

SERT Web Portal Instructions

Introduction

The new SERT Portal is a web application that allows users to easily and securely report unusual transactions through a regular web browser with an Internet connection.

The users will report unusual transaction through the Sint Maarten Electronic Reporting Tool, SERT Web Portal and will receive a physical confirmation (on paper) that the specific transactions were received by FIU.

FIU will also inform the reporting organization whenever a reported transaction is forwarded to the authorities for further investigation. The SERT Manual can also be found on the FIU Sint Maarten website. The address is www.fiu-sxm.net

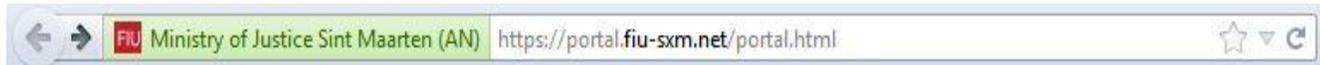
Security

The protection of information is of the highest importance and therefore the SERT Web portal is highly secured. The SERT Web Portal utilizes a two factor authentication with Virtual Tokens and the transmission is protected through an encrypted SSL channel. A special extended validation has been installed in the encryption software. All visitors to the SERT portal will see **Ministry of Justice Sint Maarten (AN)**.

Microsoft Internet Explorer:



Mozilla FireFox:



Google Chrome:



Apple Safari:



Clicking on the green text will show a pop up with more information:



Visit <http://portal.fiu-sxm.net> to see it in your browser.

Users are only allowed to access the portal through one device (computer or laptop). The system identifies the user with his login information and the unique characteristics of his device. User access will be organized by the SERT Portal Support Team through the organization's intermediary contact person.

Logging in

The log in process differs depending on your situation:

- New user, first time login

Two factors are needed when a login session is executed to the SERT Portal.

A unique user id and password and an code created automatically by the SERT.

SERT will send the code to your email address. Once received enter the code in the login screen. You will be asked to save the information as a bookmark on your web-browser.

At this point the user will be requested to register the computer, and the user will be asked to save the information as a bookmark.

This procedure is a simple procedure where the user is fully guided through the process.

To recap:

First the user has to login the portal using the credentials provided. Next the user will have to register the device and an email address which completes the login procedure for new users.

- Returning user, regular log in

If the user has previously logged in the SERT Portal the login procedure is simple.

Each time thereafter, the user will be required to use the bookmark to login to SERT. The user will have to enter his user id and password and after the system correctly identifies the device/computer , generation of the token will be done automatically.

- Returning user, new system characteristics

In the case where the user's situation has changed, for example, the user moved to a new computer or the browser has changed, he will have to re-register his device.

This is a simple procedure where the system will automatically send a token number to the user's email address

Reporting a new Unusual Transaction

To report a new unusual transaction to FIU, click on 'New Transaction' in the left menu.

The screenshot shows the SERTportal interface. At the top left is the logo 'SERTportal'. To the right of the logo are links for 'Hello Lucy Law', 'Help', 'Change Password', and 'Sign Out'. Below the logo is a navigation menu with the following items: 'Home', 'New Transaction' (highlighted with a red box), 'Upload', and 'All Transactions'. The main content area is titled 'Welcome to the SERT Portal' and contains a 'The SERT Portal' section with a brief description, a 'Contact Us' section with address, email, and phone/fax numbers, and a 'SERT Portal Help' section with a link to 'View the Help Page'.

Upon successful login, a blank copy of the unusual transaction form will appear:

General Information

The Unusual transaction form has been split in different section. The first section describes general information.

The screenshot shows the 'Unusual Transaction Report' form. At the top, there are tabs for 'Home' and 'New Transaction'. The main heading is 'Unusual Transaction Report'. Below the heading, the status is 'New' and it was created on '13-12-2011' by 'Lucy Law'. The 'General Information' section contains the following fields:

- Transaction Number:** (empty text input)
- Transaction Type:** (dropdown menu)
- Stage:** (radio buttons for 'Executed' and 'Intended', with 'Executed' selected)
- Date/Time:** (date picker showing '13/12/2011' and time input showing '12:10')
- Location:** (text input showing 'Great Bay')
- Island:** (dropdown menu showing 'St Maarten')

In this section the user will have to specify the type of transaction and whether the transaction actually took place and was executed or that it was only intended. Furthermore the date, time and location need to be filled in.

Indicators

The following section requires the specification of the FIU indicators.

Indicators

Indicator 1:	Sub 1:
<input type="text"/>	<input type="button" value="Select.."/>
Indicator 2:	Sub 2:
<input type="text"/>	<input type="button" value="Select.."/>
Indicator 3:	Sub 3:
<input type="text"/>	<input type="button" value="Select.."/>

Transaction Details

The next section requires the user to provide details on the transaction, like the amount, currency and the accounts involved.

Transaction Detail

<input type="button" value="Add Transaction"/>	<input type="button" value="Delete"/>					
Account From	Amount	Currency	Account To	Amount	Currency	ANG Equivalent

Subject Information

The next section allows for specification of the subject information and their roles in the transaction.

Subject Information

<input type="button" value="Add Subject"/>	<input type="button" value="Delete"/>	
Type	Name	Subject Type

Description

It is required to provide FIU with a description of the situation.

Unusual Activity Narrative

Description of the situation:

Attachments

Optionally the user can upload one or more attachments in order to provide more detailed information to FIU

Attachments

File Name	Size

Upload Attachment

Remove Attachment

Submit

Finally, the user can submit the report to FIU for further processing or can save it for a submission at a later stage.

Submit to MOT

Print

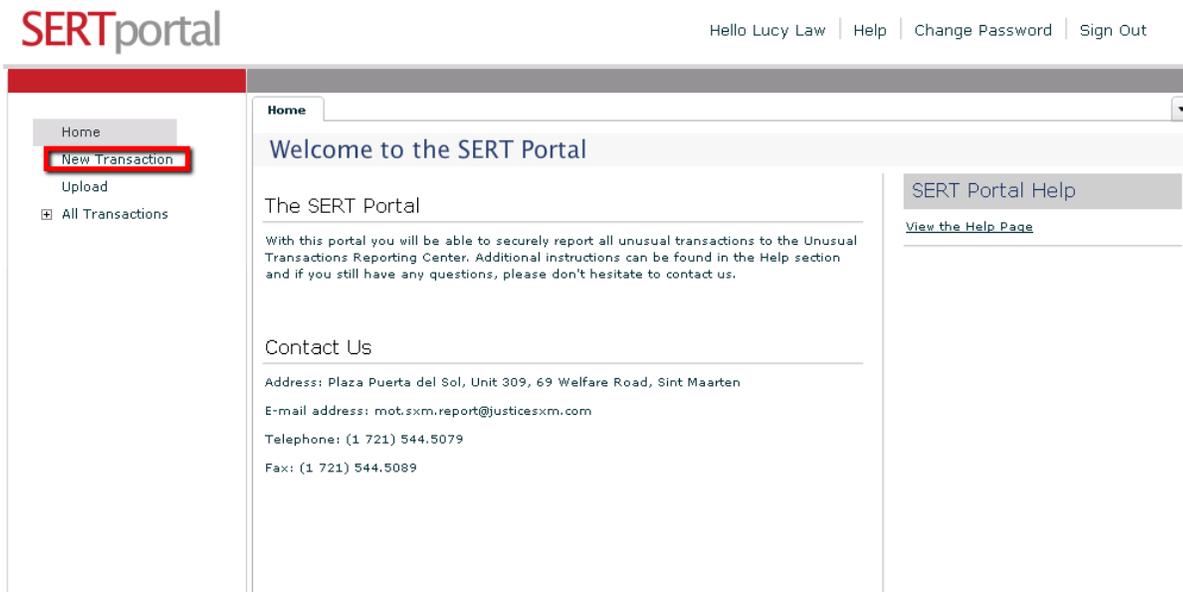
Save

Close

Save & Close

View of reported unusual transactions

Submitted unusual transactions can be reviewed via the following



Click on the option All Transactions thereafter the following options appear

By status
 By user
 By date
 By subject
 Rejected
 Uploads

The information displayed is dependant the view chose made. For example is the user chooses the view **by Status** two options will appear they are **New** and **Submitted to MOT**.

All unusual transactions submitted to MOT will be listed under the option submitted to MOT and listed in the order of the transaction date.

If the option **by User** is selected the first screen displayed will list the users name. Double click on the users name and the next view will show the options **New** and **Submitted to MOT**.

Under the option **by Date** the unusual transactions are listed first by the year the transaction was submitted, then by the month they were submitted and thereafter in the order of the transaction date.

The option **by Subject** list the unusual transactions in the order of the subject listed in the unusual transactions then in the folder **New** or **Submitted to MOT**. Thereafter the unusual transactions are listed in the order of the transaction date.

The option **Rejected** shows any unusual transaction which was rejected by the MOT.

The **Uploads** functionality is available only to the reporters who have an in house upload system in place. Here the unusual transactions uploaded in the file will be displayed.

After the view selection has been made then a print out can be made via the web print option.