

Add Your AUSTRAC Enrolment Number

ACC-01 · Version 1.1

Once AUSTRAC enrolment is complete, AUSTRAC issues you an **AUSTRAC Account Number (AAN)**. Recording it in easyAML links your account to your enrolment — a two-minute task in Account Settings.

Looking in Personal or Profile Settings? That's the most common reason people can't find this field — the AUSTRAC number lives in Account Settings (your organisation's settings), not your personal profile.

OPEN TO START <https://app.easyaml.com/settings/account>

- 1 Go to **Account Settings** → **Account** (bottom of the left-hand menu), and make sure you're on the **Business & Regulatory Information** tab.

The screenshot shows the 'easyAML' interface. On the left is a dark sidebar menu with options like 'Tasks', 'Transactions', 'Entities', 'Insights', 'Training', 'Compliance', and 'Reporting'. The main content area is titled 'Account' and has several tabs: 'Business & Regulatory Information' (selected), 'Business Profile', 'Contact & Addresses', and 'KYB'. Under the 'Business & Regulatory Information' tab, there's a section for 'Australian Business Number (ABN)' with a form to enter the ABN, Entity Name, Entity Type, and ABN Status. Below this is the 'AUSTRAC Enrollment' section. It contains a dropdown menu for 'Are you Registered with AUSTRAC and have your Account Number?' set to 'Yes'. Next to it is a text field for 'AUSTRAC Account Number (AAN)' containing the value '987654321'. A small note below the field states: 'This is the ID provided to you by AUSTRAC once you have completed AUSTRAC enrolment.' At the bottom, there's a question 'Is your AUSTRAC enrolment ABN the same as your Subscription ABN?' with a 'Yes' option.

- 2 Scroll down to the **AUSTRAC Enrollment** section.
- 3 Set “Are you Registered with AUSTRAC and have your Account Number?” to **Yes**.
- 4 Enter your **AUSTRAC Account Number (AAN)** in the field. This is the ID AUSTRAC provides once your enrolment is complete.

- 5 Set “Is your AUSTRAC enrolment ABN the same as your Subscription ABN?” to **Yes** if they match.

The screenshot shows a form titled "AUSTRAC Enrolment". It contains two main sections. The first section asks "Are you Registered with AUSTRAC and have your Account Number?" with a dropdown menu set to "Yes". To the right, the "AUSTRAC Account Number (AAN)" is displayed as "987654321". The second section asks "Is your AUSTRAC enrolment ABN the same as your Subscription ABN?" with a dropdown menu set to "Yes". A small note below the AAN field states: "This is the ID provided to you by AUSTRAC once you have completed AUSTRAC enrolment."

Good to know

- 1 The ABN section above is auto-populated from the ABR/ASIC — those fields aren't edited here.
- 2 If your AUSTRAC enrolment ABN differs from your subscription ABN, select No and follow the prompts.
- 3 Not enrolled with AUSTRAC yet? Complete enrolment via AUSTRAC Online first — the AAN is issued at the end of that process.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/set-up-checklist>