



## **goAML Pre-registration Guide – Reporting Entities For Services Access Control Management (SACM)**

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## 2. 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).

### 3. Services Access Control Management (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 CODE” 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 CODE” (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.

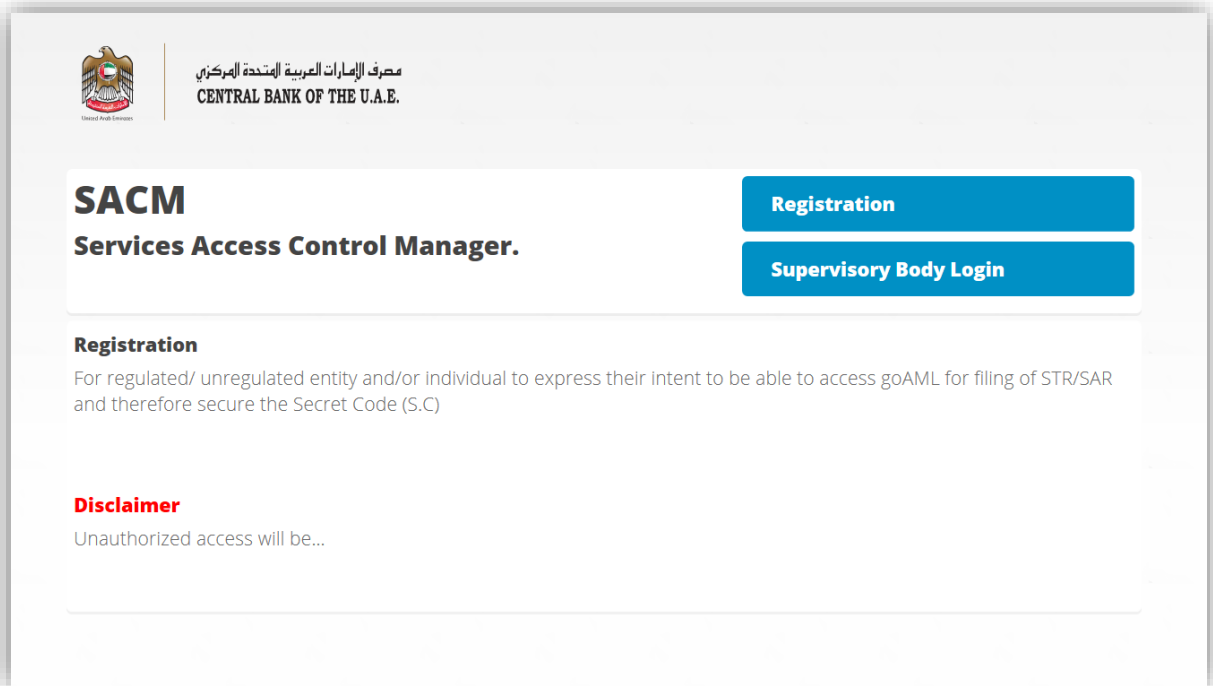
Refer to

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

## 4. SACM & Securing the SECRET Key

SACM can be accessed at the following link:

<https://eservices.centralbank.ae/sacm>



### 4.1. The Secret Code

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

### 4.2. 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 7
- b) The organization's legal name as registered with the SB 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 CODE”
  - 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

### 4.3. Pre-registration Process

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

1. Expression of Intent to secure “Secret Code” 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.
3. Securing the “SECRET CODE” if the SB has approved the request by clicking on the link propagated by email and the OTP propagated using email and mobile.

## 4.4. Registration

CBUAE SACM

Registration

Registration for goAML Web Access

Please complete all columns

Registration Type: \* Please select Registration Type

Entity Name: \* Reporting Entity Name (Max 100 Chars)

Supervisory Body: \* Please select Supervisory Body

ID Number/Reg. No: \* ID Number/Reg. No with Supervisory Body (Max 30 Chars)

Details of the User Registering

Individual Name: \* Individual Name (Max 100 Chars)

Nationality: \* Please select

ID Type: \* Please select

ID Number: \* ID Number (Max 30 Chars)

E-Mail: \* E-Mail (Max 60 Chars)

Mobile Number: \* 05XXXXXXXX

Remarks: Remarks (Max 500 Chars)

Attachment: \* Browse...

Submit

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

1. Select “SUPERVISORY BODY” as per your license
2. Name of Organization - Key-in the name of your organization as per the license document
3. Supervisory Body Selection - Select the relevant Supervisory Body (SB) as per your license
4. License / ID Number - Key-in the Trade License number
5. Type in YOUR NAME
6. Select your NATIONALITY from the list of values provided
7. Select the ID TYPE from the list of values provided. “Emirates ID”
8. Type in the EID/Passport number
9. Type in 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
10. Type in 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
11. If required, you can record your remarks up to 2000 characters

12. Click on the “Browse & Attach” 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
13. Review and ensure all details are provided
14. Accept the “Terms & Conditions” by ticking on the box provided
15. Finally click on the “SUBMIT” button

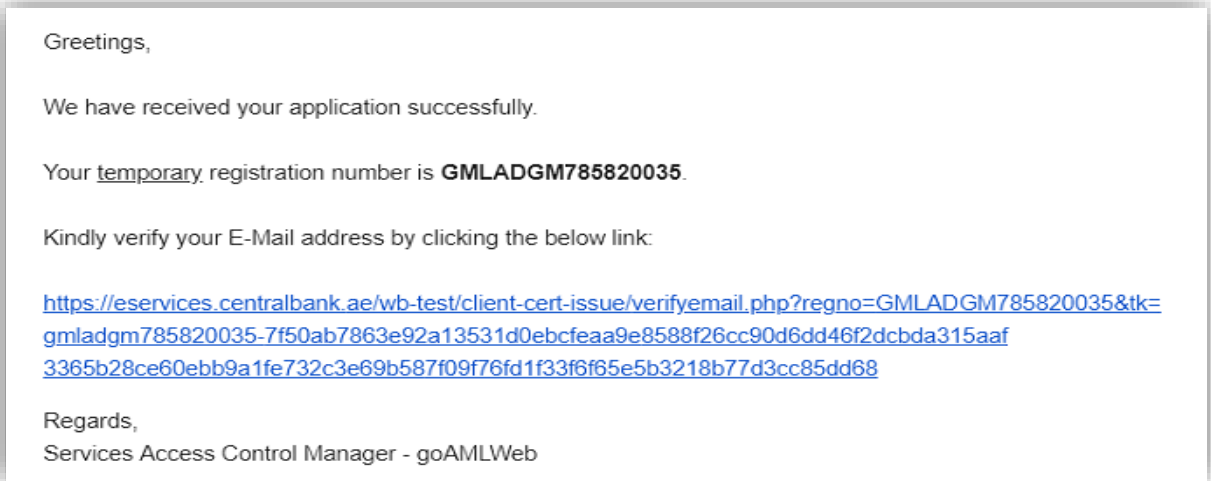
On completion of Step 15, the following will be done by the system in the background

- a) A pre-registration number will be generated and assigned
- b) An email will be created and forwarded to the email address indicated in Step 9 above

An email should arrive into your email INBOX (Kindly check your SPAM folders if you have not received it) for an email from [webmaster@eservices.centralbank.ae](mailto:webmaster@eservices.centralbank.ae). Please be advised that this email does not accept any inbound emails / replies.

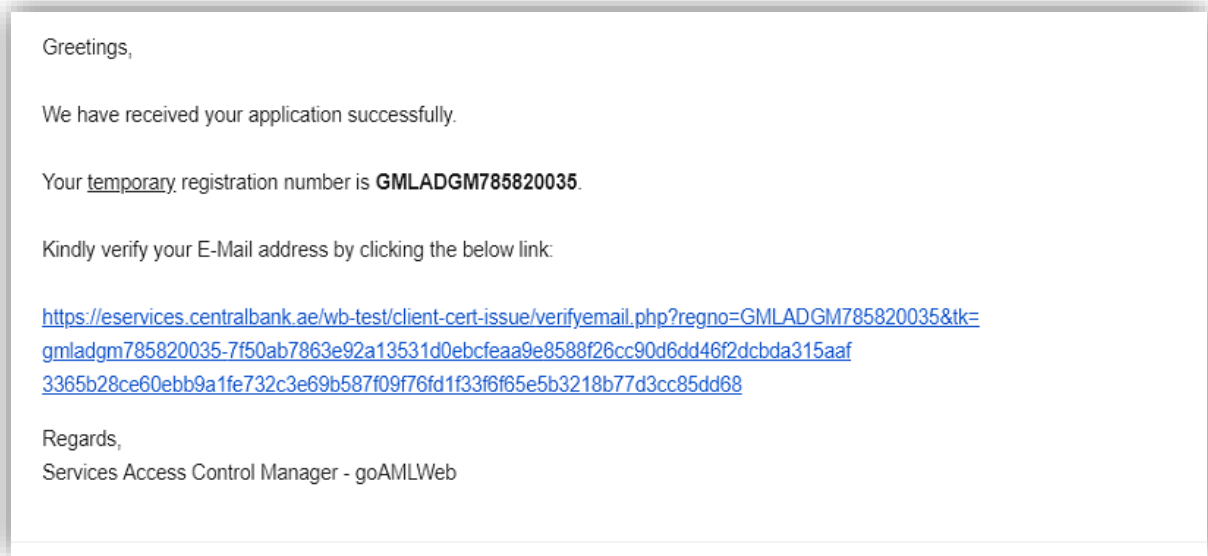
Kindly save this email for future reference. Obtain the following details from the email received.

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

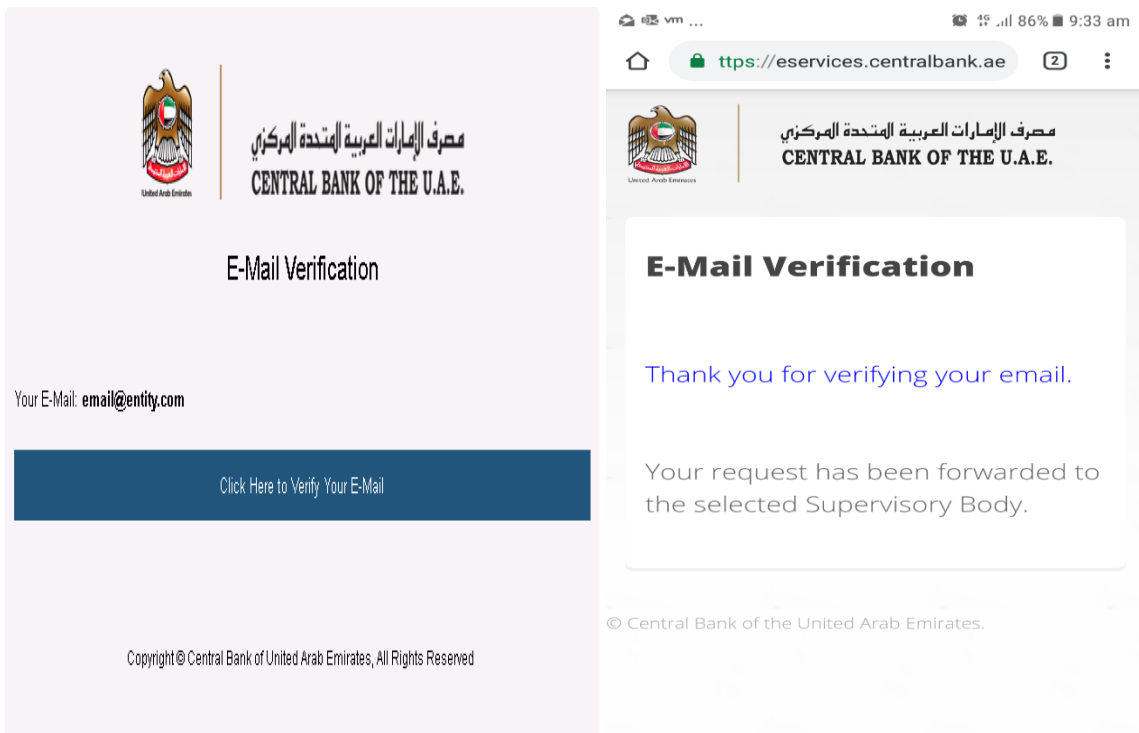




#### 4.5. Confirmation of the Intent



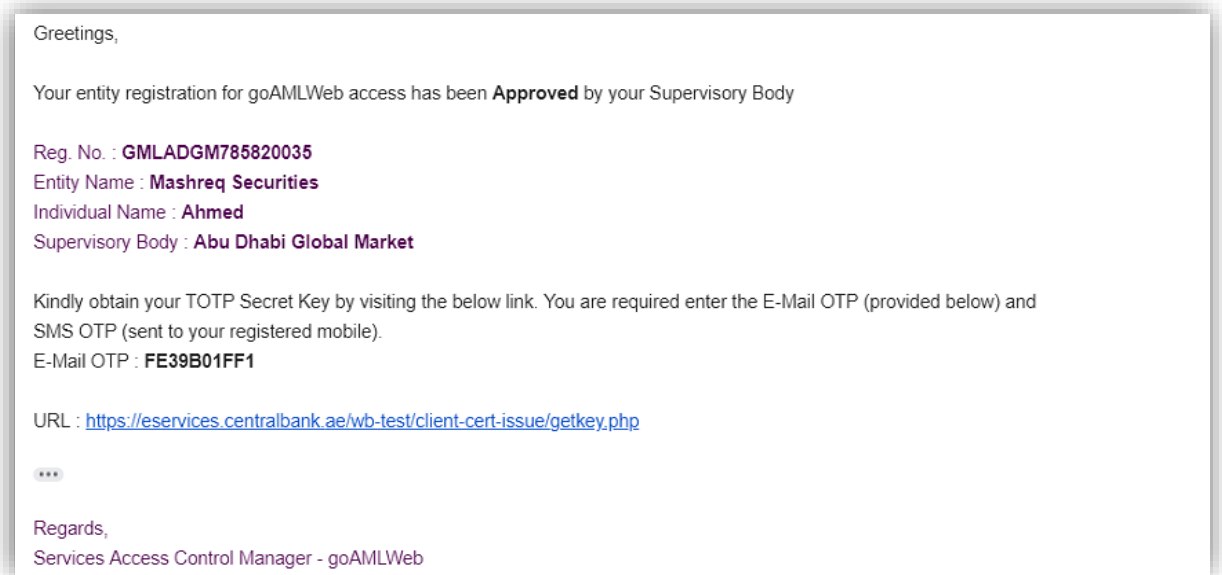
Click the link provided in the email to complete the verification process. A message as below will be displayed if the verification process was successful.



In the meantime, the SB will be assessing the submitted pre-registration request and will approve it if deemed appropriate.

#### 4.6. Securing the “SECRET CODE”

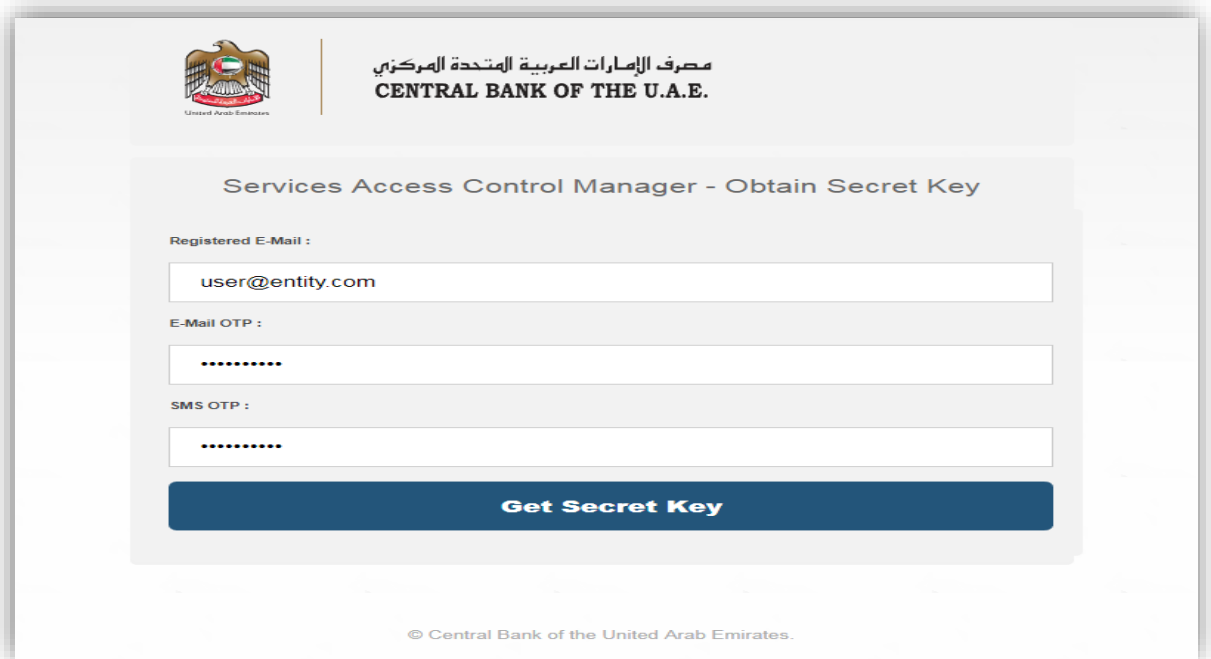
On receipt of the approval notification email as below:



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

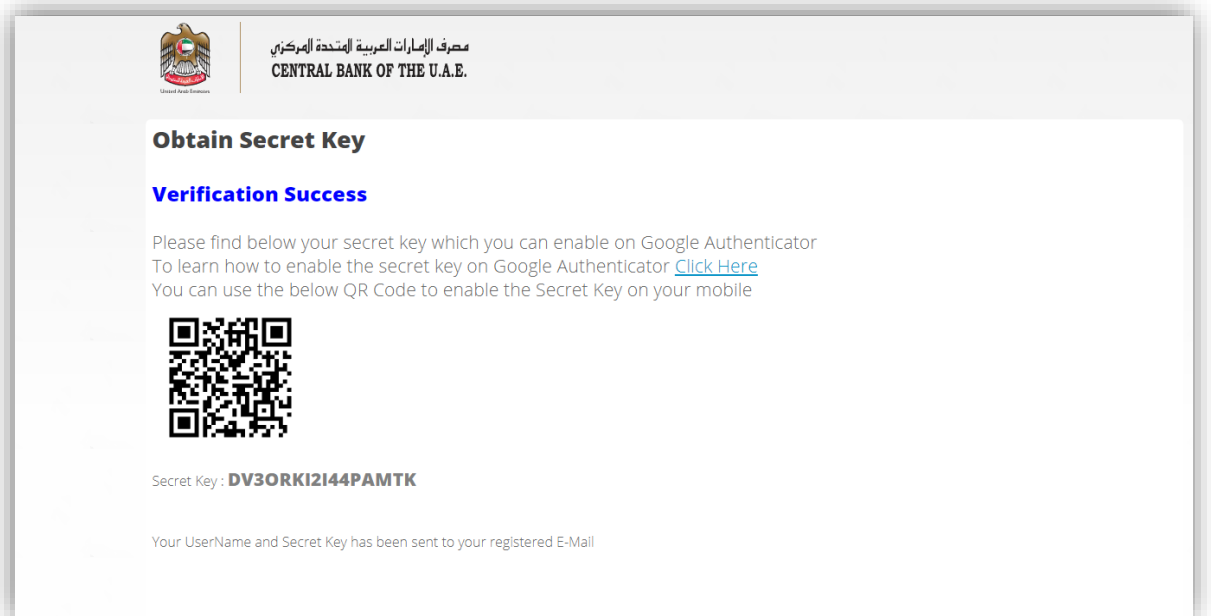
- a) Email used in the pre-registration request
- b) Email OTP received (EOTP)
- c) SMS OTP received on your mobile device (MOTP)

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.



The screenshot shows the 'Services Access Control Manager - Obtain Secret Key' page. At the top left is the Central Bank of the U.A.E. logo. The page title is 'Services Access Control Manager - Obtain Secret Key'. Below the title, there are three input fields: 'Registered E-Mail' with the value 'user@entity.com', 'E-Mail OTP' with a masked value '.....', and 'SMS OTP' with a masked value '.....'. A blue button labeled 'Get Secret Key' is positioned below the input fields. At the bottom of the page, there is a copyright notice: '© Central Bank of the United Arab Emirates.'

Press the button “Get Secret Key”



The screenshot shows the 'Obtain Secret Key' page. At the top left is the Central Bank of the U.A.E. logo. The page title is 'Obtain Secret Key'. Below the title, there is a blue heading 'Verification Success'. The text below reads: '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'. Below the text is a QR code. Underneath the QR code, the 'Secret Key' is displayed as 'DV3ORKI2I44PAMTK'. At the bottom, a message states: 'Your UserName and Secret Key has been sent to your registered E-Mail'.

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

Greetings,

Please find below your User Name and Secret Key for your reference.

Kindly make sure you are keeping the User Name and Secret Key confidentially

Reg. No. : **GMLADGM785820035**

Entity Name : **Mashreq Securities**

Individual Name : **Ahmed**

Supervisory Body : **Abu Dhabi Global Market**

User Name : **UADGM9330013**

Secret Key : **2XDY5YXXIWJLJNMS**

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

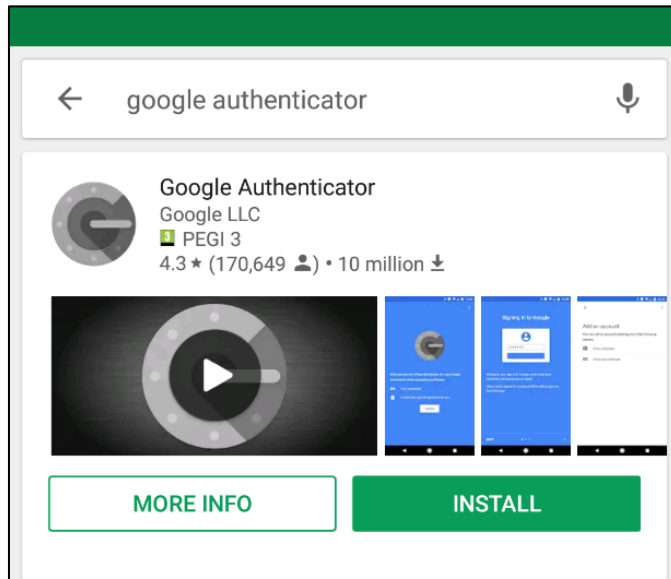
Regards,

Services Access Control Manager - goAMLWeb

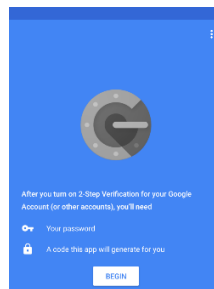
## 5. Google Authenticator Setup

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

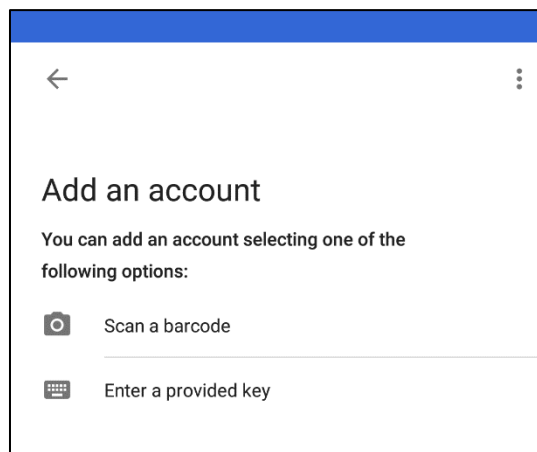
Open App Store / Play Store and search for Google Authenticator and click to install.



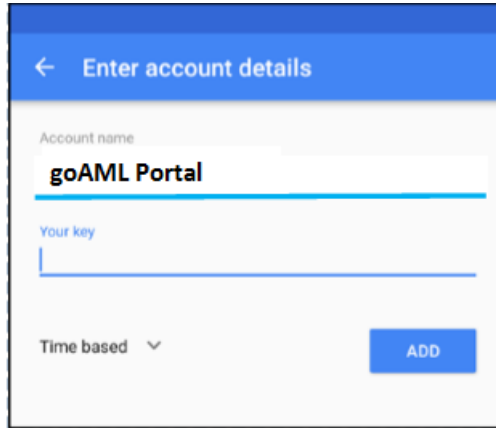
Once installed, Open Google Authenticator, click on the “BEGIN” button



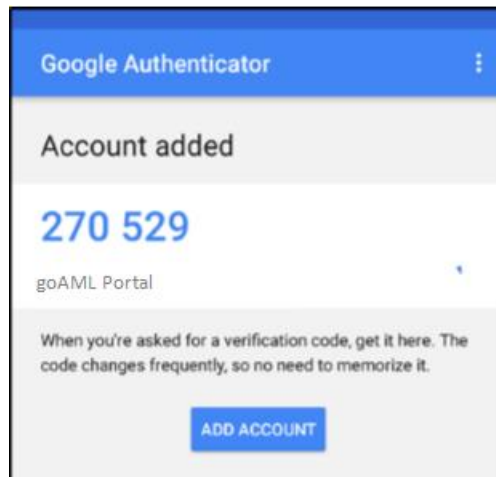
In **Add an account** screen, select **Enter a provided key**.



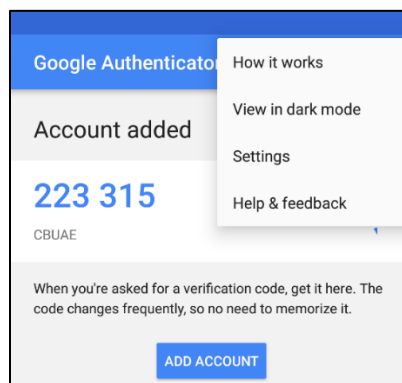
In **Enter Account Details** screen, enter an **Account Name** (use **goAML Portal**) and **Your Secret Key** obtained earlier by following the pre-registration tasks. Keep **Time Based** selected and click **ADD**.



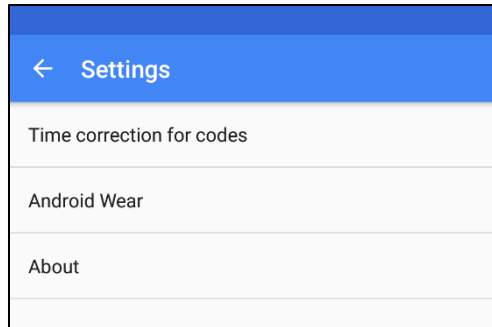
Once you complete your entries correctly and click **ADD**, your account will be added.



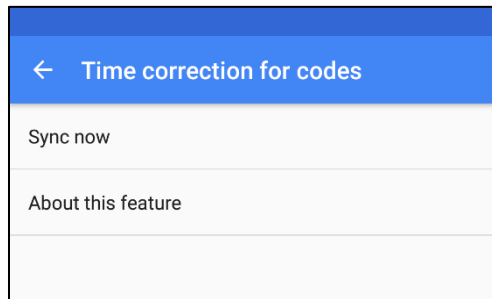
In order to complete your Google Authenticator configuration, Click on the **three-dot menu** on the top right and click **Settings**.



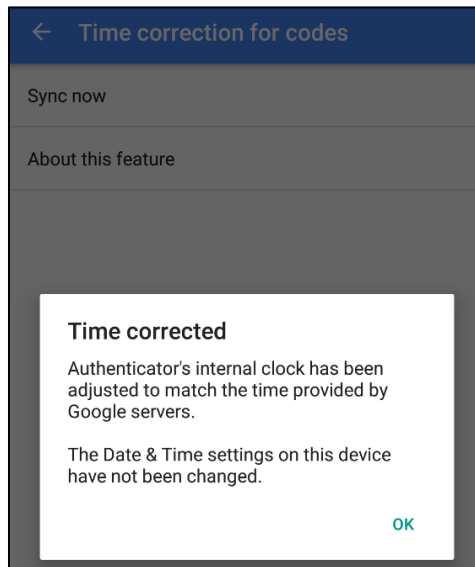
Click on “Time correction for code”



Click on “Sync now”



Your Google Account configuration is complete. Google Authenticator is ready now and can generate a valid key when needed.



## 6. How to use "Google Authenticator"

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

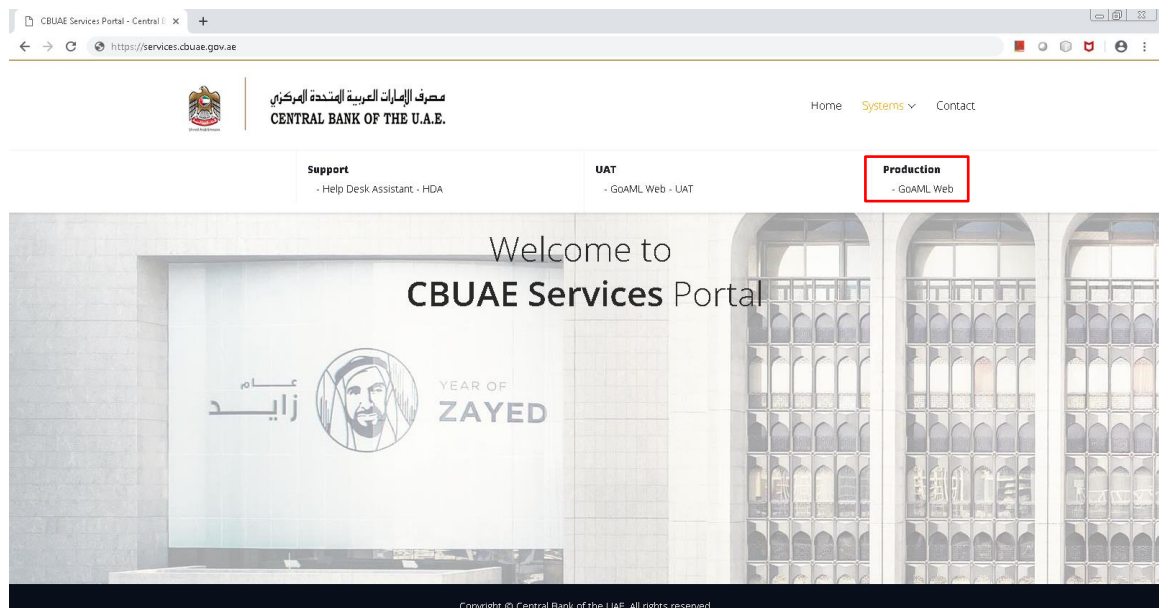
On your mobile select and launch "Google Authenticator".



Identify the "goAML Portal" account. There will be a 6 digit number which will change every 1 minute.

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

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





## 7. 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