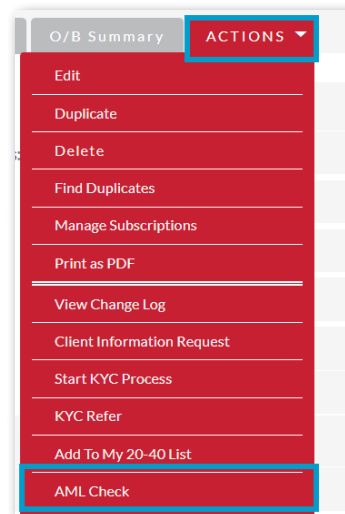


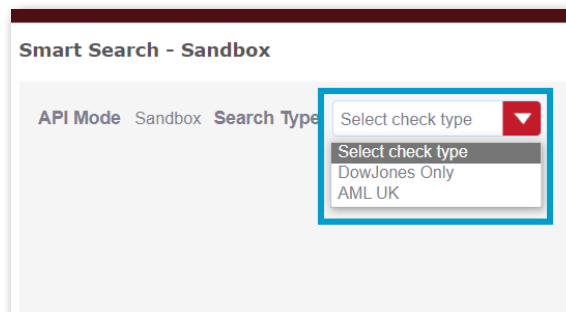
Visit [support.fibrecrm.com](https://support.fibrecrm.com) for more info or contact your CRM Manager

## Person AML Check via Smart Search

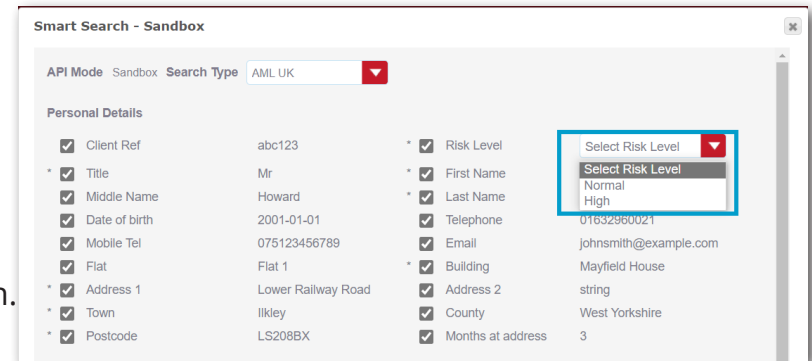
**1.** To conduct the AML check, navigate to the **Person** record you wish to conduct the AML check against. In the Person record select the **AML Check** option in the **Actions Menu**. Note: The option to run an AML Check in the Actions Menu the consent given tick box will need to be ticked in the **Onboarding Tab**. You will also need to have the **AML role** added to your user account.



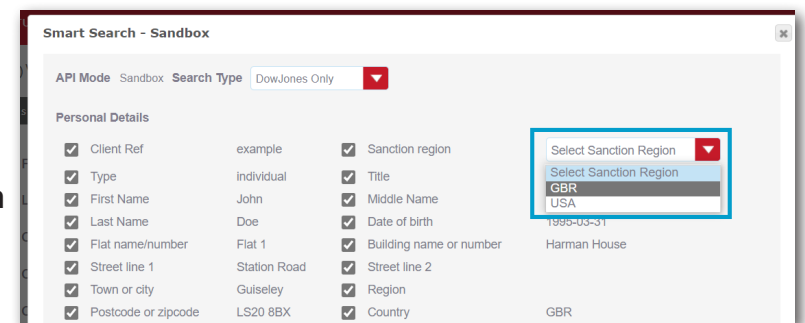
**2.** A pop up box will appear where you can select what type of Person Search Type you'd like to conduct which is either an **AML UK** or a **DowJones Only**.



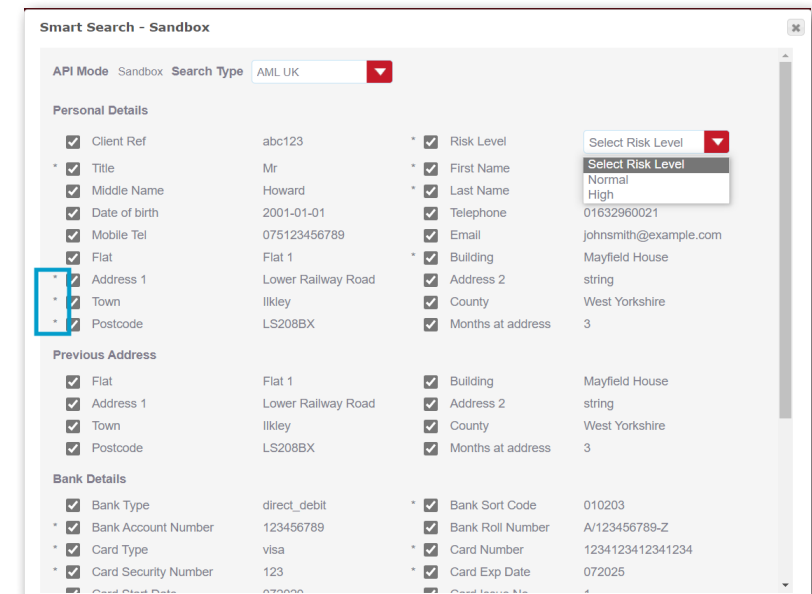
**3.** If you select **AML UK** as the **Search Type** you'll need to choose the **Risk Level** using the drop down option.



**4.** If you select **DowJones Only** as the **Search Type** you can select the **Sanction Region** using the drop down option.



**5.** For both **Search Types**, **Mandatory Fields** that are required for the search have a \* next to them. You won't be able to run the check if these fields are not filled in.



6. For the other fields you are able to untick any field boxes you don't wish to run through **Smart Search**. Once you are happy with your selection scroll to the bottom of the dialog box and select **Process**. Alternatively, you can cancel to return to the Person record to amend any information before starting the AML check again.

### Smart Search - Sandbox

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#### Personal Details

<input checked="" type="checkbox"/> Client Ref	abc123	- <input checked="" type="checkbox"/> Risk Level	Select Risk Level ▼
* <input checked="" type="checkbox"/> Title	Mr	- <input checked="" type="checkbox"/> First Name	John
* <input checked="" type="checkbox"/> Middle Name	Howard	- <input checked="" type="checkbox"/> Last Name	Smith
* <input checked="" type="checkbox"/> Date of birth	2001-01-01	- <input checked="" type="checkbox"/> Telephone	01532960021
* <input checked="" type="checkbox"/> Mobile Tel	075123456789	- <input checked="" type="checkbox"/> Email	johnsmith@example.com
* <input checked="" type="checkbox"/> Flat	Flat 1	- <input checked="" type="checkbox"/> Building	Mayfield House
* <input checked="" type="checkbox"/> Address 1	Lower Railway Road	- <input checked="" type="checkbox"/> Address 2	string
* <input checked="" type="checkbox"/> Town	Ikley	- <input checked="" type="checkbox"/> County	West Yorkshire
* <input checked="" type="checkbox"/> Postcode	LS208BX	- <input checked="" type="checkbox"/> Months at address	3

#### Previous Address

<input checked="" type="checkbox"/> Flat	Flat 1	<input checked="" type="checkbox"/> Building	Mayfield House
* <input checked="" type="checkbox"/> Address 1	Lower Railway Road	- <input checked="" type="checkbox"/> Address 2	string
* <input checked="" type="checkbox"/> Town	Ikley	- <input checked="" type="checkbox"/> County	West Yorkshire
* <input checked="" type="checkbox"/> Postcode	LS208BX	- <input checked="" type="checkbox"/> Months at address	3

#### Bank Details

<input checked="" type="checkbox"/> Bank Type	direct_debit	- <input checked="" type="checkbox"/> Bank Sort Code	1010203
* <input checked="" type="checkbox"/> Bank Account Number	123456789	- <input checked="" type="checkbox"/> Bank Roll Number	A/123456789-Z
* <input checked="" type="checkbox"/> Card Type	visa	- <input checked="" type="checkbox"/> Card Number	123412342341234
* <input checked="" type="checkbox"/> Card Security Number	123	- <input checked="" type="checkbox"/> Card Exp Date	07/2025
* <input checked="" type="checkbox"/> Card Start Date	07/2020	- <input checked="" type="checkbox"/> Card Issue No	1

#### ID Checks

<input checked="" type="checkbox"/> NI number	QQ123456C
* <input checked="" type="checkbox"/> Driving License Number	JOHNSON94A6ZBJ7UN
* <input checked="" type="checkbox"/> Driving License Photo	
* <input checked="" type="checkbox"/> Passport Country	GBR
* <input checked="" type="checkbox"/> Passport Exp Date	2020-01-01
* <input checked="" type="checkbox"/> Passport Number	123456789GBR2001012M2001012<<<<<<<<<<<<<<06
<input checked="" type="checkbox"/> Passport Photo	

PROCESSCANCEL

7. The AML check will then be done, once completed a pop up box will appear. Click **OK** to view the results.

**smartsearch.fibrecrm.cloud says**  
AML check complete, click ok to view the results.

8. Once the check has been completed you'll be taken to the **AML Check** record. The results for the check will appear with a Smart Search report. You can download a copy of the report in PDF format by clicking Report PDF in the **Download PDF Report** section.

Basic

Actions

Name:

AML Check for Buxley Agent

Created By:

FlowCM4

Modified By Name:

FlowCM4

SDO:

20204573

Link:

https://buxleyflow.myls.com/aml-checks/cm4/cm4/20204573

Organisation:

AML ref:

66555555-5566-6678-8888-ee2233-3f70f9

PDF result:

PDF report:

Search type:

and

Date Created:

11/29/2022 16:54

Date Modified:

11/29/2022 16:54

Color:

People:

Buxley Agent

AML result:

clear

Download PDF report:

Report PDF

SmartSearch

Individual AML Result

MR JOHN HOWARD SMITH - Refer

MR JOHN HOWARD SMITH

Flat 1

Hayfield House Lower Railway Road

Woking

Woking

West Yorkshire

LS2086T

SSID

2854833

Date of Report

29 Nov 2022

Client Reference

abc123

CRA

Experian

AML Ref

Date of Birth

01/01/2001

Result

Refer

Risk Level

Normal

Warnings

Please refer to your manager

Our online client verification system suggests that the client appears on the Politically Exposed Persons List or Sections List and this transaction has therefore been handled to the Money Laundering Reporting Officer

9. The results of the AML check will then be seen in the **Onboarding Tab** in the record in **AML Subpanel**. In the panel you can see the AML Date, Score, Notes and Status. You can also view any AML Checks that have occurred by scrolling down to the **AML Check History Subpanel** in the relevant record. To view click the blue hyperlink on the result you would like to view this to will take the result page.

ANTI-MONEY LAUNDERING (AML)			
AML score:			
AML Date:	05-12-2022	AML status:	Refer
AML notes:			

AML CHECK HISTORY		
Name	AML ref.	AML result
AML check for Rowley Agar	as179d8e-ba3b-434f-9f67-431b1aa70003	refer
AML check for Rowley Agar	188310a8-a379-4d1e-9d18-39768a000108	refer
AML check for Rowley Agar	ac6643e3-g944-431f-926e-37943c700078	refer
AML check for Rowley Agar	ab686810-504d-4c34-bb0a-a4228b30794b	refer
AML check for Rowley Agar	9ed92910-1f26-4392-a107-fcaad3a7856b	refer

**10.** If a AML Check comes back as a **Refer** or **Fail** you will need to login to **Smart Search** and deal with the search there. Once your procedures regarding a Refer or Fail have been completed you can add the updated report back into the CRM. To do this go the AML check record which contains the original AML result. In the **Actions Menu** select **Retrieve UK AML** or **Retrieve Dowjones Only**. A pop up box will appear asking if you would to like retrieve the report data and letting you know it will update the record, click **Ok**. This will bring through the updated search report and information into the AML record in CRM.

<div><div>BASIC</div><div>ACTIONS</div></div>	
<div>Retrieve UK AML</div>	
<div>View Change Log</div>	
Created By:	FibreCRM
Modified By Name:	FibreCRM
SSID:	2854833
Link:	<a href="https://sandbox-apl.smartsearchsecure.com/aml/2854833">https://sandbox-apl.smartsearchsecure.com/aml/2854833</a>
Organisation:	
AML ref:	ab686b0-5046-4e34-bb0a-p4229b3f394b
PDF result:	
PDF report:	

Search Type:	aml
Date Created:	11/29/2022 16:54
Date Modified:	11/29/2022 16:54
Code:	
People:	Rowley Agar
AML result:	refer
Download PDF report:	Report PDF

SmartSearch

Individual AML Result

MR JOHN HOWARD SMITH - Refer

MR JOHN HOWARD SMITH

SSID 2854833

Date of Report 29 Nov 2022

Client Reference abc123

string CRA Experian

likley AML Ref.

West Yorkshire Date of Birth 01/01/2001

LC100000