

Managing Your Compliance Officer

ROL-02 · Version 1.1

The Compliance Officer section is where you view current officers, add staff into the role, review the history of who has held it, and see exactly what the role is responsible for under Australian law. Find it under **Compliance → Compliance Officer**.

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

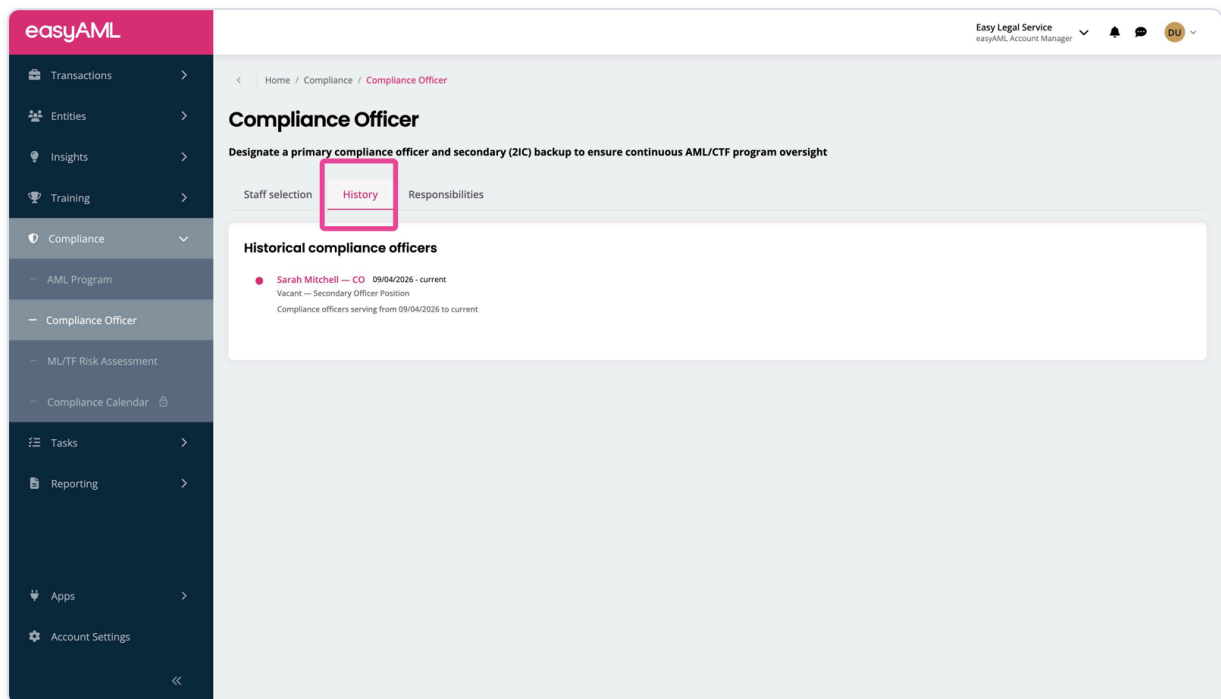
- 1 The page shows your **current compliance officer(s)** at the top and staff members below.

The screenshot displays the 'Compliance Officer' page in the easyAML application. The left sidebar contains navigation links for Transactions, Entities, Insights, Training, Compliance, AML Program, ML/TF Risk Assessment, Compliance Calendar, Tasks, Reporting, Apps, and Account Settings. The main content area is titled 'Compliance Officer' and includes a sub-header 'Designate a primary compliance officer and secondary (2IC) backup to ensure continuous AML/CTF program oversight'. Below this are three tabs: 'Staff selection' (active), 'History', and 'Responsibilities'. The 'Staff selection' tab contains two sections: 'Current compliance officers' and 'Staff members'. The 'Current compliance officers' section has a table with one row: Sarah Mitchell, CO, Primary Compliance Officer, 09/04/2026, 100%. The 'Staff members' section has a table with the message 'No staff members found'. A red box highlights the '+ Add Staff' button in the top right corner of the 'Staff members' section.

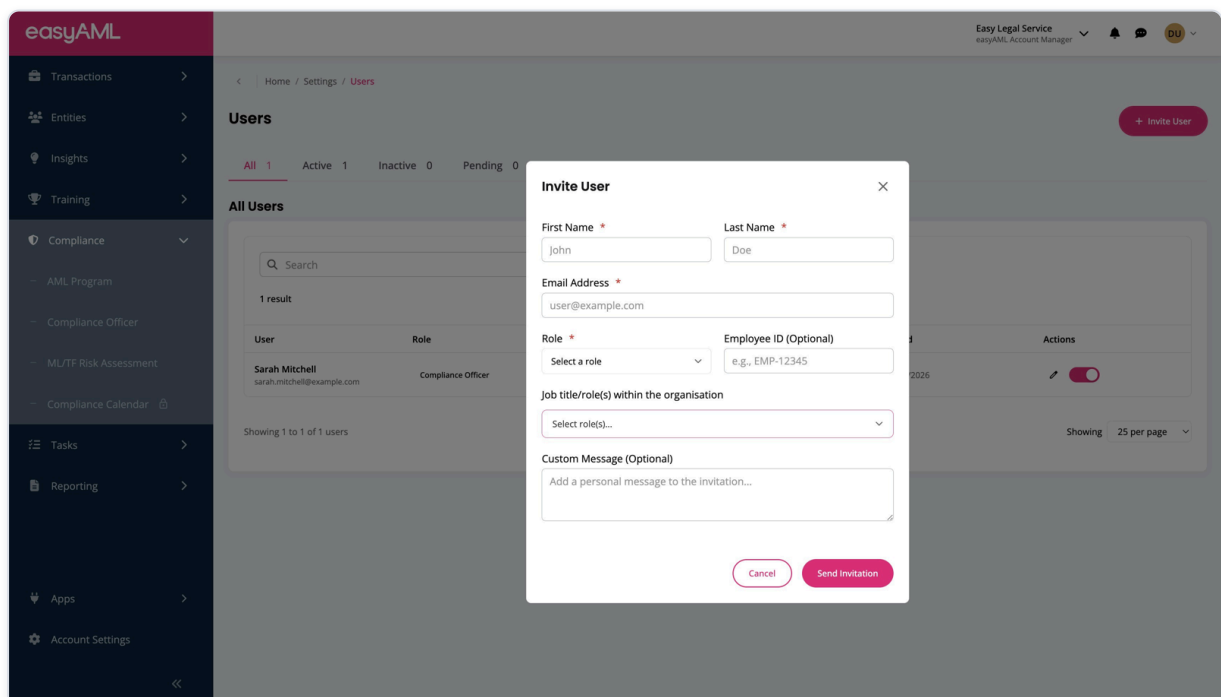
Name ↑	Position ↑	Role ↓	Start date ↓	Training status ↓
Sarah Mitchell	CO	Primary Compliance Officer	09/04/2026	100%

Name ↑	Position ↑	Role ↓	Training status ↓
No staff members found			

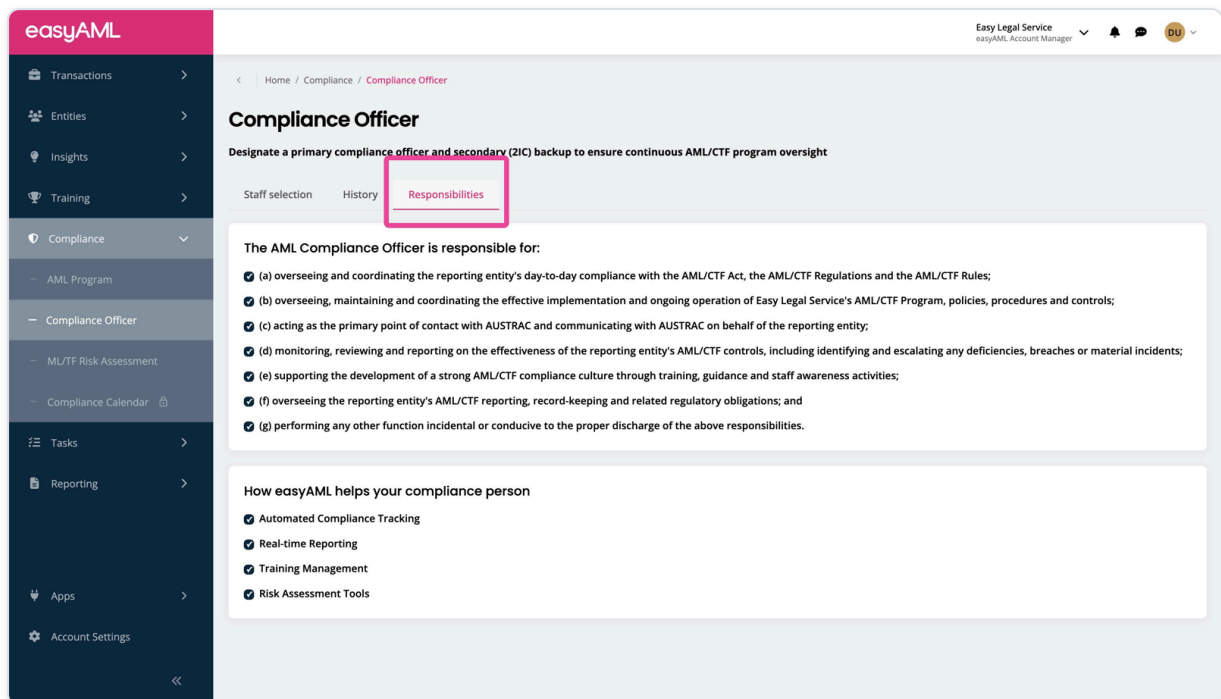
- 2 To bring a new person onto the platform, select **Add Staff**. Fill in their first name, last name, email address and platform role; optionally add an employee ID, job title, internal compliance roles, and a custom message, then send the invite.



- 3 Select the **History** tab for a full record of everyone who has previously held the Compliance Officer role — with start and end dates. This is your succession audit trail.



- 4 Select the **Responsibilities** tab for a complete outline of what your AML Compliance Officer is responsible for under Australian law — day-to-day oversight, AUSTRAC reporting, and program maintenance.



Changing CO? Appoint the incoming officer first, then transition the outgoing one — that keeps an accountable officer in place at all times, and the History tab records the handover dates automatically.

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/managing-your-compliance-officer-in-easyaml>
- **Video walkthrough:**
https://scribehov.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Managing_Your_Compliance_Officer_in_easyAML__5777b8c0