA), Central Bank of UAE (CBUAE), Ministry of Economy (MOE) and Ministry of Justice (MOJ) are expected to follow the guidelines articulated in this document to secure access to the Services Access Control Management (SACM) to be able to access the goAML application to register and file Suspicious Transactions Report and/or Suspicious Activity Reports (STR/SAR).

2. Services Access Control Manager (SACM)

SACM, among other functions, shall host the links to the goAML “Production” and “UAT” environments. Access to this portal is controlled by means of a “Time-based One Time Password” (TOTP) facilitated by “Google Authenticator”.

Supervisory Bodies (SB) and Reporting Entities (RE) alike must follow the guidelines articulated in the following sections to secure their “SECRET Key” to be able to gain access to SACM or eservices portal.

A pre-determined sequence of steps must be followed using the functions facilitated in SACM to be able to secure and store the “SECRET Key” (SC). The SC once obtained must be stored in a person’s mobile device using the “Google Authenticator” application that is available for download from “PlayStore” for Android and “AppStore” for Apple.

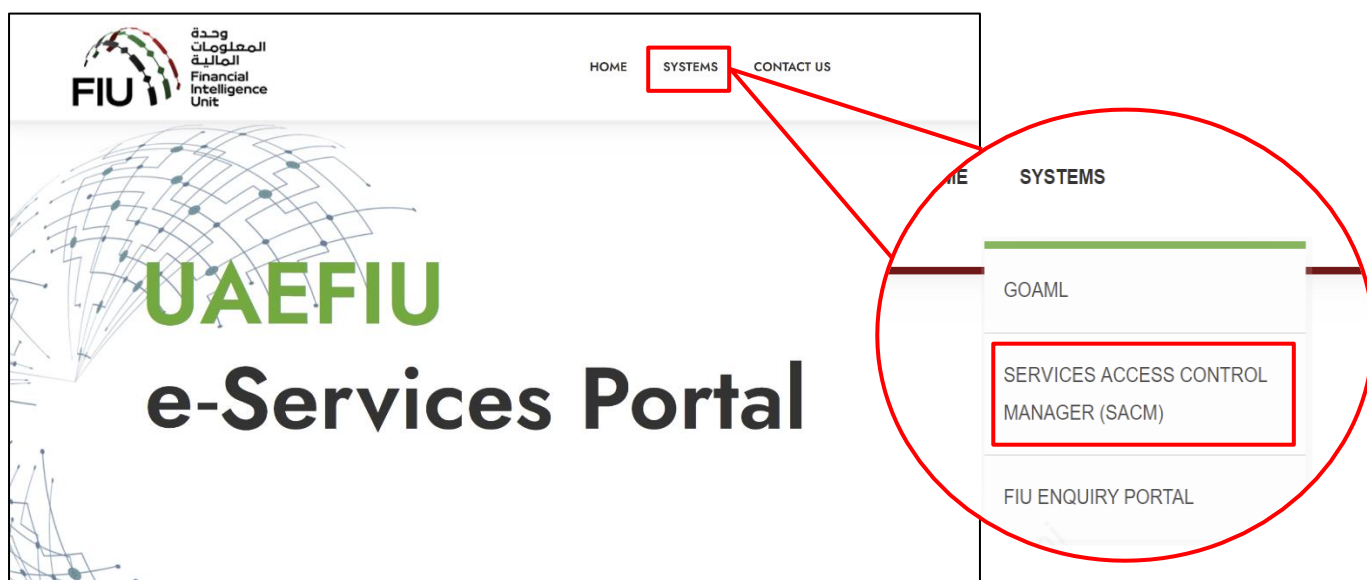
Refer to

- a) Pre-registration tasks to secure the “SECRET Key”.
- b) Downloading and installing the “Google Authenticator” on your mobile device.
- c) How to use the “Google Authenticator” every time you access “SACM”.

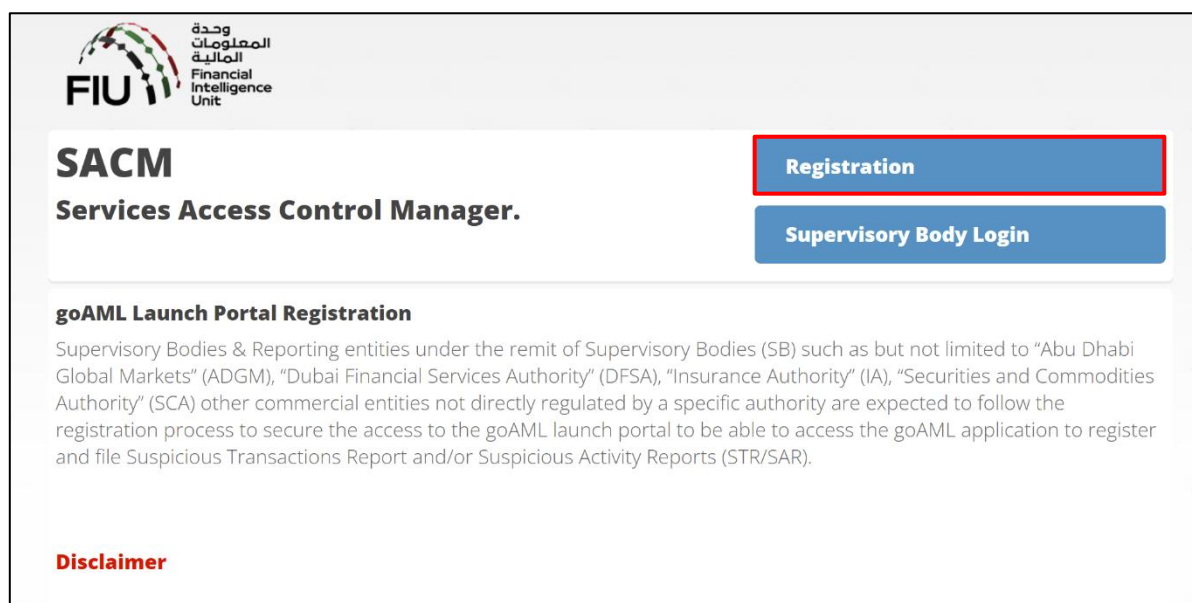
3. SACM & Securing the SECRET Key

SACM can be accessed through the following link:

1. Click on the Login link <https://services.uaefiu.gov.ae>
2. Navigate to **Systems**
3. Click on **Services Access Control Manager (SACM)**



4. Click on **Registration**



3.1. The Secret Key

The secret key will be provided to the registering person at the end of this pre-registration process subject to the due diligence conducted by the UAE FIU for the Supervisory Bodies. It is imperative that proper details are provided in the first instance.

NOTE: *The secret Key obtained cannot be shared amongst individuals of an organization Each individual within an organization should secure their own secret Key using the procedure as articulated below.*

3.2. Pre-requisite Information

Prior to embarking on the journey to pre-register and secure the SC, kindly ensure that the following information is readily available to ease the pre-registration process

- a) Identify the Supervisory Body that you are regulated by. For a list of Supervisory Bodies, please refer to Section 6.
- b) The organization's legal name as registered with the Supervisory Body that it is regulated by. Prepare a copy of the organization's trade license or other equivalent document
- c) The trade license number.
- d) Refer to your Supervisor for the most appropriate documents to obtain approval.
- e) A scanned PDF of your valid Emirates ID or Passport.
- f) The following details of the individual that will be pre-registering to secure the "SECRET Key".
 - i. Name
 - ii. Nationality
 - iii. Type of Identification that will be used – Emirates ID
 - iv. The EID number as imprinted on the identification document
 - v. Valid and operational email address
 - vi. Valid and operational UAE Mobile number
 - vii. Remarks (if any)
 - viii. The scanned PDF copy of the authorization letter and valid EID

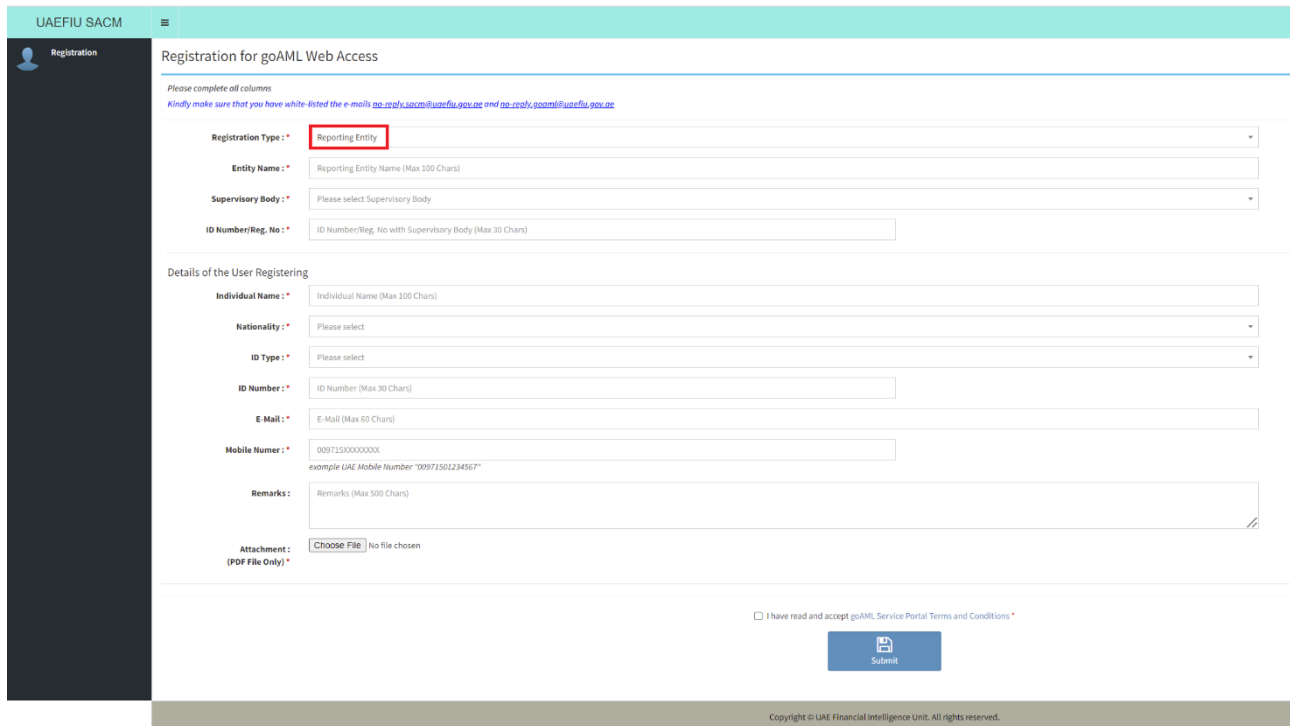
3.3. Pre-registration Process

The pre-registration process comprises of the following key steps.

1. Expression of Intent to secure "Secret Key" by using the "REGISTRATION" link and verification by clicking on the link propagated by email.
2. Verification and approval (or rejection) of the confirmed intent by the Supervisory Body/Regulator.

3. Securing the “SECRET Key” if the Supervisory Body/Regulator has approved the request by clicking on the link propagated by email and the OTP propagated using email and mobile.

3.4. Registration



The screenshot shows the 'Registration for goAML Web Access' form in the UAEFIU SACM system. The form is divided into two main sections: 'Registration Type' and 'Details of the User Registering'.

Registration Type:

- Registration Type:** A dropdown menu with 'Reporting Entity' selected and highlighted by a red box.
- Entity Name:** A text input field with the placeholder 'Reporting Entity Name (Max 100 Chars)'.
- Supervisory Body:** A dropdown menu with the placeholder 'Please select Supervisory Body'.
- ID Number/Reg. No.:** A text input field with the placeholder 'ID Number/Reg. No with Supervisory Body (Max 30 Chars)'.

Details of the User Registering:

- Individual Name:** A text input field with the placeholder 'Individual Name (Max 100 Chars)'.
- Nationality:** A dropdown menu with the placeholder 'Please select'.
- ID Type:** A dropdown menu with the placeholder 'Please select'.
- ID Number:** A text input field with the placeholder 'ID Number (Max 30 Chars)'.
- E-Mail:** A text input field with the placeholder 'E-Mail (Max 60 Chars)'.
- Mobile Number:** A text input field with the placeholder '009715XXXXXXX' and a note 'example UAE Mobile Number "00971501234567"'. The number '009715XXXXXXX' is highlighted in red.
- Remarks:** A text area with the placeholder 'Remarks (Max 500 Chars)'.
- Attachment:** A button labeled 'Choose File' and the text 'No file chosen'.

At the bottom of the form, there is a checkbox labeled 'I have read and accept goAML Service Portal Terms and Conditions' and a blue 'Submit' button.

Begin by clicking on the “**REGISTRATION**” button. Follow the steps as articulated below:

Details of the entity

- **Registration Type*** – choose “**Reporting Entity**”.
- **Entity Name*** - enter the name of your organization as per the license document.
- **Supervisory Body*** - select the relevant supervisory body/regulator as per your license.
- **ID Number/Reg. No*** - enter the Trade License number.


Details of the user

- **Individual Name*** - enter in YOUR NAME (your first and last name).
- **Nationality*** - select your nationality from the list
- **ID Type*** - select the ID type from the list of values provided "Emirates ID".
- **ID Number*** - enter the EID/Passport number.
- **Email*** - enter a valid “EMAIL” address. Ensure that it is operational and you will be able to receive emails. Please note that an email address cannot be used for multiple pre-registration requests.
- **Mobile Number*** - enter a valid and operational “**UAE Mobile Number**”. Ensure that it is operational and you will be able to receive SMS. Please note that an UAE mobile number cannot be used for multiple pre-registration requests.
- **Remarks** – if required, you can record your remarks up to 2000 characters.

- **Attachment* (PDF File Only)** - click on the “Choose File” button and select the scanned PDF copy of the license document of your organization, valid EID and the documents requested for by the relevant regulator.

Accept the “Terms & Conditions” by ticking on the box provided.

☒ I have read and accept [goAML Service Portal Terms and Conditions](#) *



Submit


Finally, click on “**SUBMIT**” button then click “**YES**”.

Submit Registration

Are you sure you want register ?

YES

NO


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Entity Registration

Thank you for registering your entity.
 An E-Mail has been sent to you for verification.

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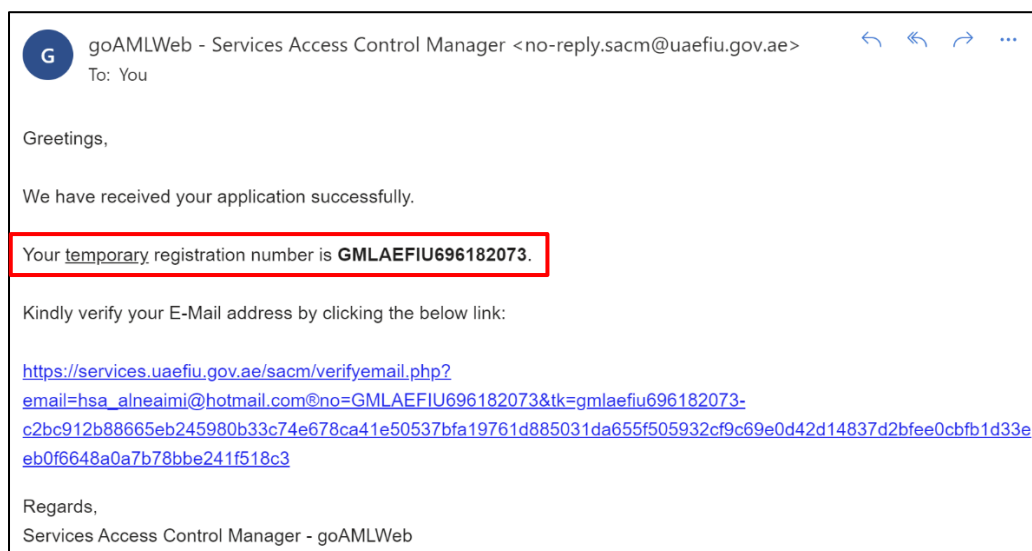
On completion of the steps above, the following will be done by the system in the background:

- A temporary registration number will be generated and assigned to you request.
- An email verification will be sent to your email address entered above.

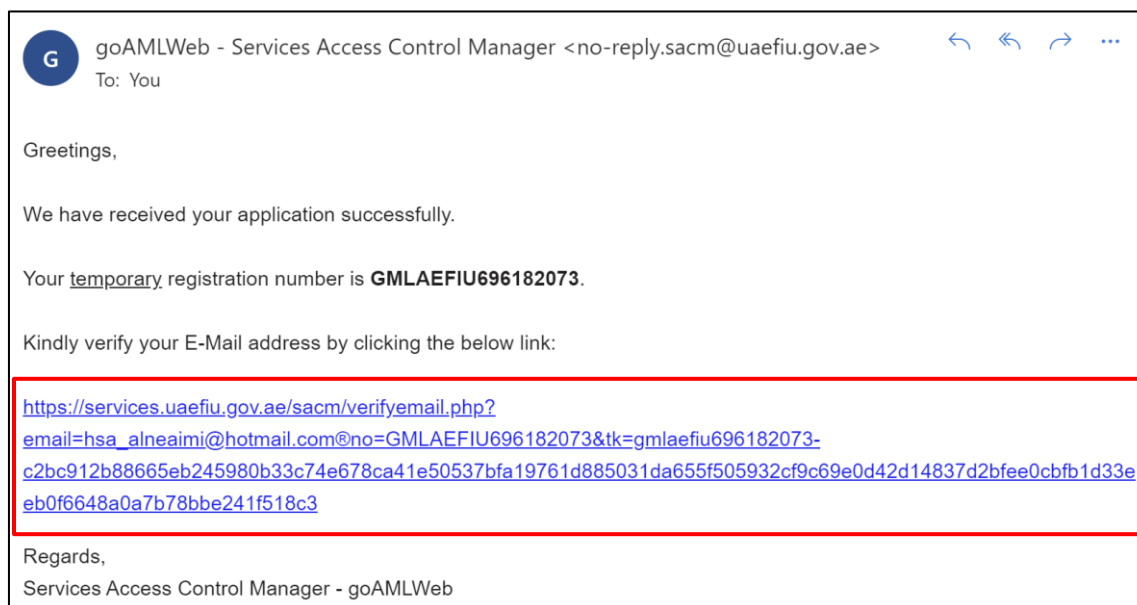
An email should arrive into your email Inbox (Kindly check your SPAM/Junk folders if you have not received it in your Inbox) for an email from no-reply.sacm@uaefiu.gov.ae. Please be advised that this email does not accept any inbound emails / replies.

Kindly save this email for future reference. Obtain the following details from the email received.



- a) The temporary registration number assigned (reference number).
- b) The “One Time Password” (OTP) received by the same email .



3.5. Confirmation of the Intent



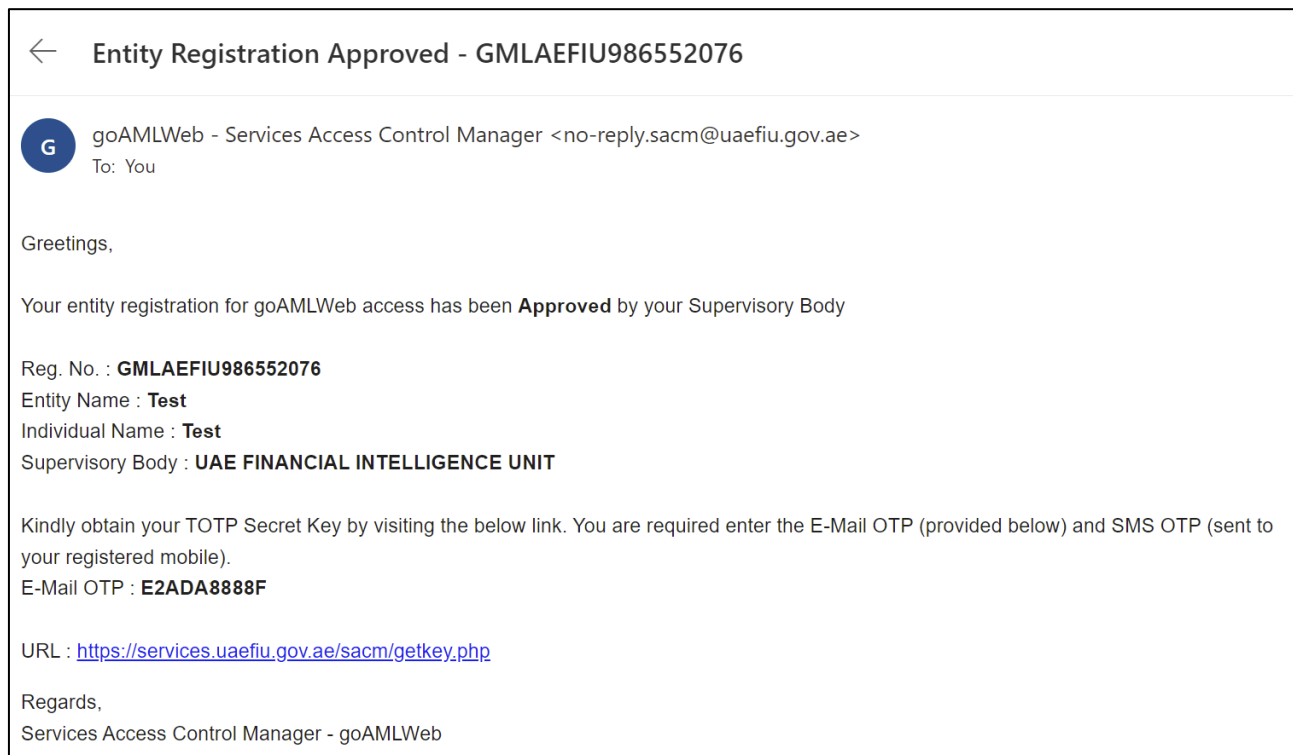
Click the link provided in the email to complete the verification process. A message as below will be displayed if the verification process was successful.

 <p>وحدة المعلومات المالية Financial Intelligence Unit</p> <p>E-Mail Verification</p> <p>Your E-Mail: hotmail@hotmail.com</p> <p>Click Here to Verify Your E-Mail</p> <p>Copyright © UAE Financial Intelligence Unit, All Rights Reserved</p>	 <p>وحدة المعلومات المالية Financial Intelligence Unit</p> <p>E-Mail Verification</p> <p>Thank you for verifying your email.</p> <p>Your request has been forwarded to the selected Supervisory Body.</p>
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In the meantime, the Supervisory Body/Regulator will be assessing the submitted pre-registration request and will approve it if deemed appropriate.

3.6. Securing the “SECRET Key”


On receipt of the approval notification email as below:



Click on the link provided and you will be prompted to provide the

- a) Email used in the pre-registration request
- b) Email OTP received (EOTP)
- c) SMS OTP received on your mobile device (MOTP)

Please be advised that the EOTP and MOTP will only be valid for a period of 24 hours (or longer as may be determined and indicated in the email) from the time of issue.



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Services Access Control Manager - Obtain Secret Key

Registered E-Mail :


E-Mail OTP :

SMS OTP :

Get Secret Key

Press the button “**Get Secret Key**”.

You open “Google Authenticator App” on your phone and scan the barcode shown in the email. Please note that you also enter the Secret Key received in the email manually to set up the application on your phone in case you missed scanning the QR code.




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Obtain Secret Key

Verification Success

Please find below your secret key which you can enable on Google Authenticator
 To learn how to enable the secret key on Google Authenticator [Click Here](#)
 You can use the below QR Code to enable the Secret Key on your mobile




Secret Key : **IEJZ5WEETG3NFKUO**

Your UserName and Secret Key has been sent to your registered E-Mail

Scan the QR Code
with Google
Authenticator App

Instead, you can
manually enter this
key in the App

You will then be receiving an email with your login details as below:



goAMLWeb - Services Access Control Manager <no-reply.sacm@uaefiu.gov.ae>

To: You

Reg. No. : **GMLAEFIU153422080**

Entity Name : **Test**

Individual Name : **Test**

Supervisory Body : **UAE FINANCIAL INTELLIGENCE UNIT**

User Name : **UAEFIU000000**

Secret Key : **IEJZ5WEETG3NFKUO**

URL : <https://services.uaefiu.gov.ae>

Regards,

Services Access Control Manager - goAMLWeb

The username used
in the Pop-up screen
later on when you
open the GOAML
portal.

4. Google Authenticator Setup

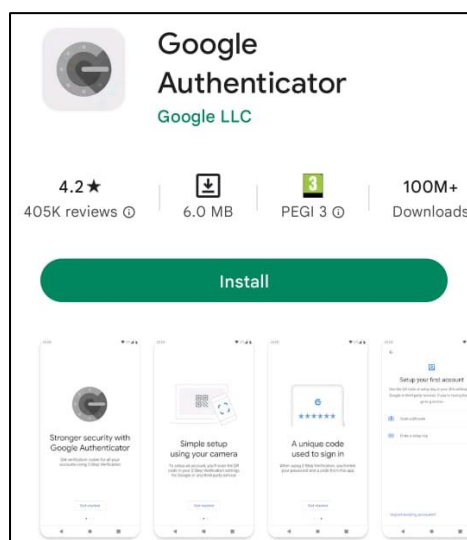
Installation of Google Authenticator on your mobile (IOS or Android) has to be completed.

4.1. App requirements on Android device

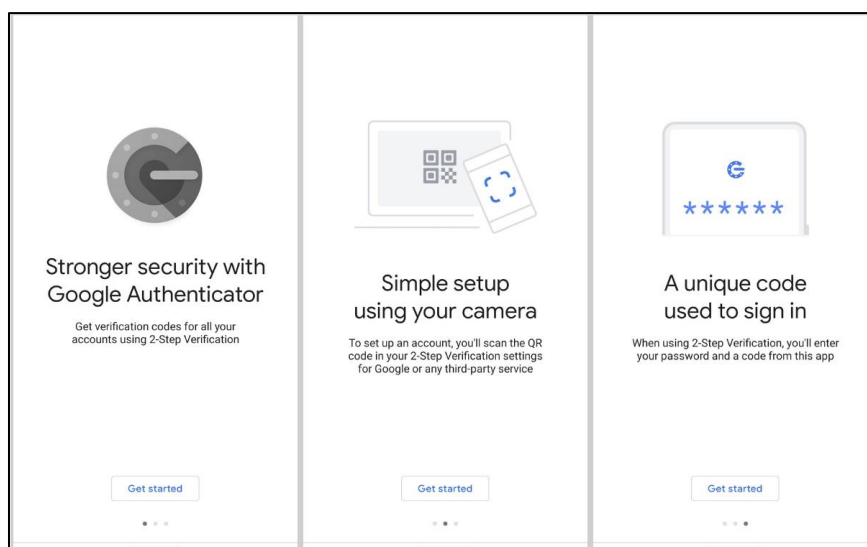
To use Google Authenticator on your Android device, you need:

- Android version 4.4 or up
- 2-Step Verification turned on

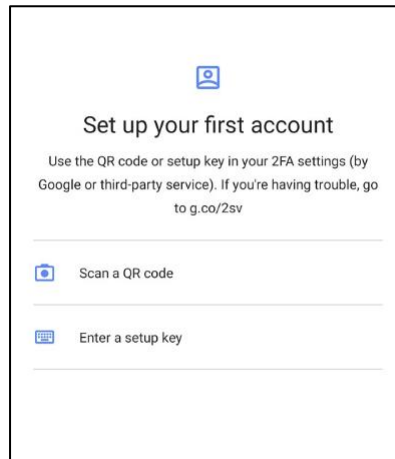
Open App Store / Play Store and search for **Google Authenticator** and click to install (below will instruct on how to setup the application on Android phones).



Once installed, Open Google Authenticator, click on the “Get Started” button



In **Add an account** screen, select either “**Scan a QR code**” or “**Enter a setup key**”.



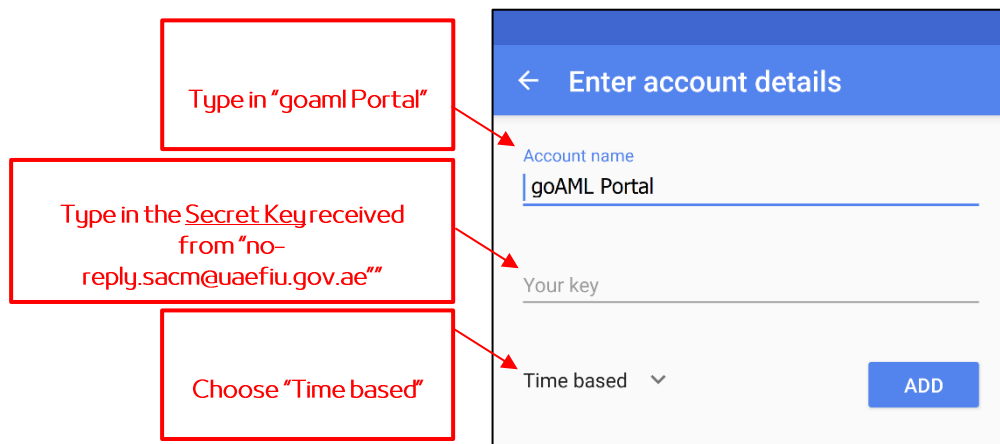
Set up your first account

Use the QR code or setup key in your 2FA settings (by Google or third-party service). If you're having trouble, go to g.co/2sv

Scan a QR code

Enter a setup key

In **Enter Account Details** screen, enter an **Account Name** (use **goAML Portal**) and **Your Secret Key** obtained earlier by following the pre-registration tasks. Keep **Time Based** selected and click **ADD**.



← Enter account details

Account name
goAML Portal

Your key

Time based ▾

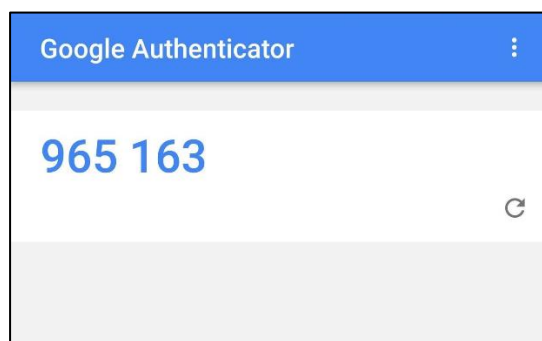
ADD

Type in "goaml Portal"

Type in the Secret Key received from "no-reply.sacm@uaefiu.gov.ae"

Choose "Time based"

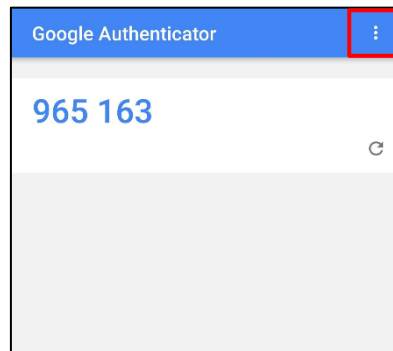
Once you complete your entries correctly and click **ADD**, your account will be added.



Google Authenticator

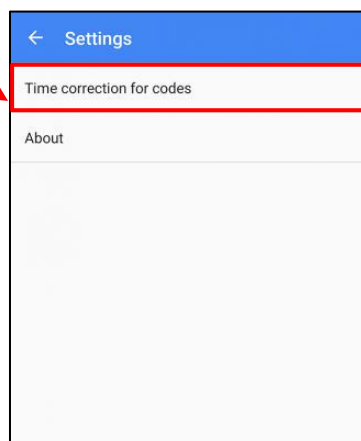
965 163

In order to complete your Google Authenticator App configuration, click on the **three dot menu** on the top right corner and click on **Settings**.

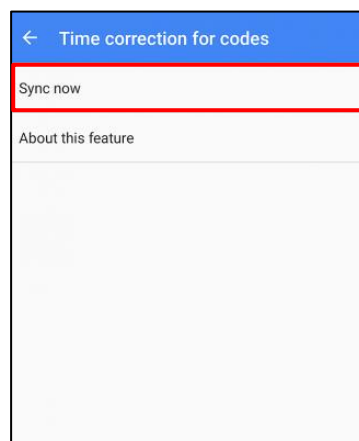


Click on the three dots

Click on "Time
correction for code"



Click on "Sync now"

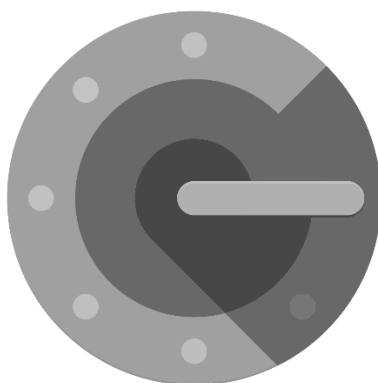


Your Google Account configuration is complete. Google Authenticator is ready now and can generate a valid key when needed. Please note that the 6-digit code changes every 30 seconds for security reasons. The code is valid while it is showing on the screen, once it changes to a new code the old one expires.

5. How to use "Google Authenticator"

The Google Authenticator application is a must have every time you want to access the goaml.

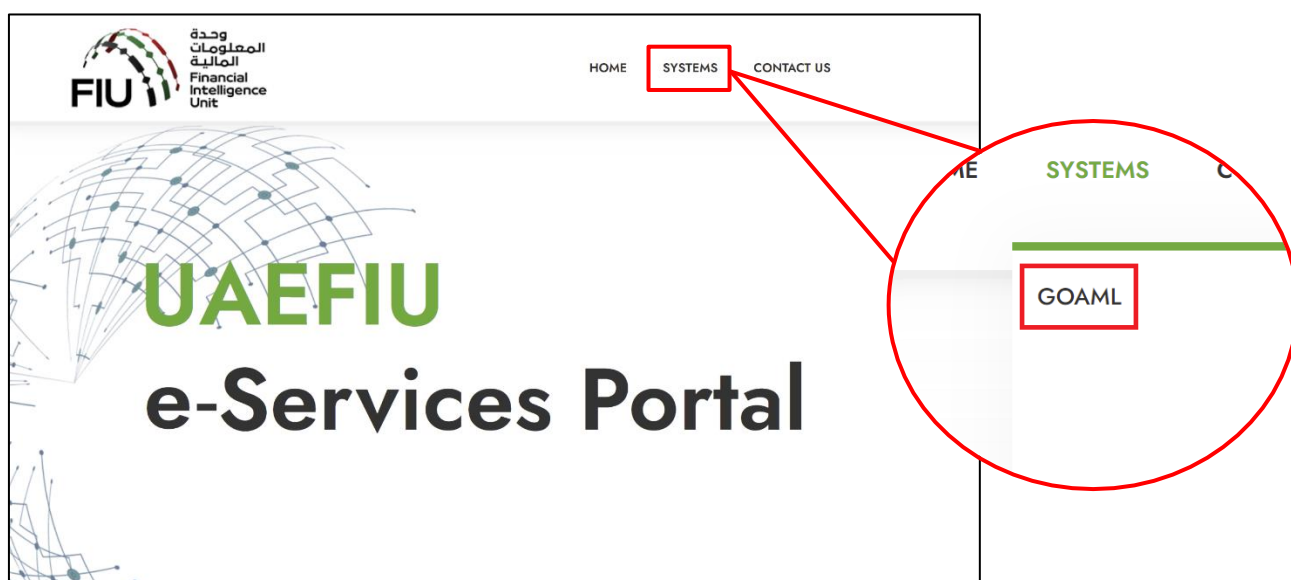
On your mobile select and launch "Google Authenticator" or "Authenticator".



Identify the "goAML Portal" account. There will be a 6 digit number which will change every 30 seconds.

Now access the below link from your desktop/laptop. The User Name and 6 digit number will be solicited by the goAML. Enter the Username and 6 digit number and press OK. If the credentials are valid then the UAE FIU Services Portal will be presented to you.

<https://services.uaefiu.gov.ae>



6. List of Supervisory Bodies

No	Supervisory Body Name
01	Abu Dhabi Global Markets
02	Dubai Financial Services Authority
03	Securities and Commodities Authority
04	Insurance Authority
05	Ministry of Economy
06	Ministry of Justice
07	Central Bank of UAE