

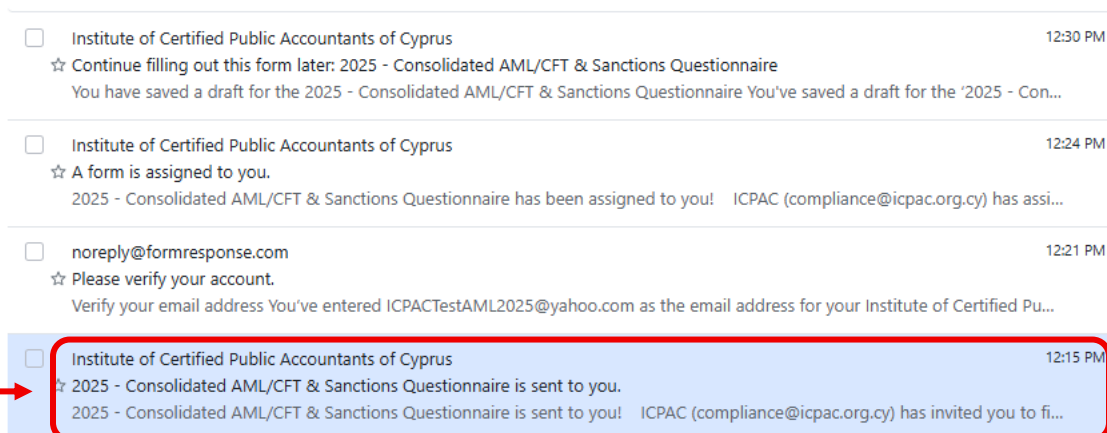
# Step by step Guide to Access the Questionnaire and save your responses

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## Step 1

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You will receive an email from [noreply@formresponse.com](mailto:noreply@formresponse.com), titled '**2025 – Consolidated AML/CFT & Sanctions Questionnaire is Sent to You**' on 20<sup>th</sup> of May 2026.



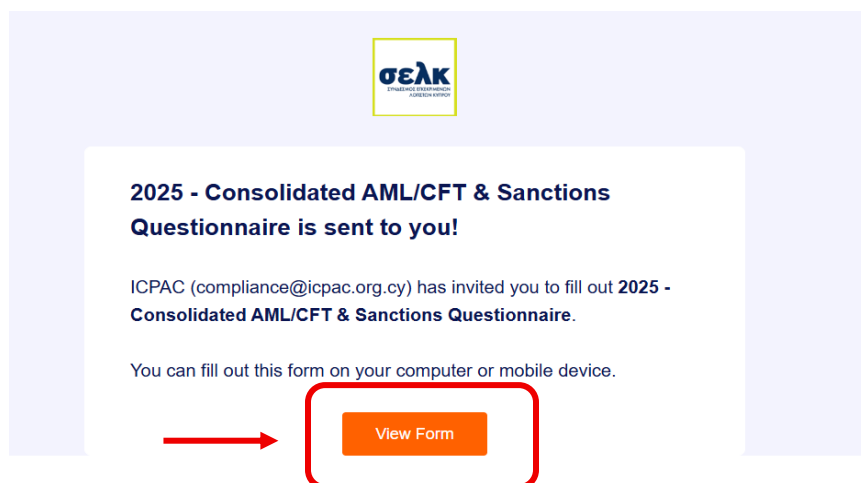
### Important Note:

This email **contains a unique link generated specifically for each firm**. Therefore, please use initially this email to access your questionnaire.

If you are unable to locate the email sent on 20/05/2026 from [noreply@formresponse.com](mailto:noreply@formresponse.com), please check your spam or junk folder first. If you still cannot find it, contact [compliance@icpac.org.cy](mailto:compliance@icpac.org.cy) and request for the link to be resent, stating that you were unable to locate the original email.

## Step 2

Open the email and press “**View Form**”



## Step 3

### For new users:

If this is the first time you are entering the Questionnaire for this specific Firm, then please select the “**Sign Up**” option to create your account.



### 2025 - Consolidated AML/CFT & Sanctions Questionnaire

You need to be logged in to access this resource

Email address or username

Password

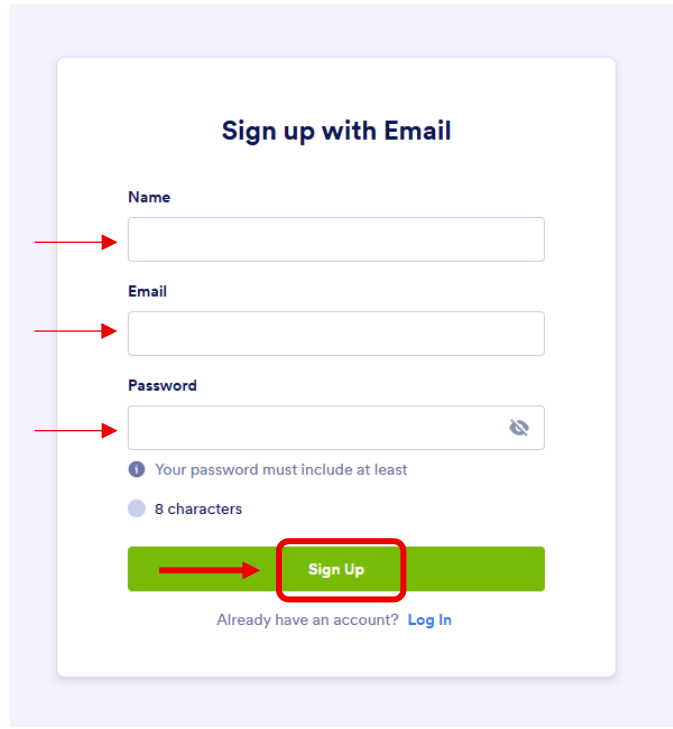
[Forgot password?](#)

Log In

Don't have an account? [Sign Up](#)

You will be redirected to a new page to sign up using the email address that received the questionnaire link.

Enter your name or firms name, email address, and a password of at least 8 characters.  
**Be sure to save your login credentials for future use.**

A screenshot of a 'Sign up with Email' form. The form is white with a light blue border. It contains three input fields: 'Name', 'Email', and 'Password'. Each field has a red arrow pointing to it from the left. Below the 'Password' field, there is a blue information icon and the text 'Your password must include at least 8 characters'. At the bottom of the form is a green 'Sign Up' button with a red arrow pointing to it from the left. Below the button, there is a link that says 'Already have an account? Log In'.

**For existing Users:**

If you completed a questionnaire for this firm ***last year***, please enter your email address (the one that received the questionnaire link) and the password you created at that time. If you have forgotten your password, select “**Forgot Password?**” and follow the instructions.



## 2025 - Consolidated AML/CFT & Sanctions Questionnaire

You need to be logged in to access this resource

Email address or username

compliance@icpac.org.cy

Password

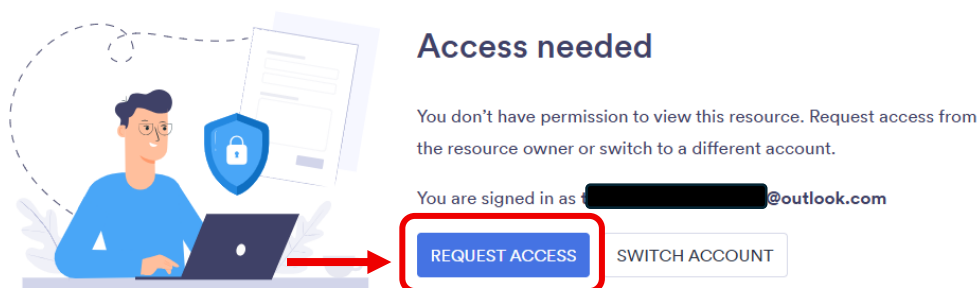
••••••••••

[Forgot password?](#)

Log In

Don't have an account? [Sign Up](#)

When you click “Sign Up,” (or Log In for existing users) a message will appear requesting access to the questionnaire. **It is important that you click the “REQUEST ACCESS” button to proceed:**



After clicking the 'Request Access' button, a confirmation message will appear. **Please allow up to 72 hours for your request to be approved.**



## Request sent

You'll receive an email when your request has been approved.

### Step 4

**In the meantime**, you will receive a second email titled ***“Please verify your account.”*** This is a separate process that runs in parallel with the access request described above.

|                          |                                                                                                                                  |          |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------|
| <input type="checkbox"/> | Institute of Certified Public Accountants of Cyprus                                                                              | 12:30 PM |
| ☆                        | Continue filling out this form later: 2025 - Consolidated AML/CFT & Sanctions Questionnaire                                      |          |
|                          | You have saved a draft for the 2025 - Consolidated AML/CFT & Sanctions Questionnaire You've saved a draft for the '2025 - Con... |          |
| <input type="checkbox"/> | Institute of Certified Public Accountants of Cyprus                                                                              | 12:24 PM |
| ☆                        | A form is assigned to you.                                                                                                       |          |
|                          | 2025 - Consolidated AML/CFT & Sanctions Questionnaire has been assigned to you! ICPAC (compliance@icpac.org.cy) has assi...      |          |
| <input type="checkbox"/> | noreply@formresponse.com                                                                                                         | 12:21 PM |
| ☆                        | Please verify your account.                                                                                                      |          |
|                          | Verify your email address You've entered ICPACTestAML2025@yahoo.com as the email address for your Institute of Certified Pu...   |          |
| <input type="checkbox"/> | Institute of Certified Public Accountants of Cyprus                                                                              | 12:15 PM |
| ☆                        | 2025 - Consolidated AML/CFT & Sanctions Questionnaire is sent to you.                                                            |          |
|                          | 2025 - Consolidated AML/CFT & Sanctions Questionnaire is sent to you! ICPAC (compliance@icpac.org.cy) has invited you to fi...   |          |

Open the email and click on **“Verify your email”** button.

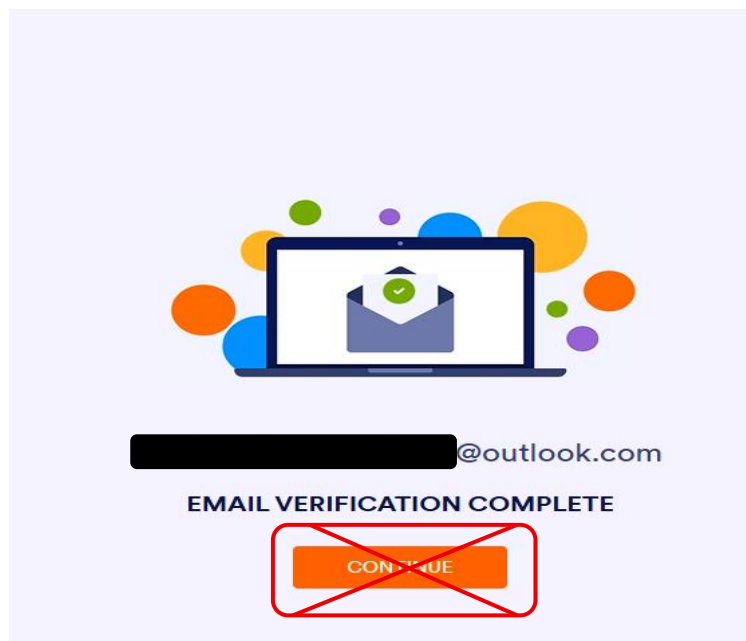


## Verify your email address

You've entered [REDACTED]@outlook.com as the email address for your **Institute of Certified Public Accountants of Cyprus** account. Please verify this email address by clicking button below.

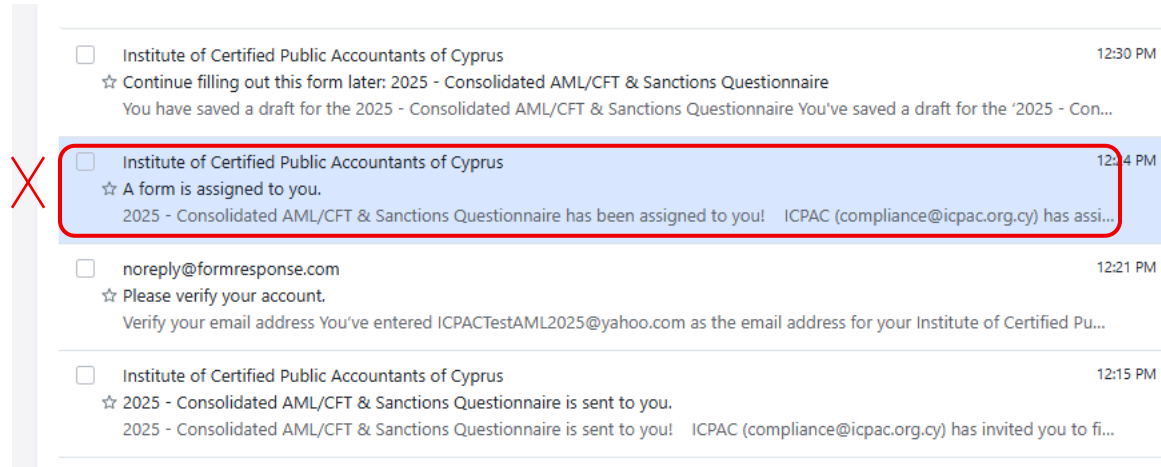


When you click the “Verify your email” button, you will be redirected to a confirmation page. No further action is required for the verification process - **Do not click “CONTINUE.”**



## Step 5

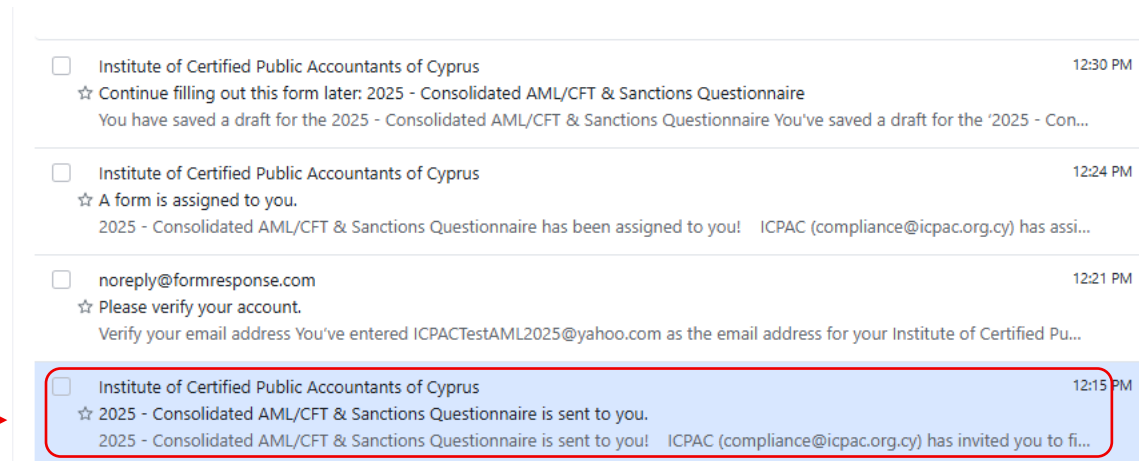
Once access to the Questionnaire is granted, you will receive an email titled **“A form is assigned to you.”** ⚠ **Do not use this email to complete the Questionnaire.** It serves only as confirmation that your access has been granted.



## Step 6

Return to the original email titled **“2025 – Consolidated AML/CFT & Sanctions Questionnaire is sent to you.”**

Click the link provided in that email to begin completing your Questionnaire.



## Step 7

Please note that the Questionnaire does not auto-save due to GDPR restrictions. We recommend that once you reach **Question 3**, select your response and click **“Save”** to ensure your progress is not lost.

The screenshot shows the questionnaire interface for Question 3: Firm's Status. At the top, there is a progress bar with 27 numbered steps. Step 3 is currently selected and highlighted. Below the progress bar, the question title '3: Firm's Status' is displayed. The question text is 'The firm is:'. There are three radio button options: '3.1 A holding company/partnership and its sole purpose is to hold shares in a group', '3.2 Non active/dormant', and '3.3 Active'. At the bottom of the form, there are four buttons: 'Back', 'Print', 'Save', and 'Next'. The 'Save' button is highlighted with a red box, and a red arrow points to it from the left.

A pop-up message will appear after clicking on the “SAVE” button.

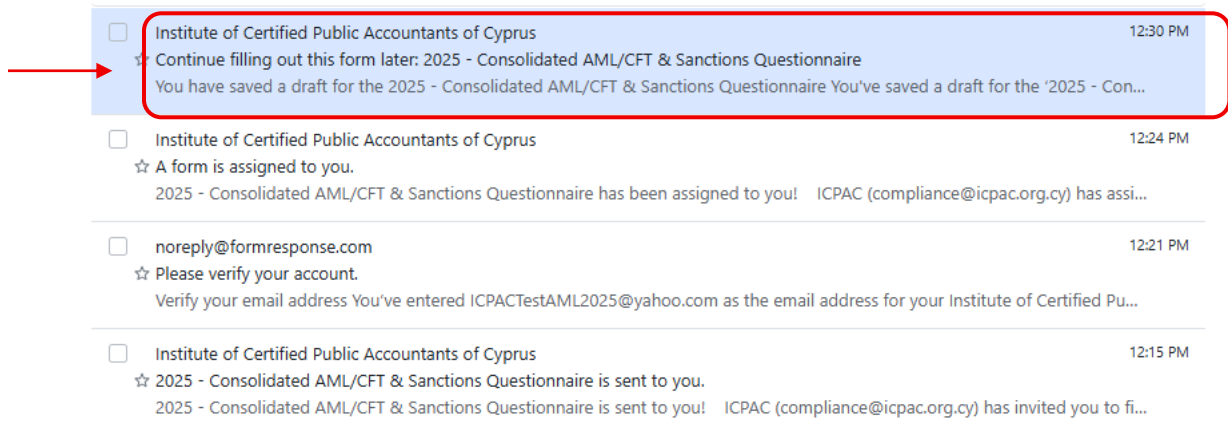
The screenshot shows the questionnaire interface with a pop-up message. The message is titled 'Submission saved as draft' and includes a green checkmark icon. Below the title, it says 'We've emailed you a link you can use to continue it later.' There are two buttons: 'Resend Email' and 'Get Draft Link'. The 'Get Draft Link' button is highlighted in green. The background of the questionnaire is dimmed, and the 'Save' button is visible at the bottom.

You have three options:

1. Continue completing the Questionnaire using the new email link titled *“Continue filling out this form later: 2025 - Consolidated AML/CFT & Sanctions Questionnaire.”* Using this link will save your responses each time you click “Save,” allowing you to return to the **same link** anytime to continue where you left off.



2. Continue working in the current session, saving each time a section is completed and closing the pop-up message by pressing 'X.' A new link will be emailed to you each time you press “Save”.



3. You may generate a draft link by selecting 'Get a draft link' in the pop-up message and saving it in a location you can easily access. You can use this link to continue later.