



**Gibraltar Financial Intelligence Unit**

HM Government of Gibraltar

# Themis Login and Password Guidance

Guidance Notes on how to log in and change password on Themis

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## 1. Getting Started – New THEMIS Users

You must be in receipt of a THEMIS Username before you can proceed. Usernames are allocated by the Gibraltar Financial Intelligence Unit (GFIU) upon receipt of a completed and signed THEMIS Registration Form and are sent to the user's registered email address. To obtain a THEMIS Registration Form, please download a copy from the GFIU website, <https://www.gfiu.gov.gi/reporting>.

The THEMIS log on page is accessible from the GFIU website, <https://www.gfiu.gov.gi/reporting>, or by entering <https://disclosures.gov.gi/> into your web browser.

Passwords are not automatically allocated; users are required to set their secure password the first time they access THEMIS. Click on the link provided on the Welcome page;

**THEMIS**

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### Welcome

This system is for the use of authorised users only and by continuing to use the system the user represents that he or she is an authorised user and accepts the [terms and conditions](#) of use. You acknowledge that all system usage may be logged and that any illegal or criminal use of this system will be passed to law enforcement.

Click [here](#) to contact the Financial Intelligence Unit.

Do not attempt to log in if you are not an authorised user. Please click on [exit](#) to return to the Guest page.

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To continue, enter your Username and Password and click [Accept and Login](#).

If you are accessing your account for the first time please click [here](#) to complete the set-up process

Username

Password

[Accept and Login](#) [Forgotten Password](#)

If you have difficulties logging in, please contact the Financial Intelligence Unit for help on +350 200 70211.

The following screen will be displayed;

**THEMIS**

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### Home Page

Please submit your Username and Email Address.

Once your details have been verified, this will usually take just a few minutes, you will receive an email containing a link to the Reset Password page.

Set/Reset Password

Username

Registered Email Address

[Submit](#) [Cancel](#)

Enter the username that you have been sent by email and the email address that you provided on the THEMIS Registration Form. Click 'Submit'.

The following message will then be displayed;

A password reset message has been sent to the registered email address provided.

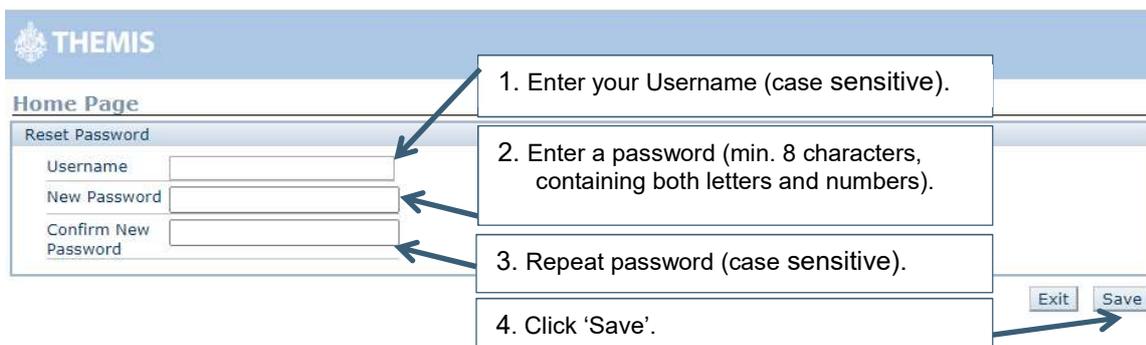
[Continue](#)

Once you click 'Continue', you will be taken back to the logon page which you can close.

You should receive an automated email from [smtp.themis@gfiu.gov.gi](mailto:smtp.themis@gfiu.gov.gi) which includes a link to set your password. This link is valid for **24 hours only**. If you do not reset within this time, you will need to repeat the process and request a new link.

If you do not receive an automated email within 24 hours, please check your junk email box and ensure it has not been redirected or blocked by your firewalls. Please make sure that you entered your username and registered email address correctly as they are case sensitive. The email address submitted on the THEMIS Registration Form must match the email address entered in the Set/Reset Password page for an automated email to be generated. If you have any problems, please contact the GFIU on Tel +350 200 70211 or at [admin@gfiu.gov.gi](mailto:admin@gfiu.gov.gi) for assistance.

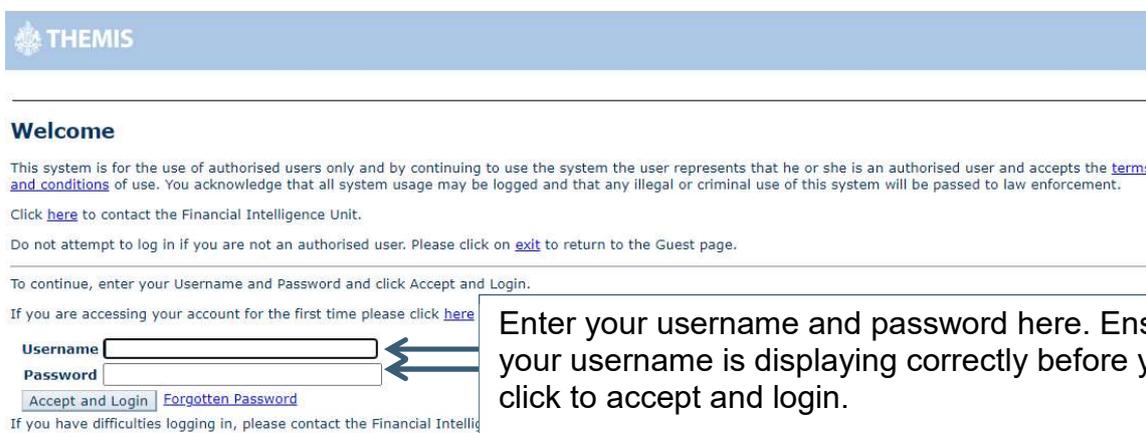
Open the email and click on the link to access the Reset Password page;



The screenshot shows the 'Reset Password' form in the THEMIS system. The form has four input fields: 'Username', 'New Password', 'Confirm New Password', and a 'Save' button. Four numbered instructions are overlaid on the form with arrows pointing to the corresponding fields:

1. Enter your Username (case sensitive).
2. Enter a password (min. 8 characters, containing both letters and numbers).
3. Repeat password (case sensitive).
4. Click 'Save'.

You will be taken back to the Welcome logon page – please **close this page down and open a new session** of the login page via the GFIU website, [www.gfiu.gov.gi](http://www.gfiu.gov.gi), or by entering <https://disclosures.gov.gi/> into your web browser.



The screenshot shows the 'Welcome' page in the THEMIS system. It contains a login form with 'Username' and 'Password' fields, and 'Accept and Login' and 'Forgotten Password' buttons. A text box with instructions is overlaid on the form:

Enter your username and password here. Ensure your username is displaying correctly before you click to accept and login.

**Do not permit your computer to remember your login details.**



You should now be successfully logged into THEMIS and will either be directed to choose the entity you wish to access, or in the case of users registered to report on behalf of a single entity, you will be taken directly into your Home Page.

## 2. Logging into THEMIS - Existing Users

The THEMIS log on page is accessible from the GFIU website, [www.gfiu.gov.gi](http://www.gfiu.gov.gi), or by entering <https://disclosures.gov.gi/> into your web browser;

**THEMIS**

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### Welcome

This system is for the use of authorised users only and by continuing to use the system the user represents that he or she is an authorised user and accepts the [terms and conditions](#) of use. You acknowledge that all system usage may be logged and that any illegal or criminal use of this system will be passed to law enforcement.

Click [here](#) to contact the Financial Intelligence Unit.

Do not attempt to log in if you are not an authorised user. Please click on [exit](#) to return to the Guest page.

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To continue, enter your Username and Password and click Accept and Login.

If you are accessing your account for the first time please click [here](#) to complete the set-up process

Username

Password

[Accept and Login](#) [Forgotten Password](#)

If you have difficulties logging in, please contact the Financial Intelligence Unit.

1. Enter your username and password (case sensitive)

2. Click 'Accept and Login' to access THEMIS.

Ensure your username is displaying correctly and you have entered your current password accurately before you click to 'Accept and Login'. If either of these fields has auto-populated, you must delete the contents and re-type your details.

### **Do not permit your computer to remember your login details.**

You should now be successfully logged into THEMIS and will either be directed to choose the entity you wish to access, or in the case of users registered to report on behalf of a single entity, you will be taken directly into your Home Page.



### 3. Login Failed

If you enter your login details incorrectly more than five times, your account will be disabled for five minutes. The time that you can next attempt to login will be displayed on the THEMIS log on screen.

THEMIS

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#### Welcome

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Click [here](#) to contact the Financial Intelligence Unit.

Do not attempt to log in if you are not an authorised user. Please click on [exit](#) to return to the Guest page.

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To continue, enter your Username and Password and click Accept and Login.

If you are accessing your account for the first time please click [here](#) to complete the set-up process

**Login Failed - This account has been disabled until 15:24 on 07 January 2022**

Username   
Password

[Accept and Login](#) | [Forgotten Password](#)

If you have difficulties logging in, please contact the Financial Intelligence Unit for help on +350 200 70211.

If, after the time has elapsed, you attempt to log in with an incorrect details again, your account will time out for a longer period of time. This will continue until your eighth incorrect attempt, at which point you will be advised to contact the GFU.

Please be aware that you may be asked to confirm your personal details, such as your date of birth or contact details, in order to satisfy our security requirements.

THEMIS

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#### Welcome

This system is for the use of authorised users only and by continuing to use the system the user represents that he or she is an authorised user and accepts the [terms and conditions](#) of use. You acknowledge that all system usage may be logged and that any illegal or criminal use of this system will be passed to law enforcement.  
Click [here](#) to contact the Financial Intelligence Unit.

Do not attempt to log in if you are not an authorised user. Please click on [exit](#) to return to the Guest page.

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To continue, enter your Username and Password and click Accept and Login.

If you are accessing your account for the first time please click [here](#) to complete the set-up process

**Login Failed - Please contact the Financial Intelligence Unit for help on +350 200 70211. You will need to know the answer to your security question in order to request that your password is reset.**

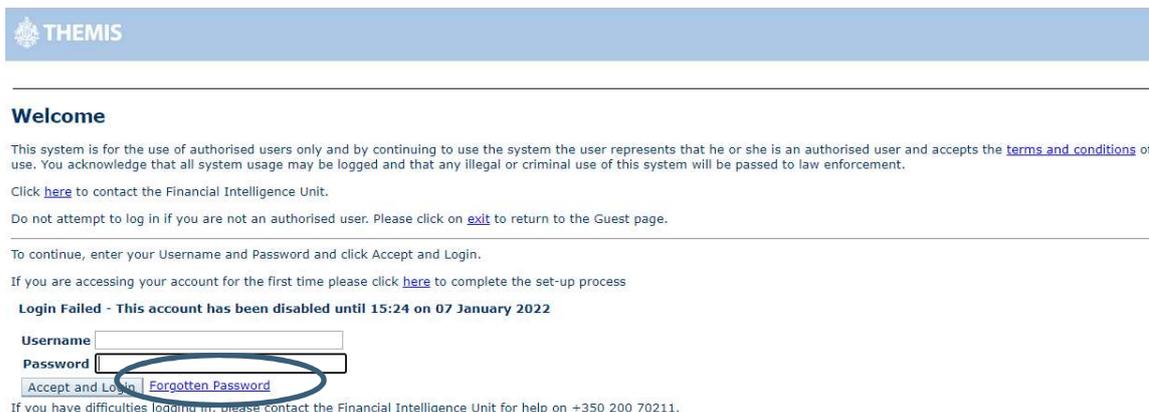
Username   
Password

[Accept and Login](#) | [Forgotten Password](#)

If you have difficulties logging in, please contact the Financial Intelligence Unit for help on +350 200 70211.

## 4. Obtaining a New Password

If you have forgotten your password and your account is not suspended (i.e. you have not had a notification on the login screen to contact the GFIU, as above) then you can request a new password. To do this, navigate to the log in page and click on the 'Forgotten Password' link.



**THEMIS**

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**Welcome**

This system is for the use of authorised users only and by continuing to use the system the user represents that he or she is an authorised user and accepts the [terms and conditions](#) of use. You acknowledge that all system usage may be logged and that any illegal or criminal use of this system will be passed to law enforcement.

Click [here](#) to contact the Financial Intelligence Unit.

Do not attempt to log in if you are not an authorised user. Please click on [exit](#) to return to the Guest page.

---

To continue, enter your Username and Password and click Accept and Login.

If you are accessing your account for the first time please click [here](#) to complete the set-up process

**Login Failed - This account has been disabled until 15:24 on 07 January 2022**

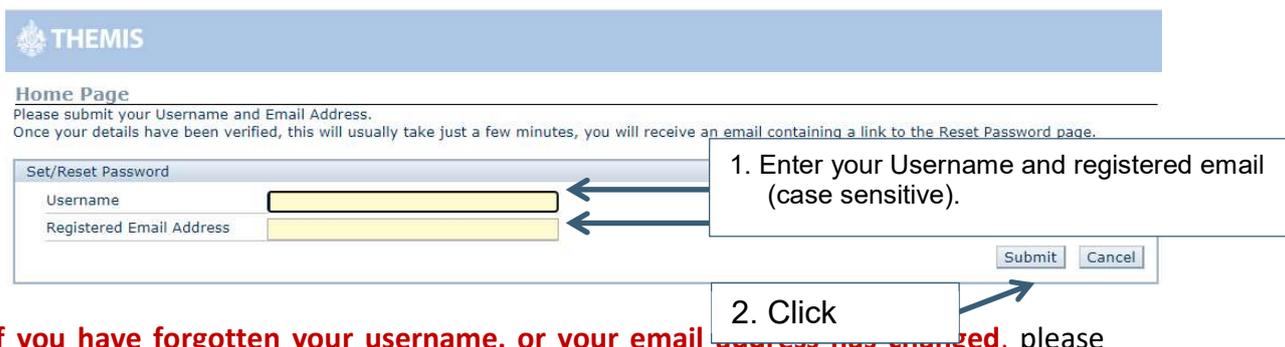
Username

Password

[Accept and Login](#) | [Forgotten Password](#)

If you have difficulties logging in, please contact the Financial Intelligence Unit for help on +350 200 70211.

The following screen will be displayed;



**THEMIS**

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**Home Page**

Please submit your Username and Email Address.  
Once your details have been verified, this will usually take just a few minutes, you will receive an [email containing a link to the Reset Password page.](#)

**Set/Reset Password**

Username

Registered Email Address

1. Enter your Username and registered email (case sensitive).

2. Click

**If you have forgotten your username, or your email address has changed,** please contact the GFIU on **+350 200 70211** or at [admin@gfiu.gov.gi](mailto:admin@gfiu.gov.gi).

If you see the following error message, you must contact the GFIU. It is likely that your account has been suspended or terminated and therefore requires a manual reset by a member of staff before you can proceed with your request for a new password.

**Please note that GFIU staff cannot provide you with a new password.**



## THEMIS

### Home Page

Please check the following:

- Your password cannot be reset automatically.
- Please contact the Financial Intelligence Unit for help on +350 200 70211.
- You will need to know the answer to your security question in order to request that your password is reset.

Please submit your Username and Email Address.

Once your details have been verified, this will usually take just a few minutes, you will receive an email containing a link to the Reset Password page.

Set/Reset Password

Username	<input type="text"/>
Registered Email Address	<input type="text"/>

If you entered in the correct details and your request for a password reset is successfully processed, you will see the below message and you will receive an automated email from [smtp.themis@gfiu.gov.gi](mailto:smtp.themis@gfiu.gov.gi) to your registered address.



This link is valid for **24 hours only**. If you do not reset within this time, you will need to repeat the process and request a new link.

If you do not receive an automated email within 24 hours, please check your junk email box and ensure the email has not been redirected or blocked by your firewalls. Please make sure that you entered in your username and registered email address correctly as they are case sensitive. The email address submitted on the THEMIS Registration Form must match the email address entered in the Set/Reset Password page for an automated email to be generated. If you have any problems, please contact the GFIU on tel **+350 200 70211** or at [admin@gfiu.gov.gi](mailto:admin@gfiu.gov.gi) for assistance.

Open the email and click on the link to access the Reset Password page;

THEMIS

### Home Page

Reset Password

Username	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

1. Enter your Username (case sensitive).
2. Enter a password (min. 8 characters, containing both letters and numbers and not the same as the last 5 passwords).
3. Repeat password (case sensitive).
4. Click 'Save'.



You will be taken back to the Welcome logon page – please **close this page down and open a new session** of the login page via the GFIU website, [www.gfiu.gov.gi](http://www.gfiu.gov.gi) or by entering <https://www.disclosures.gov.gi> into your web browser.

**THEMIS**

**Welcome**

This system is for the use of authorised users only and by continuing to use the system the user represents that he or she is an authorised user and accepts the [terms and conditions](#) of use. You acknowledge that all system usage may be logged and that any illegal or criminal use of this system will be passed to law enforcement.

Click [here](#) to contact the Financial Intelligence Unit.

Do not attempt to log in if you are not an authorised user. Please click on [exit](#) to return to the Guest page.

To continue, enter your Username and Password and click Accept and Login.

If you are accessing your account for the first time please click [here](#) to complete the set-up process

**Login Failed - This account has been disabled until 15:24 on 07 January 2022**

Username

Password

[Accept and Login](#) [Forgotten Password](#)

If you have difficulties logging in, please contact the Financial Intelligence Unit

1. Enter username and new password (case sensitive)

2. Click 'Accept and Login' to access THEMIS.

**Do not permit your computer to remember your login details.** If either of these fields has auto-populated, you must delete the contents and re-type your details.

You should now be successfully logged into THEMIS and will either be directed to choose the entity you wish to access, or in the case of users registered to report on behalf of a single entity, you will be taken directly into your Home Page.

## 5. Changing your Password whilst Logged into THEMIS

If you wish to change your password whilst it is still active, you can do so by clicking

**THEMIS**

[Home](#) [Disclosure](#) [Financial Liaison Notices](#) [MLRO Information](#) [Guidance & Legislation](#) [Notice Board](#) [Change Password](#) [Exit](#)

Home Page

You will need to enter your current password and your new password and click 'Save'. **Passwords must be a minimum of 8 characters, containing upper and lowercase letters and at least one number. The password must not be the same as your last 5 passwords.**



For security and maintenance reasons, we recommend that you log in and change your password at least once a quarter, and that you **do not share your login details with anyone. Any accounts inactive for more than 12 months are at risk of being terminated.**

## 6. Changing your User Details

If you require your user details to be updated, please contact the GFIU on **+350 200 70211** or at [admin@gfiu.gov.gi](mailto:admin@gfiu.gov.gi) for assistance and a member of staff will advise you as to whether a new THEMIS Registration form is required.

If you require the GFIU to make changes to your access permissions in relation to the entities you are registered to report on behalf of via THEMIS (i.e. the dropdown list of FSB's/RB's), please complete and return a signed THEMIS Registration Form, copies of which can be found in the 'Guidance and Legislation' tab in the MLRO Portal and on our website, [www.gfiu.gov.gi](http://www.gfiu.gov.gi).

## 7. Exiting THEMIS

Please ensure that when you log out of THEMIS that you do so by using either the 'Logoff' button at the top of the page, or by clicking the 'Exit' tab.



**Failure to log off correctly may cause problems the next time you attempt to log in.**

## 8. Contacting the GFIU for Assistance

The GFIU are available to provide assistance **Monday to Friday** between **8.00am-3pm**. Our main telephone number is **+350 200 70211**.



If you require assistance outside of these times, please email [admin@gfiu.gov.gi](mailto:admin@gfiu.gov.gi) and we will respond when the Office is open.