

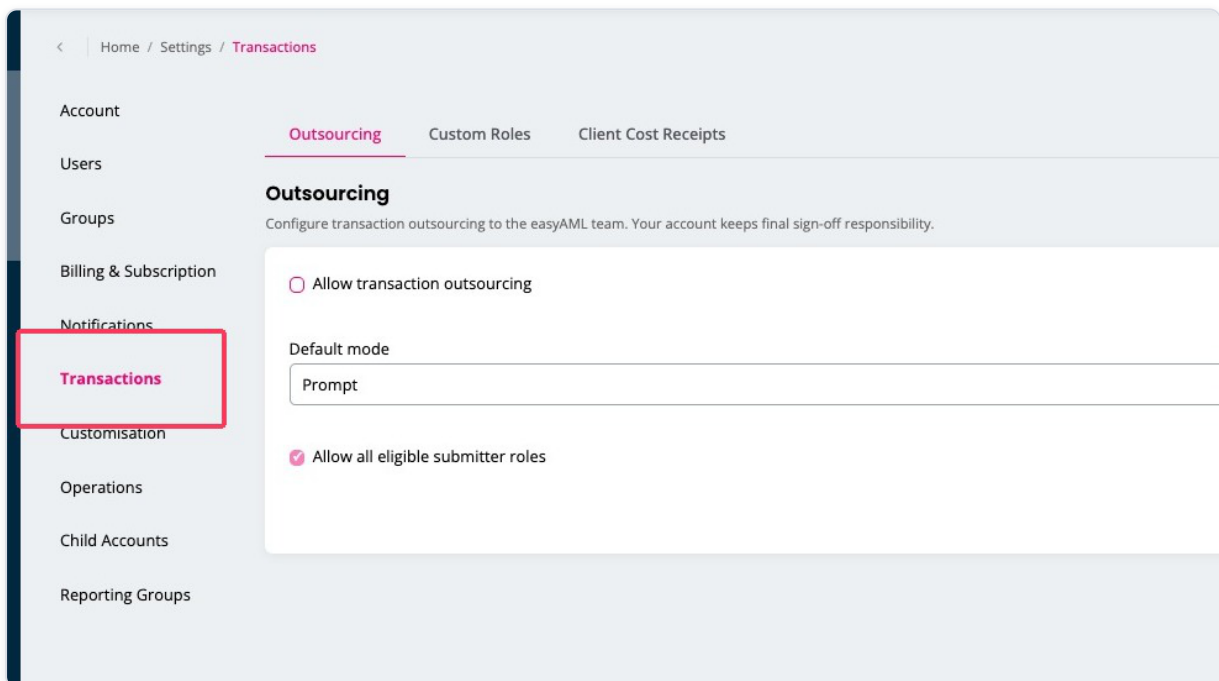
Outsourcing to AML on Demand — Choose or Change

RSK-05 · Version 1.1

AML on Demand lets the easyAML team run transactions for you. These settings control whether outsourcing is allowed on your account, whether it's automatic or per-transaction, and which roles can use it. Find them under **Account Settings** → **Transactions**.

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

- 1 Go to **Account Settings**, then click **Transactions** in the sidebar.



- 2** By default **Allow transaction outsourcing** is unchecked — your account does not allow it. Check the box to enable AML on Demand outsourcing.

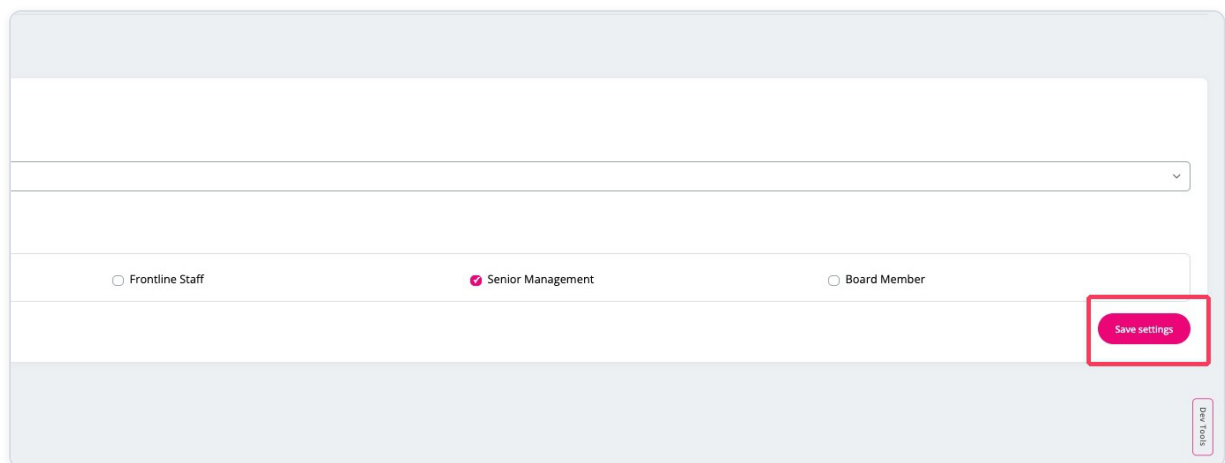
The screenshot shows the 'Outsourcing' settings page in the easyAML interface. The left sidebar contains a menu with items: Account, Users, Groups, Billing & Subscription, Notifications, Transactions (highlighted), Customisation, Operations, Child Accounts, and Reporting Groups. The main content area has three tabs: Outsourcing (active), Custom Roles, and Client Cost Receipts. Under the 'Outsourcing' tab, there is a section titled 'Outsourcing' with the subtitle 'Configure transaction outsourcing to the easyAML team. Your account keeps final sign-off responsibility.' Below this, there is a checkbox labeled 'Allow transaction outsourcing' which is currently unchecked and is highlighted with a red rectangular box. Below the checkbox is a 'Default mode' dropdown menu currently set to 'Prompt'. At the bottom of the settings area, there is a checked checkbox labeled 'Allow all eligible submitter roles'.

- 3** Set the **Default mode**: choose **Always** to send every transaction to the AML on Demand team automatically, or leave it per-transaction so your business decides case by case.

This screenshot shows the same 'Outsourcing' settings page as the previous one, but with changes. The 'Allow transaction outsourcing' checkbox is now checked and is highlighted with a red rectangular box. The 'Default mode' dropdown menu has been changed from 'Prompt' to 'Always'. The 'Allow all eligible submitter roles' checkbox remains checked.

- 4** Choose who can outsource. **Allow all eligible submitter roles** (the default) lets your whole team outsource. Uncheck it to pick specific roles.

- 5 Note the interaction: if Default mode is **Always** but a role isn't selected, that role's transactions will **never** outsource — role selection wins.
- 6 Click **Save settings** — changes take effect immediately.



The screenshot shows a web interface for configuring settings. At the top, there is a dropdown menu. Below it, three radio button options are displayed: "Frontline Staff", "Senior Management" (which is selected and has a red dot), and "Board Member". In the bottom right corner of the main content area, there is a red rectangular button labeled "Save settings". A red box is drawn around this button. In the bottom right corner of the entire interface, there is a small vertical button labeled "Want Help?".

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** <https://knowledge.easyaml.com/choosing-or-changing-outsourcing-to-aml-on-demand>
- **Video walkthrough:**
https://scribehq.com/o/PKpOki2kThyzGwDRLEXASw/viewer/Choosing_or_changing_Outourcing_to_AML_on_Demand__5a5c2955