easyAML

Your ML/TF Risk Assessment — Complete, View & Export

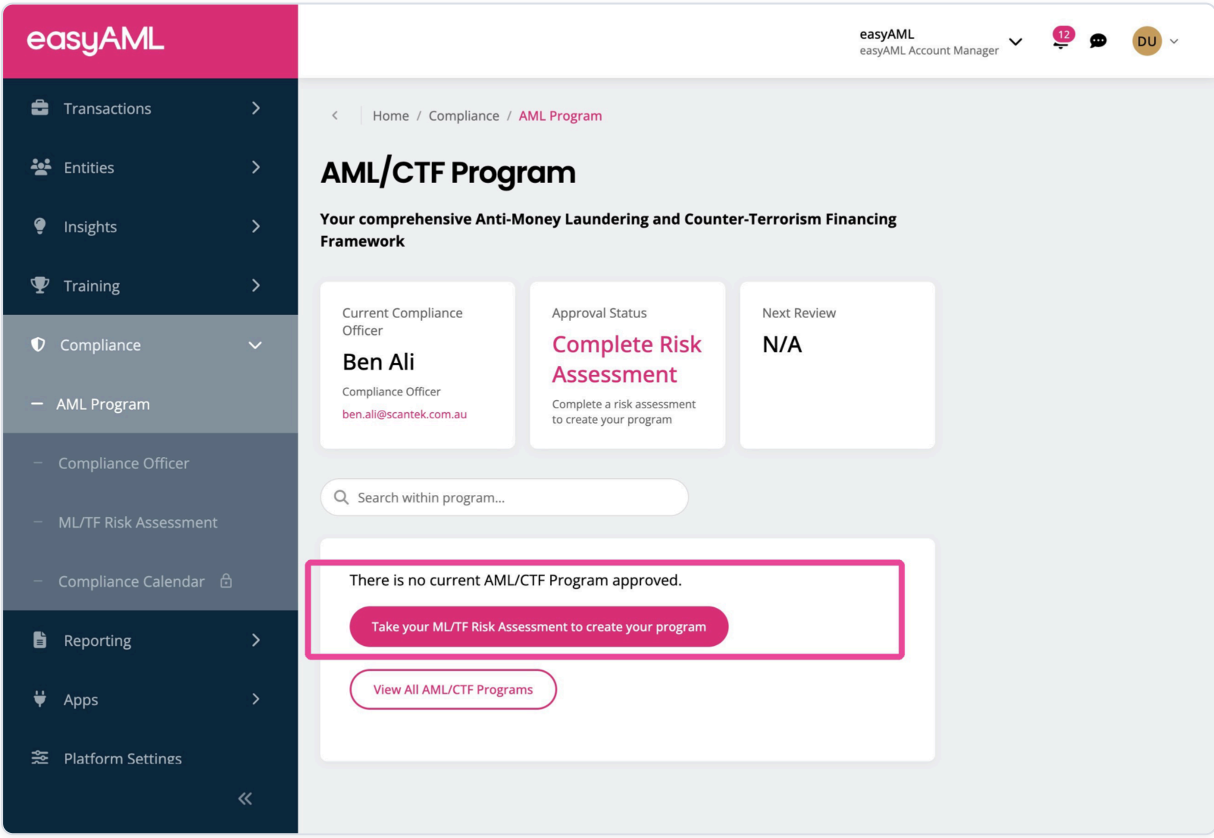
RSK-02 · Version 1.1

Your ML/TF Risk Assessment is the foundation of your AML/CTF program — it determines your obligations and generates your program. This guide covers completing it for the first time, reviewing the results, and exporting a copy. Find it under **Compliance → ML/TF Risk Assessment**.

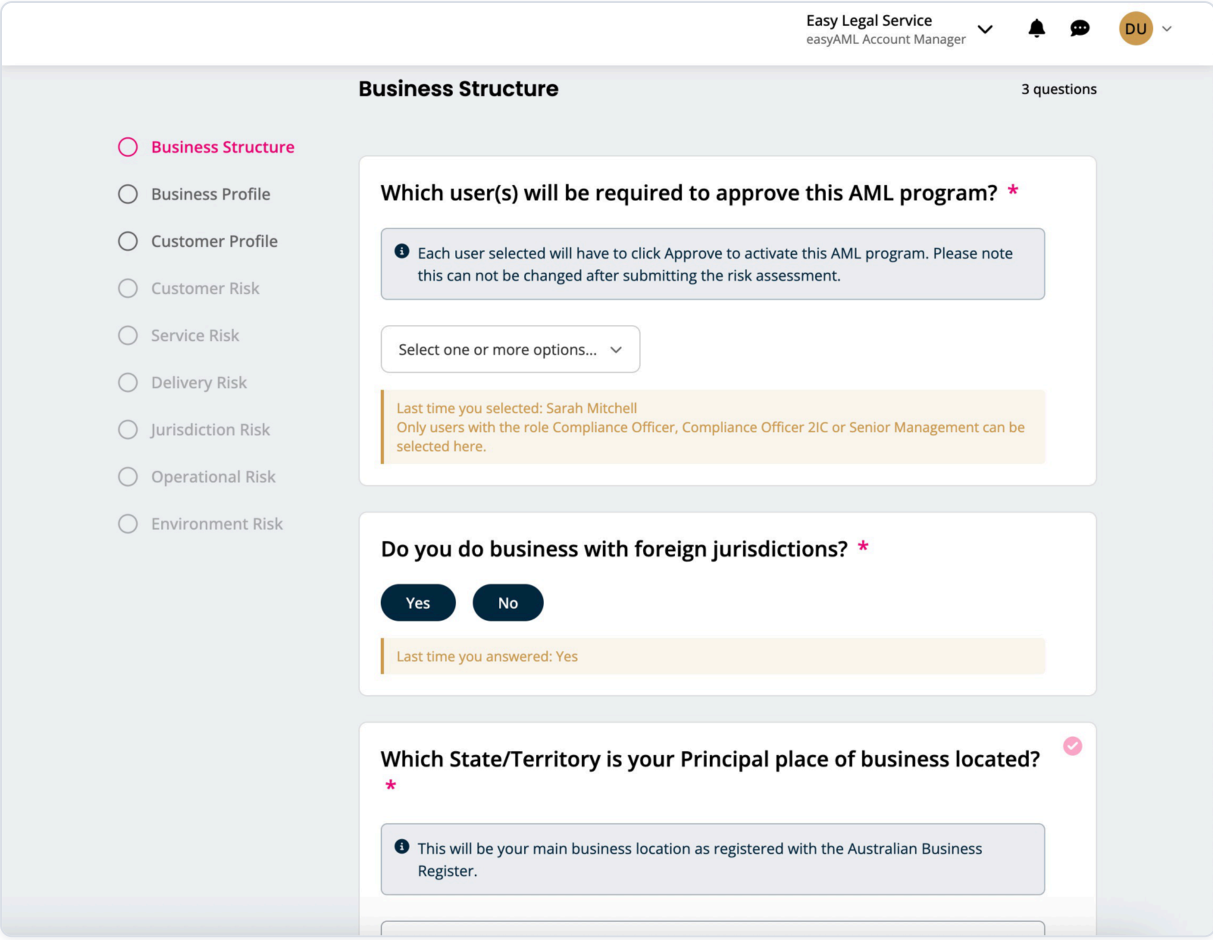
OPEN TO START `https://app.easyaml.com/compliance`

Complete the assessment

1 If you haven't completed an assessment yet, you'll see a notice that no program has been approved — select **Take your ML/TF Risk Assessment** to begin. Otherwise, select **New Assessment** from the assessments list.



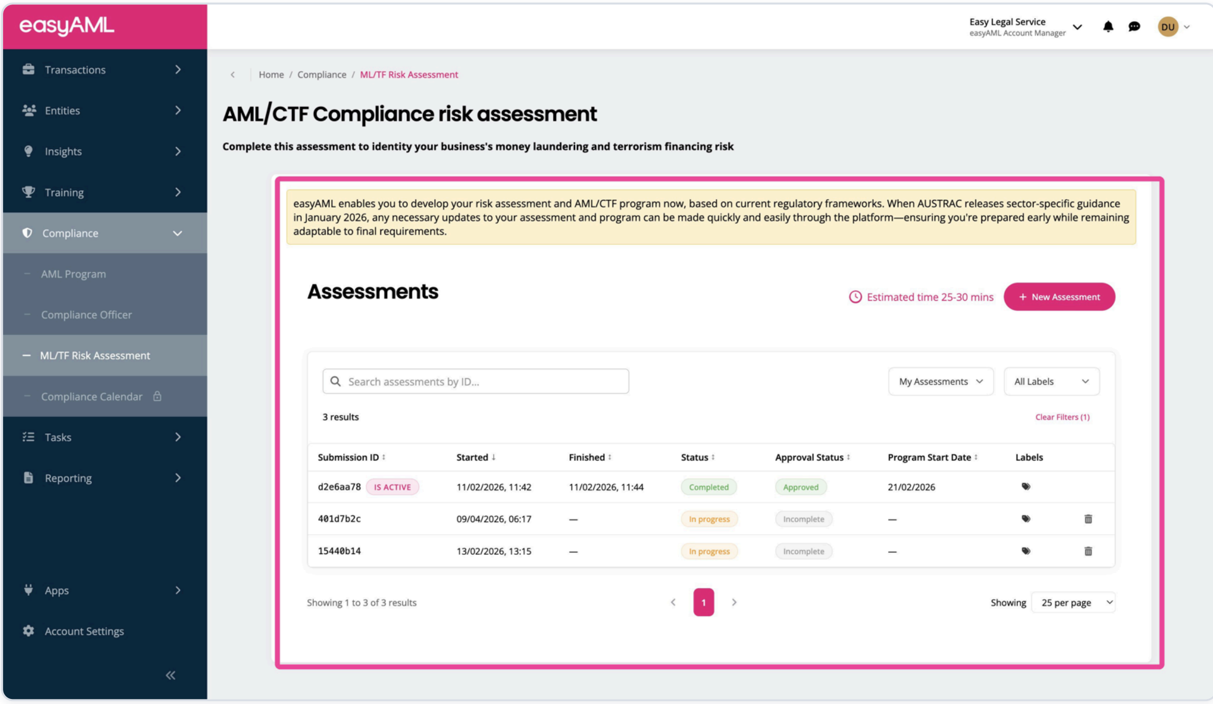
2 The assessment is a questionnaire taking around **25–30 minutes**, working through nine sections — Business Structure, Business Profile, Customer Profile, Customer Risk, Services and more. You can **save a draft and resume** at any time, and there are no wrong answers — answer based on how your business currently operates.

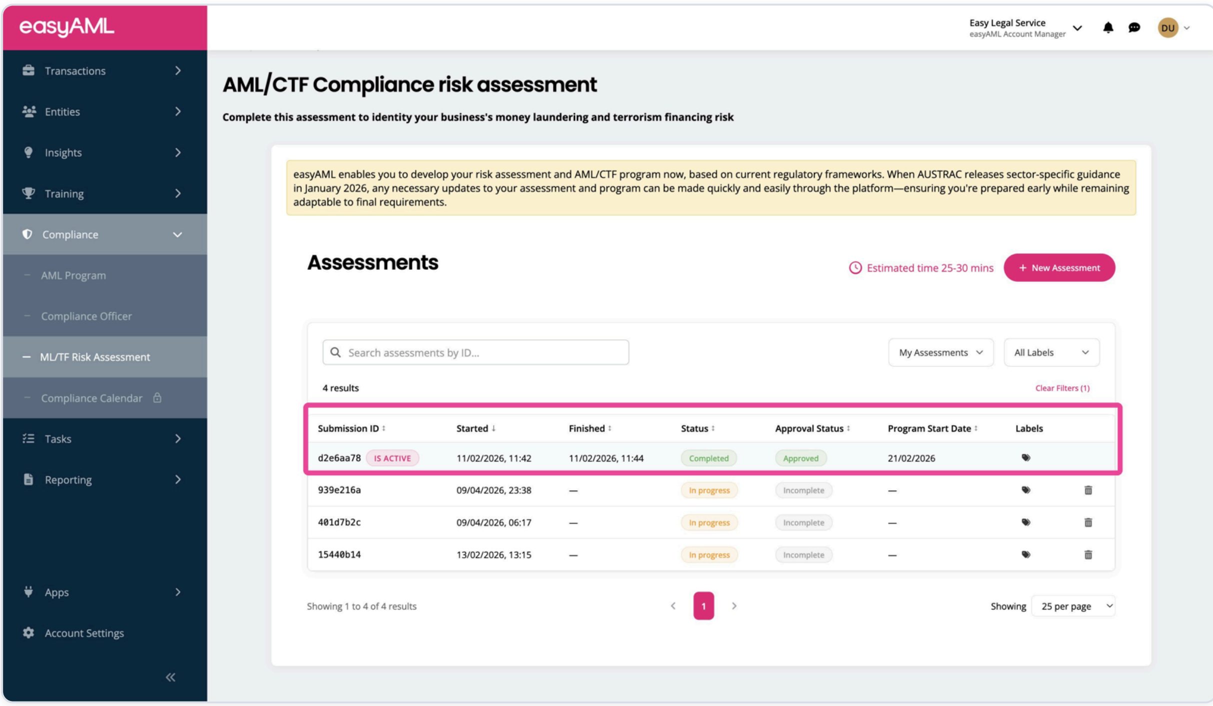


3 Once submitted, your **AML/CTF Program is generated automatically** and appears under AML Program in the left navigation.

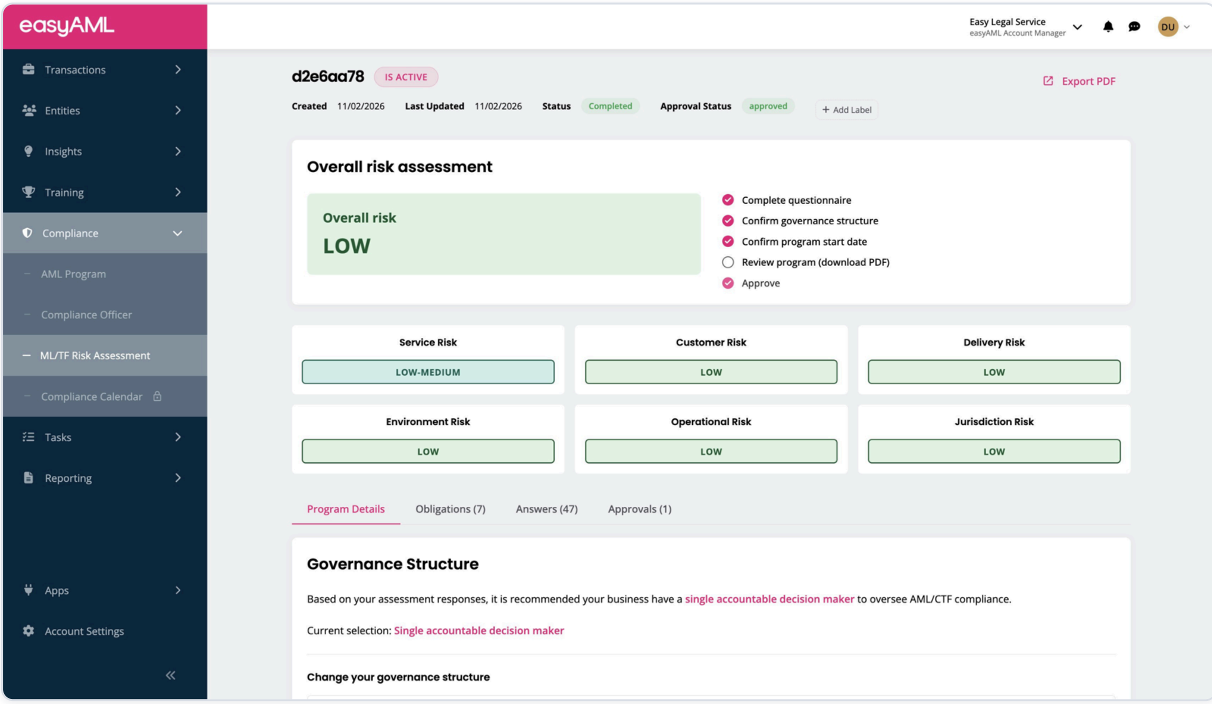
View the results

1 The assessments list shows every assessment with its status, approval status and program start date. Select the active row to open a summary panel, then **View Assessment** to open it in full.

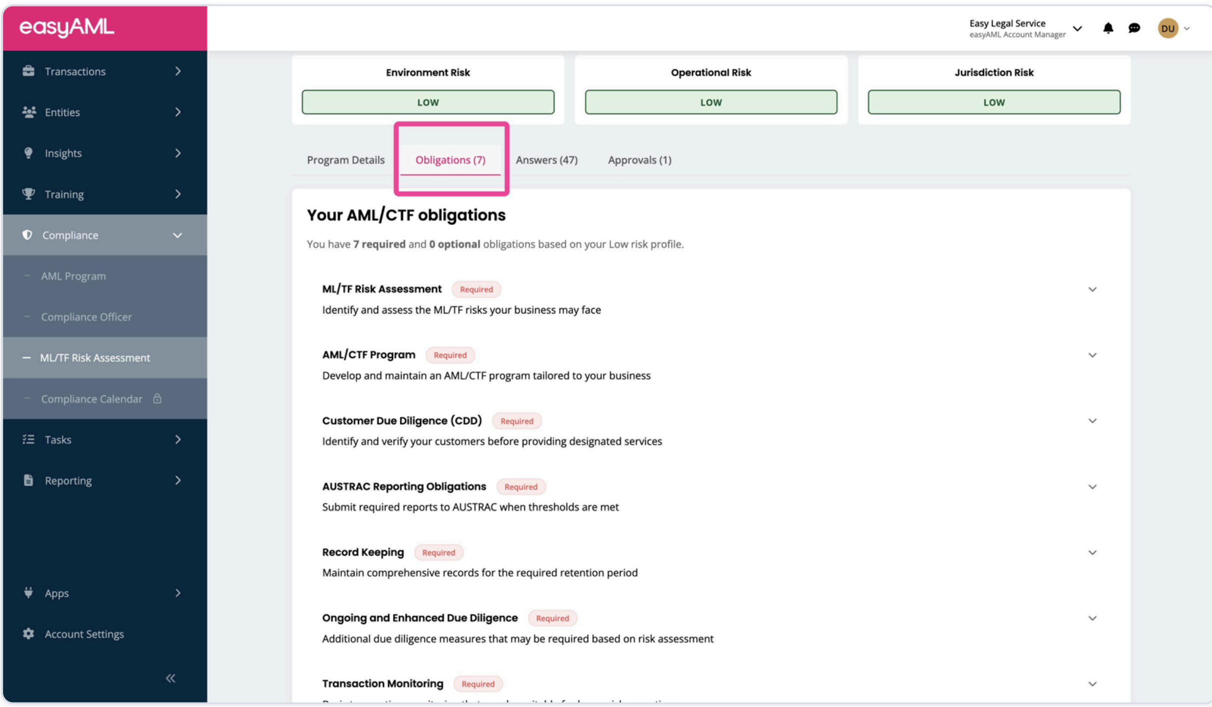




2 Inside, the **Overall Risk Assessment** shows your overall rating with a breakdown across Service Risk, Customer Risk, Delivery Risk and Environment Risk.

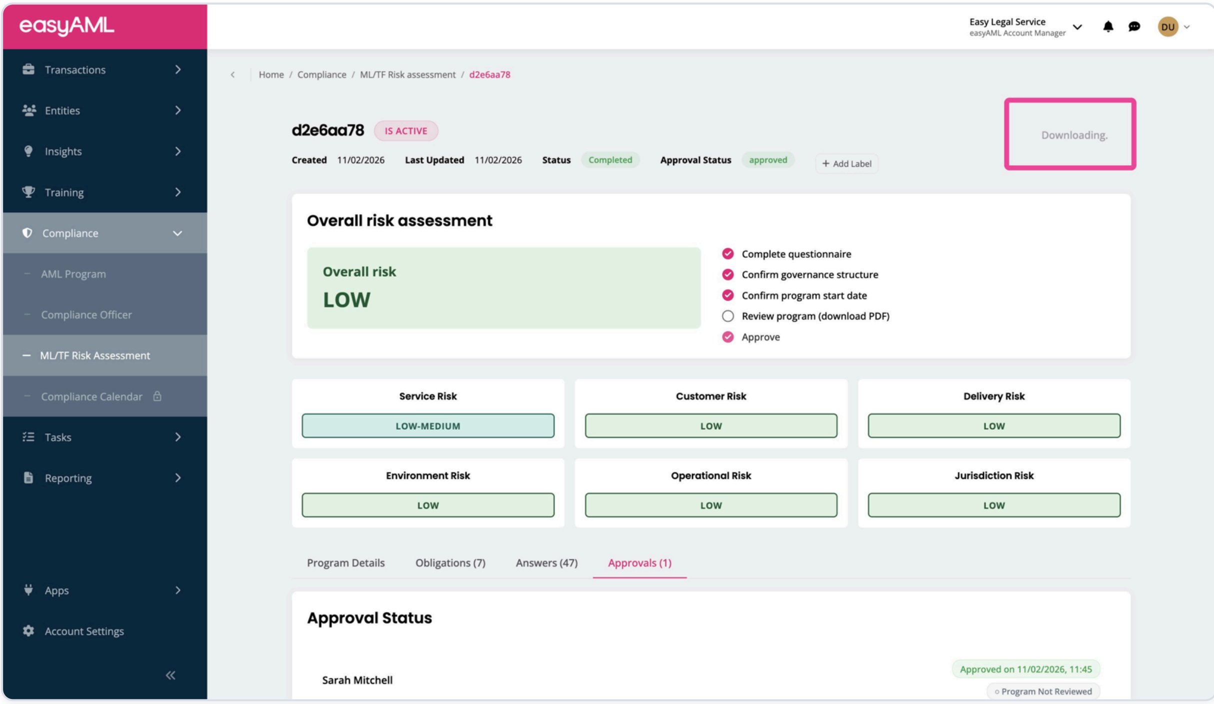


3 **Program Details** covers your governance structure and program start date (updateable before finalising). **Obligations** lists every AML/CTF obligation that applies to your business based on your risk profile. **Answers** is the complete record of every response — your audit trail. **Approvals** shows who approved the assessment and when.



Export or delete

1 Select **Export PDF** (top right) to download a copy — the button shows Downloading while the file is prepared.



2 To delete an in-progress assessment you no longer need, select the **delete icon** on its row and confirm. This cannot be undone.

> *Reassessing after a change in your business? Submitting a new assessment supersedes the old program — your previous assessments remain in the list as your historical record.*

More ways to get help

- **In-platform:** the “Want Help?” button on each page opens the relevant walkthrough.
- **Knowledge Base:** https://knowledge.easyaml.com/accessing-your-ml-tf-risk-assessment
- **Video walkthrough:** https://scribehow.com/o/PKpOki2kThyzGwDRLEXASw/viewer/How_To_Create_View_And_Export_MLTF_Risk_Assessments__faee2b44