USER GUIDE

VADEMECUMAML.ABBL.LU

October 10, 2019
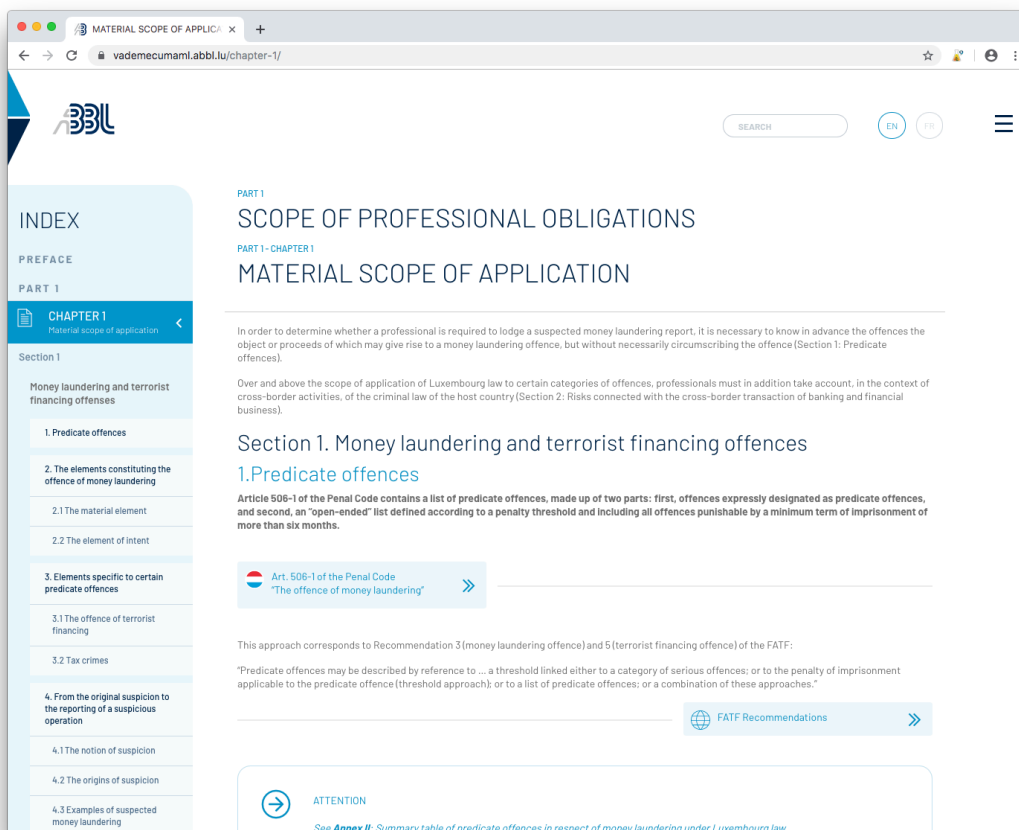
ACCESSING THE HANDBOOK

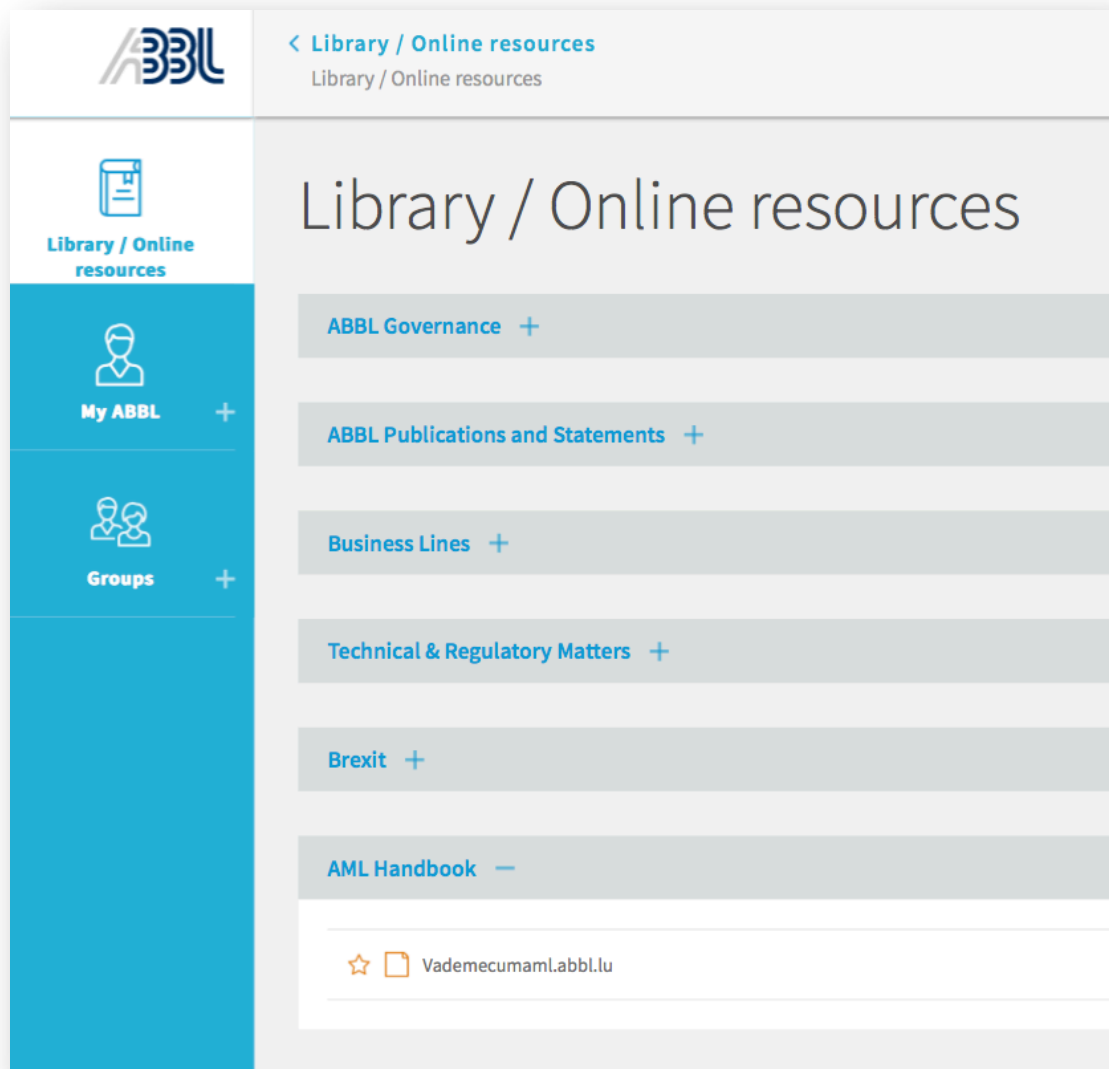The AML Handbook is accessible through the ABBL *membernet*, under the **Library / Online resources** section:

Figure 1: ABBL membernet with view on the Library / Online resources page

By clicking on Vademecum.abbl.lu, you will be redirected to the AML Handbook website via a "referrer link". This referrer link, together with an imbedded key, ensures that only users with access to the ABBL membernet may access the AML Handbook.

- *Firefox* users should avoid using their browser in "private mode" as this disables the required *referrer link* functionality.

To gain access to the membernet, please **coordinate with your team** before reaching out to ABBL for additional access / user accounts, as your organization should already have access through one or several employees (participants in ABBL working groups, forums or generic accounts).

NAVIGATING THE HANDBOOK

Upon redirection from the ABBL membernet, you will reach the landing page of the Handbook. The landing page features a concise description of the Handbook, some background on its creation and its target audience, as well as author biographies.
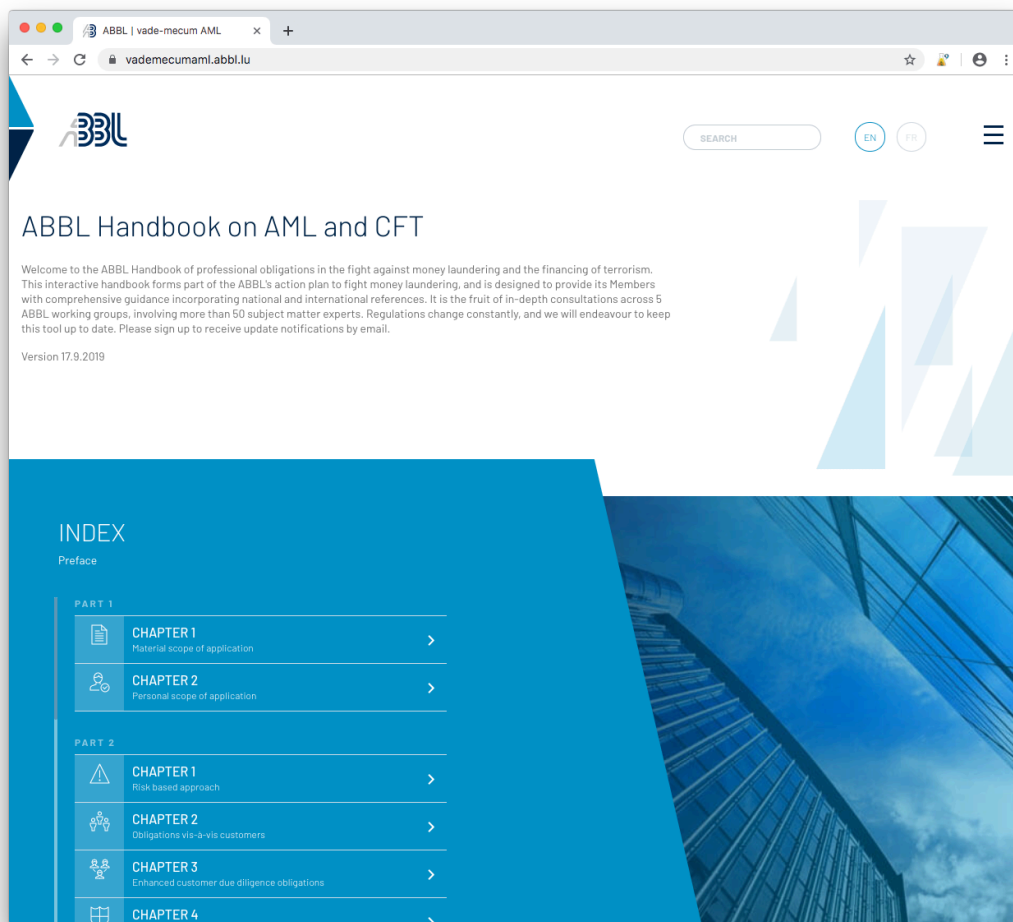
There are two ways to access the main document from the landing page: either through the menu integrated right into the page (INDEX), or through the menu integrated into the menu icon on the top right, represented by three stacked bars on the right of the EN / FR language switch:

October 10, 2019

This menu icon, the search function, and the EN / FR language switch remain available throughout the entire Handbook.

Once inside the Handbook, you will see the menu bar with the list of sections and chapters to the left, and the document's contents to the right. Clicking on the ABBL logo on the top left of the page brings you back to the landing page. Clicking on any section or chapter brings you right into that chapter, and sub-sections will be visible & accessible through the menu. By clicking on a sub-section, the page will scroll automatically to the corresponding part of the document.
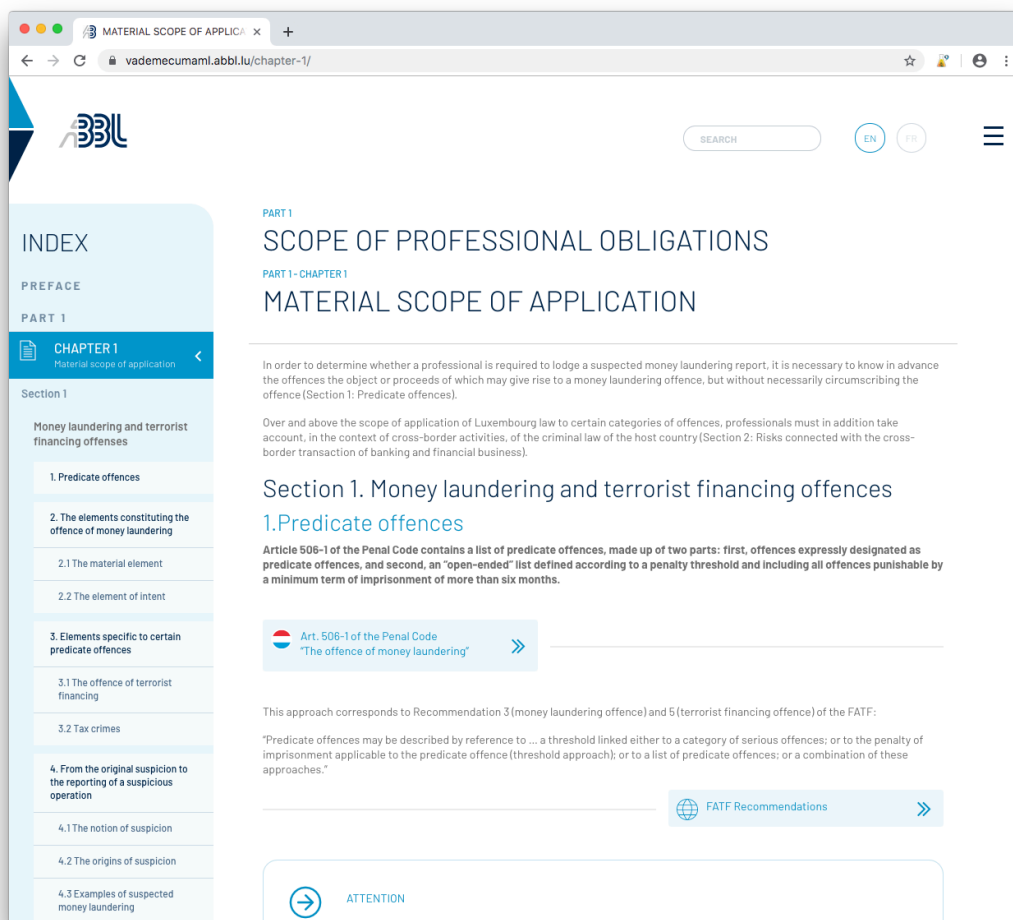
Figure 3: View of the Handbook interface on desktop

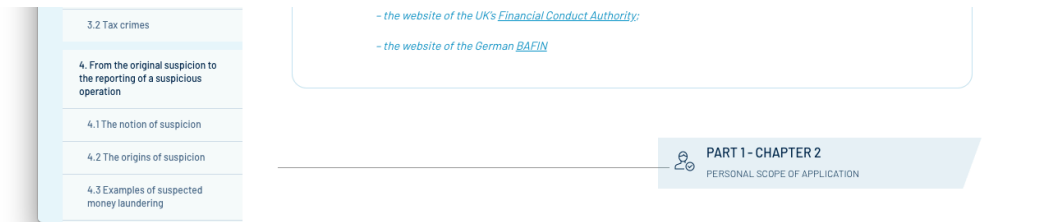At the bottom of each chapter, a link to the following chapter will appear:

– the website of the UK's *Financial Conduct Authority*;

– the website of the German *BAFIN*

PART 1 – CHAPTER 2
PERSONAL SCOPE OF APPLICATION

Searching the Handbook is possible through two distinct interfaces: the integrated search function, as well as the search function of your browser. These two interfaces serve two distinct purposes:

- Using the integrated search function generates a list of pages which contain the keyword
- Using the browser text search function highlights every instance of the keyword(s) on the page (chapter) which the user is currently viewing.

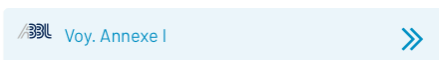## INTERNAL AND EXTERNAL REFERENCES

Bookmarks

One of the Handbook's key features is the fluid integration of internal and external references, which include - among others - national legislation, foreign legislation and all sorts of international references.
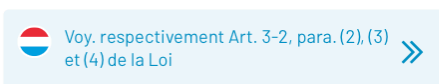
These references are incorporated in the form of "bookmarks".
Bookmarks listed on the right-hand side of the document refer to external resources whereas bookmarks on the left-hand side refer to internal or national resources:

ABBL Reference

ABBL Voy. Annexe I »

Luxembourg legal and reg. framework reference

Voy. respectivement Art. 3-2, para. (2), (3) et (4) de la Loi »

International reference

🌐 Wolfsberg Group PEP guidance, p.2 »

As many of these bookmarks refer to .pdf files, we recommend that you configure your browser in such a way as to **open .pdf files in a new tab,** rather than prompt you to download them.
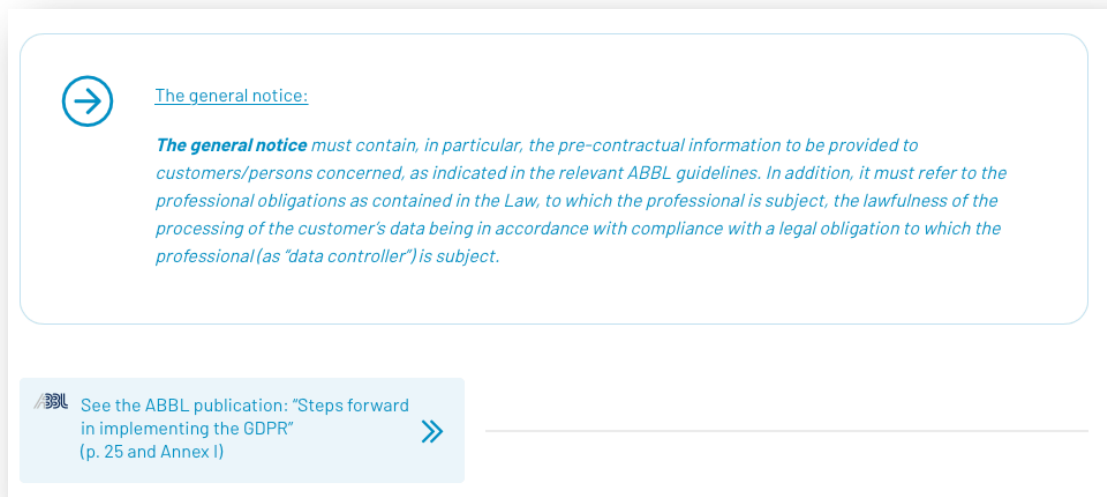
October 10, 2019

Hyperlinks are also embedded in the body (text) of the document, being displayed as blue text (many headings are also displayed in blue yet contain no hyperlinks).

INFO BOXES

Blue boxes highlighted by an arrow are distributed throughout the document. These blue boxes contain ABBL guidance / discussion around key points in the document. They capture the added value provided by ABBL's consultative process and of the expertise of the ABBL legal team.

Info boxes are often accompanied by bookmarks containing relevant references:

Figure 5: Example of an info box accompanied by a bookmark referring to an ABBL document

USING THE HANDBOOK ON MOBILE DEVICES

You may use the Handbook on your mobile devices, such as tablets and smartphones, without any restrictions. The Handbook's user interface benefits from a "responsive" design, enabling a comfortable reading experience even on small screens, as illustrated here on an iPhone XR screen:
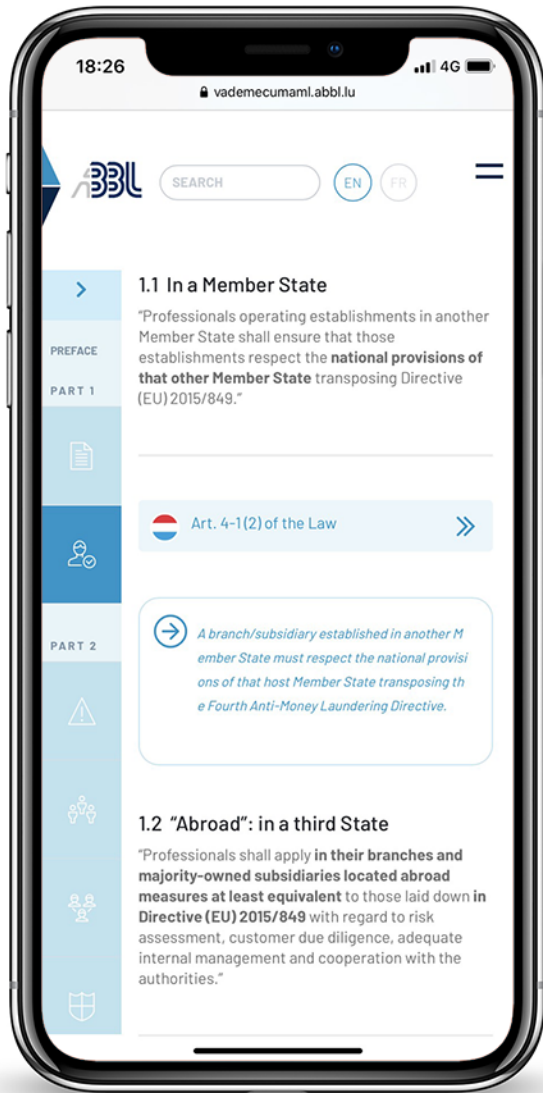

Below a certain display width, the menu converts into a compressed form, displaying only the infographics corresponding to each chapter (as seen here). To view the full menu, simply tap on the arrow on the top of the menu:

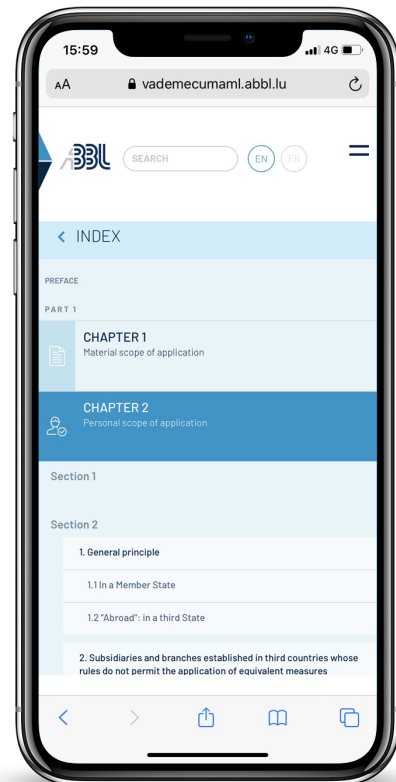This will **expand** the menu, displaying it at full width:

Figure 6: Inside the Handbook on an iPhone XR

Figure 7: The expanded menu as seen on iPhone XR

SHARING AND PRINTING

If necessary, the Handbook can be printed, chapter by chapter, as you would with any regular website through your browser's "print" function.

Through that same function, it can also be exported as a .pdf document.

We plan to add a custom printing function to the website in the near future.