

## AMLex365

Software demonstration 'How to briefly create an account and use the system for risk assessment'



# How to register on AMLex365

1. Access the link: <https://www.amlex365.com/register>, fill all mandatory fields and click *Register*

**Tip:** log in from Internet Explorer or Microsoft Edge

2. Access your emails and click on the link included in the email sent by [amlex@microsatit.net](mailto:amlex@microsatit.net) to activate your account
3. Enter the Activation Code, email address and username and click *Activate*
4. Log in with your credentials

**1**

**First Name:**

**Last Name:**

**Organization Name:**

**Type of Individual / Organization:**  
Auditor, External accountant, Tax advisor ▼

**Transaction Currency:**  
Euro Member Countries - ( € ) ▼

**Website:**

**Email Address:**

**Telephone Number:**

**Mobile Number:**


**Register**

**2**

**AmIEX365** <amlex@microsatit.net>

Dear \_\_\_\_\_,  
Visit <https://www.amlex365.com/activation.aspx> to activate your account.  
Your activation code is:493b906d-301c-45fa-b71e-00624efe7f4c

**3**



**Activation Code:**

**Email Address:**

**Username:**

**Activate**

**4**

English ▼

**Login**

# How to create users and groups

1. Click *Administration* and then click on *Insert User/Group*
2. Click *Add User Group*, then click *Select Parent Group* and click on the name that you see (this is the name of the entity that you have used during registration), add the Group name (e.g. *AMLCO*) and then click *Create User Group* and repeat the same process for administrators.

**Tip:** add a minimum of 2 groups (e.g. *AMLCO*, administrators etc.)

3. Click *Add User*
  - A. Click on *Select User Group* (e.g. *administrators*) and complete the fields for your 1st administrator. The position in the box below will be that of the administrator (this position will have allocated group rights that we will see further down, then click on the 3 fields boxes (*Active*, *Allow Customer Deactivation*, *Get Transaction Monitoring Warnings*), and click *Create*. Repeat the process for each additional user in the administrative group.
  - B. Click on *Select User Group* (e.g. *AMLCO*) and complete the fields for your *AMLCO*. The position will be that of the *AMLCO* (this position will have allocated group rights that we will see further down, then click on the 3 fields boxes (*Active*, *Allow Customer Deactivation*, *Get Transaction Monitoring Warnings*), and click *Create*.

**1**

Administration

- IP Administration <
- Insert User / Group** v
- Add User
- Add User Group
- Manage User / Group <

**2**

### Add User Group

Parent Group Name: \*

Parent Group ID: \*

Select Parent Group

Group Name: \*

+ Create User Group

**3**

### Add User

User Group Name: \*

User Group ID: \*

Select User Group

First Name: \*

Last Name: \*

Username: \*

Email Address: \*

Position: Administrator v

Active

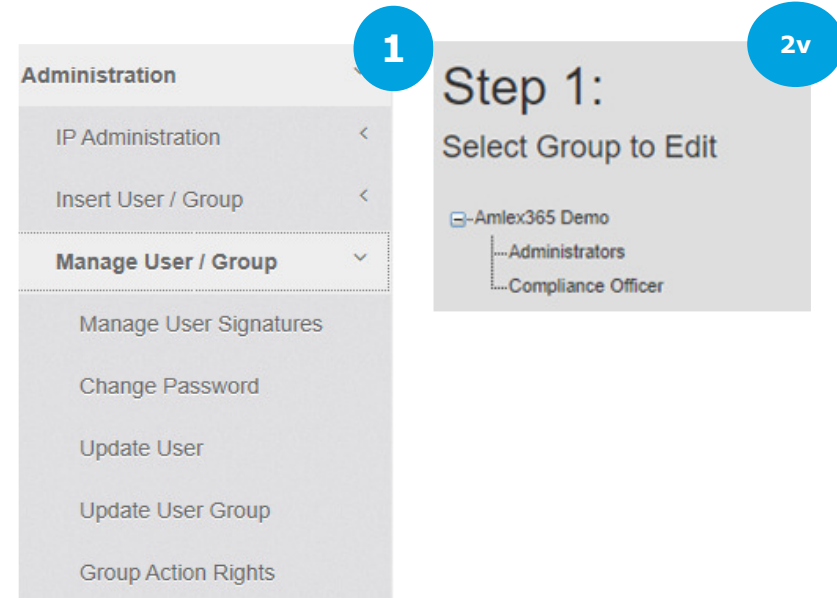
Allow Customer Deactivation

Get Transaction Monitoring Warnings

+ Create

# How to manage users and groups

1. Click *Administration* and then *Manage User/Group*
2. Choose either of the below options:
  - i. *Manage User Signatures*, to upload the users' signatures (e.g. the MLCO's, for approvals etc.)
  - ii. *Change Password*, to change your password if necessary
  - iii. *Update User*, to edit a user's details and rights
  - iv. *Update User Group*, to edit a user group's details and rights
  - v. *Group Action Rights*, to assign and edit a group's action rights. In order for a group to be able to work on the system you need to assign access rights to each group, and thus enable access for each user to the system. Click on group action rights, under Step 1, select the group to edit the group rights (e.g. select the MLCO's group). Under Step 2, on the Menu, click the box that appears on the right-hand side, next to Action. This will select all the rights for the MLCO to ease the process. Repeat the same process for the administrators' rights. For administrators you may limit the permissions but clicking the individual boxes below.



## Step 2:

Edit Group "Administrators" Actionrights

ID	Path	Action	<input type="checkbox"/>
5	Administration / Insert User / Group /	Add User Group	<input type="checkbox"/>
6	Administration / Manage User / Group /	Update User Group	<input type="checkbox"/>
9	Administration / Insert User / Group /	Add User	<input checked="" type="checkbox"/>
10	Administration / Manage User / Group /	Update User	<input checked="" type="checkbox"/>
17	Administration / Manage User / Group /	Group Action Rights	<input type="checkbox"/>
25	.. /	Purchase / Top up	<input type="checkbox"/>

# How to create a customer

1. Click *AML*, then *Customers*, then *Customer Management* and then *Manage Customers*
2. Click *Insert Individual* and immediately click *Save* in order to view the mandatory fields (\*) for this section or
3. Click *Insert Organization* and immediately click *Save* in order to view the mandatory fields (\*) for this section

**Tip:** complete first the mandatory fields and then proceed with the remaining ones, to ensure that the customer will be successfully created.

\*Beware that as it is a web-based system, there is an expiry time of 30 minutes, which means only within this time frame you will be able to save any information you have created. This means that in order to create a customer, it is best to complete first the mandatory fields and then any remaining fields. The system will not automatically save any information unless the save button is pressed. The client will not be created unless all the mandatory fields are completed.

The screenshot displays the AML system interface. On the left is a navigation menu with the following items: AML, Customers, Customer Management, Manage Customers, New Customers, Customer List, Delete Customers, and Customers Deleted. The 'Customer Management' section is expanded, and 'Manage Customers' is selected. The main area shows two forms for creating a customer, each with a 'Save' button and an 'Errors' section.

**1 Individual Customer**

**2 Organization Customer**

**3**

**Errors**

- Risk Assessment - Invalid Account Opening Date
- Risk Assessment - Invalid Annual Income / Credit Turnover Value
- Risk Assessment - Invalid Expected Income / Turnover Value
- Anticipated Activity - Invalid Anticipated Incoming Amount Value
- Anticipated Activity - Invalid Anticipated Outgoing Amount Value
- Personal Details - Empty First Name
- Personal Details - Empty Last Name
- Personal Details - Invalid Date of Birth
- Personal Details - Invalid Country of Birth Value
- Risk Assessment - No Employment status was recognized
- Risk Assessment - No Product was recognized
- Citizenship And Tax Information - No Valid Identification or passport was recognized
- Contact Details - Invalid Country of Home Address Value

**Errors**

- Risk Assessment - Invalid Account Opening Date
- Risk Assessment - Invalid Annual Income / Credit Turnover Value
- Risk Assessment - Invalid Expected Income / Turnover Value
- Anticipated Activity - Invalid Anticipated Incoming Amount Value
- Anticipated Activity - Invalid Anticipated Outgoing Amount Value
- Registration Details - Invalid Company Registration Date
- Organization Details - Empty Name of entity
- Registration Details - Empty Registration Number
- Risk Assessment - No Product was recognized
- Registration Details - Country of registration cannot be empty

# How to risk assess a customer

1. Click *AML*, then *Risk Assessment* and then *Risk Assessment per Customer*.
2. Click *Search*. The list of customers that you have created will appear here.
3. Choose a Customer and click *Details* on the right hand side.
4. In the description box enter *initial risk assessment* and then enter date from/to (date of the assessment) and click *Insert*.

If you use the transaction monitoring module, in this section the system will take into consideration any transactions inserted between the dates to and from, hence effectively considering the risk associated with these transactions.

5. Click *Process* in the box below.
6. View the alert which indicates the Calculated risk.
7. Click on *View* under the score in order to access the risk assessment report.

**AML**

- Customers <
- Risk Assessment** ▾
- Risk Assessment Per Customer
- Customer Assessments
- Pending Risk Assessment
- Assessments Not Approved
- Approved Assessments
- Overrides
- Latest Risk Assessment
- Risk Assessment Analytics
- Customer Risk Assessment Variance

Customer ID: 
Customer Unique Code: 
Customer Name:

Customer ID	Customer Code	Customer Name	
4339		Eleana Andreou	Details

Description:

Transaction date from: \*

Transaction date to: \*

Insert

Assessment ID	Description	Current Assessment Day	Transaction Dates	Rating		
7285			From: 03/03/2020 To: 04/03/2020	Score: View	Process	Delete

**Alert**

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**Calculated Risk = Normal**

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Assessment ID	Description	Current Assessment Day	Transaction Dates	Rating
7302	Annual Review	19/03/2020	From: 19/03/2019 To: 20/03/2020	High Score:61.83 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">View</span>
7301		14/03/2020	From: 14/03/2020 To: 15/03/2020	High Score:59.35 View
7277	On going review	23/02/2020	From: 23/02/2020 To: 24/02/2020	High Score:59.35 View

# Transaction Monitoring

1. Click *Transaction Monitoring* and then *Customers Transactions*.
2. Search for a Customer and click *Details*.
3. Click *New Transactions*, fill all mandatory fields (\*) and click *Insert*.
4. **Tip:** Make sure the *Anticipated Transactions* section is completed properly under *AML/Customer /Customer Management/Anticipated Transactions* in order to enable warnings to be shown when you create new transactions.

**1**

Transaction Monitoring

Customers Transactions

Transaction Monitoring

## Customer Transactions

Customer ID:  Customer Unique Code:  Customer Name:

Select Top:

Customer ID	Unique Customer Code	Customer Name	
4339		Eleana Andreou	<a href="#">Details</a>

**3**

### Insert Customer Transaction

Date: \*

Country: \*

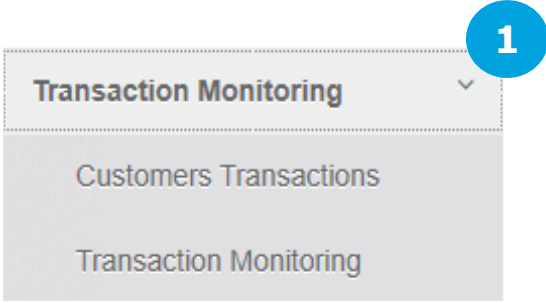
Currency: \*

Amount: \*

In/Out: \*

# Transaction Monitoring Report

1. Click *Transaction Monitoring* and then *Transaction Monitoring Report* tab.
2. Complete the 'to and from date' and then 'amount from and amount to' and click *search*. This will list any transactions that you have created within the ranges and dates you have entered.



## Transaction Monitoring

Country rating:

Customer:

Date From:

Report Type:

Countries:  Check All  Uncheck All

Customer Type:

Date To:

Transaction type:

PEP:

Effective AML / CFT Systems:

IMF & OECD Members:

FATF Members:

EU Members:

Sanctioned / Corruption / TF Countries:

High Risk Countries:

Amount from:

Amount to:

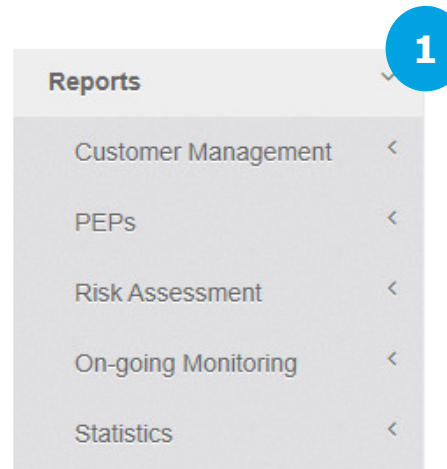
### Transaction Monitoring

Customer ID	Customer Name	PEP	Trans. Type	Amount	Trans. Date	Country of Trans.	High Risk Country	Number of Trans.
4330	Andreas Christofi	No	OutWard	6,000.00	23/02/2020	Panama	Yes	1
4330	Andreas Christofi	No	Inward	1,000.00	23/02/2020	Belgium	No	1



# Generation of reports

1. Click *Reports*.
2. Choose from the below options and export a report:
  - i. **Customer Management**
    - o Customer list
    - o New customers
    - o Customers deleted
    - o Customers to be deleted
  - i. **PEPs**
    - o List of PEPs
    - o PEP Status Variation
  - i. **Risk Assessment**
    - o Approved assessments
    - o Overrides
    - o Risk Assessment Analytics
    - o Customer Risk Assessment Variance
    - o Pending Risk Assessment
    - o Assessments not approved
    - o Customer assessments
  - i. **On-going monitoring**
    - o Next assessment date
  - i. **Statistics**
    - o Modified address of residence or head office
    - o Various statistical information
    - o Number of Individuals per country of origin/residence
    - o Number of Organisations per country of incorporation/head offices
    - o Number of customers per entity type
    - o Number of customers per industry
    - o Number of customers per country group



## Example of a Risk Assessment Report:

Customer Information				
Assess. ID	Customer ID	Customer Code	Assessed By	Account Opening Date
7302	4333	453683	Katerina Antoniou	01/11/2017

Customer Legal Name  
Abbey Shipping Ltd

Trading Name  
Sealine

Organization Type  
PRIVATE LIMITED COMPANY RESIDENT

Customer Type	Group Number	Group Name
Organization		

Organization Profile

Registration Number	Registration Date