



جمهورية العراق  
مكتب مكافحة غسل الأموال وتمويل الإرهاب



# دليل تسجيل المؤسسات



## 1.1 Submitting a New Registration

### 1.1.1 Selecting Registration Type

The button to access the registration selection screen is located under the customizable content of column one on the home page.

The screenshot shows a web page layout with three columns. The first column is titled "Column One customisable content" and contains a "Register" section. This section is enclosed in a red box, and a red arrow points to a "Register" button at the bottom. The "Register" section text reads: "Please note that in order to get access to the system, you first need to register as a reporting entity under 'Register as an Organisation'. Once the registration process has been successfully completed, you can log in with the credentials you have previously defined. This content can be customised under the Site Content area 'Responsive Home Page Column One'". The second column is titled "Contact" and contains an "Email" button. The third column is titled "goPortfolio" and contains a "More" button.

NRF 1

Selecting this button will open the Registration Selection page shown below

The screenshot shows the "Registration Selection" page. It is divided into two main sections: "Register an Organisation" and "Register a User". Under "Register an Organisation", there are three options: "Reporting Entity" (with a building icon), "Supervisory Body" (with a thumbs up icon), and "Stakeholder" (with a handshake icon). Under "Register a User", there are two options: "User (Reporting Entity)" (with a person and building icon) and "User (Individual)" (with a person icon).

NRF 2

### 1.1.2 Filling out a Registration Form

After selecting a registration type a form similar to the images below will be shown.



For an organization registration, there will be 4 tabs in the navigator on the left. **The organization, Administrator, Attachments and Preview and Submit**

For a user registration, there will be 3 tabs in the navigator on the left. **User, Attachments and Preview and Submit**

NRF 3 – Organization Registration

NRF 4 – User Registration

Before the **Preview and Submit** tab is activated each tab above it must be completed and they can be completed in any order. Mandatory fields are marked with an asterisk and highlighted when they are empty. Tooltips also provide further information for the field.

Mandatory fields are marked with an asterisk and highlighted when empty. Tooltips can provide more information about the field.



The indicator on the left of each tab shows whether the section is complete. In the image below the **Organisation** tab is complete so the indicator is green

1. Organisation  
2. Administrator  
3. Attachments  
4. Preview and Submit  
Cannot submit until the form is complete

Organisation

Organization Business Type: BANK  
Name: MyBank  
acronym: MB1  
Email: MyBank@goaml.com  
is financial:   
Incorp. Num:   
Incorp. State:   
Incorp. City:   
Commercial Name:   
Incorporation Legal Form:   
Incorp. Country:

Cancel

NRF 5

Once all the sections are complete the **Preview and Submit** tab is available.

1. Organisation  
2. Administrator  
3. Attachments 5  
4. Preview and Submit

Administrator

User Name: MyAdmin  
Password: \*\*\*\*\*  
Confirm Password: \*\*\*\*\*  
Title:   
First Name: John  
Last Name: Smith  
Email: Admin@goaml.com  
Gender:   
Birth Date: 11/7/2020  
PersonReg SSN:   
Nationality:   
Occupation:

Cancel

NRF 6

### 1.1.3 Preview and Submit a Registration

When the **Preview and Submit** tab is available, selecting it shows a preview of all the data provided for the registration and opens the CAPTCHA box in the tab ready to submit the form.

1. Organisation  
2. Administrator  
3. Attachments 5  
4. Preview and Submit

New Registration

Attachments

test1 - Copy (2).txt	0.12kb
test1 - Copy (3).txt	0.12kb
test1 - Copy (4).txt	0.12kb
test1 - Copy.txt	0.12kb
test1.txt	0.12kb

934276

Enter the code above in the box below.

Submit New Organisation

Cancel

Organisation

Organization Business Type: BANK  
acronym: MB1  
is financial:   
Incorp. Num:   
Incorporation Legal Form:   
Incorp. State:   
Name of holding company:   
URL:   
Name: MyBank  
Email: MyBank@goaml.com  
Swift/Bic:   
Commercial Name:   
Incorp. City:   
Incorp. Country:   
Contact Person:

Administrator

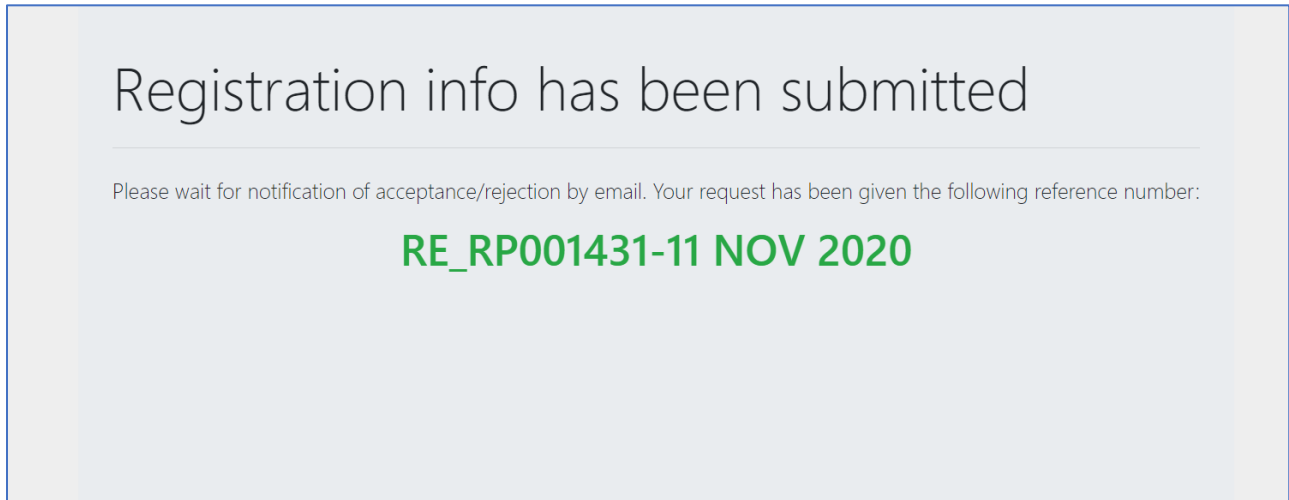
User Name: MyAdmin  
First Name: John  
Last Name: Smith  
Email: Admin@goaml.com  
Gender:   
Birth Date: 11/7/2020  
PersonReg SSN:   
Nationality:   
Title:   
Last Name:   
Occupation:

NRF 7



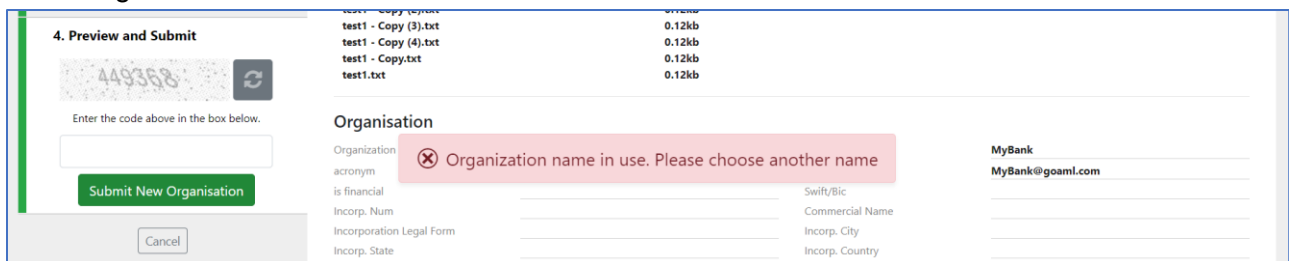
Once the data is reviewed and the user is ready to submit. The CAPTCHA code needs to be entered that corresponds to the image above it. The select **Submit New Organisation** (or **Submit New User**)

The registration will be submitted, and the user will see a confirmation screen similar to the image below. The user should take note of the registration number provided as this can be used to reference the change request if they need to contact the FIU.



NRF 8

If there are any errors, a notification will be displayed so that the user can change the data and submit again.



NRF 9