

The IAB have partnered with AMLCC to provide the complete AMLCC package **free of charge** to IAB Members in Practice.

AMLCC has been developed for bookkeepers and accountants to use in their quest to stay compliant with the Money Laundering Regulations 2007. The easy to use online system aids in the compliance with the regulations and also provides training for all staff members to help them stay up-to-date with any changes in the regulation.

What is included in the AMLCC product?

- An online compliance manual
- 1 hour of CPD online training for all staff members
- Ability to perform online client verifications (PAYG)
- Secure online record storage
- An online reporting function
- Regular AMLCC e-news providing relevant articles and updates on the industry

New users: How to claim your free of charge AMLCC registration

(Existing users please see [Renewing your subscription](#) below)

1. Go to the AMLCC website (www.amlcc.co.uk)
2. Follow the in the link to **Pricing** (<https://www.amlcc.co.uk/amlcc/pricing.html>)
3. Select the 'Full Package' option and complete your details on the next screen
4. In the discount code box please enter the initials **IAB** followed by your six digit IAB membership number.
5. Once you have completed all the registration details you will be asked to accept AMLCC's T's & C's.
6. Once this has been accepted, you will receive an invoice at a value £0 and prompted to continue with the onscreen instructions to complete your registration.
7. Once the registration has been completed, please check your inbox for your AMLCC username and password. If this isn't showing in your inbox, please check your junk/spam folder.
8. Please then log-in to the "Members Area and Login" section on the AMLCC Homepage to start using AMLCC.

Further guidance about using AMLCC, including carrying out risk assessments, setting a firm up and more can be found by logging into the Restricted Area of our website and visiting the AMLCC section. To check you are registered as a Member in Practice with the IAB please contact our Compliance Team on 01732 897750 or compliance@iab.org.uk.

Existing users: Renewing your subscription

Even though the product is free to use you will need to renew your subscription to AMLCC every 12 months. To renew, you will need to follow the on-screen instructions provided when logged into AMLCC or follow the instructions shown below.

Renewal instructions

Your account is live for 12 months. As soon as the 12 months has elapsed, your AMLCC account will automatically expire and you are required to renew this.

1. Go to the AMLCC website (www.amlcc.co.uk)
2. Select “Members Area and Login” at the top right hand side of the Homepage
3. Login with your current username and password
4. You will then receive a pop-up message onscreen asking you to renew
5. Follow the onscreen instructions to enable your renewal to be processed
6. Once completed, you will be issued with an order number
7. Your AMLCC account is now available for you to use for a further 12 months

How do I know when my AMLCC account is due to expire?

If you are actively using AMLCC, the system will notify you for one month before your account is due to expire. This shows as a pop-up message on screen as soon as you login.

Also, you can check your renewal date at any time by:-

1. Log into AMLCC as either the Firm or the MLRO level
2. Select “Firm Details”
3. Scroll down towards the bottom of the page where you will see your “Renewal Month” and “Renewal Year”

Email *	<input type="text"/>
Phone Number *	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Supervisory Organisation *	IAB
Renewal Month	November
Renewal Year (YYYY)	2018
Last Renewed (YYYY-MM-DD)	2017-01-05
Discount Code	<input type="text"/>
EULA (Yes or blank)	yes
Terms and Conditions (Yes or blank)	yes
Lock Out (1=Lock out)	0
<input type="button" value="UPDATE DETAILS"/> <input type="button" value="ORDERS"/>	