

CONTENTS

INTRODUCTION	2
ACCESS	2
HOME PAGE	4
DOCUMENTS	5
CONNECTIONS	7
PROFILE	8
ORDERS	9
ORDER PROCESS	
SUPPORT AND FAQ	



INTRODUCTION

The IMI's Digital Certificates eModule is a secure online portal providing access to digital copies of candidate Qualification, Quality Assured Programmes (QAP) and IMI Accreditation achievement certificates.

The candidate portal enables users to have access to all certificated achievements with the IMI. Digital copies are provided and can be downloaded to secure PDF format.

The purpose of this document is to provide step by step instructions on all processes which relate to Candidate access to the IMI's Digital Certificates eModule.

ACCESS

To access this system, please use the following link:

https://veri.theimi.org.uk/

To gain access candidates will need to go through the registration process:

			Registration FAQ L
Candidates	Employers	(a) Login	
Log into your document dashboard to: - View your qualification documents	Connect with candidates to: - Check their qualifications	Username *	Username
- Share your qualification documents with Employers	- View their qualification documents	Password	Password
- Order reprints of your documents			Remember me
- order proor of quannearon recers			
REGISTER	REGISTER	FOR	GOTTEN PASSWORD?

The registration process is split in to 3 sections:

- Register (Login) insert candidate username (email address) and password which will provide access to the system.
- Candidate data so we can match the certificated details to the account if candidate number is not known, insert NA.
- Access (Confirm) confirm inserted details and submit.

N/A



IMI INSTITUTE or the MOTOR INDUSTRY		Registration FAQ Login
HOME > REGISTRATION > CANDIDATE REGISTRATION		
ANDIDATE REGISTRATION		
Follow our simple 3 step process to create your account and acc	ess your Document Dashboard.	
1. REGISTER Enter your registration details below.	2. ACTIVATE Activate your account.	3. ACCESS
1 ✓ Login	2 ✓ Profile	3 Confirm
LOGIN		
Email Address		
PROFILE		
Candidate Number		
First Name	Surname	
Telephone Number Date of Birth	Mobile Number	
		SUBMIT

If all of the data inserted matches a candidate record in our database, an email will be sent to the candidate providing them with their access details.

If any of the data does not match, we have to manually verify the details. An email will be sent to the candidate to advise them they are pending authorisation.

N/A



HOME PAGE

The Candidate home page is split into sections:

- Documents
- Connections
- Profile
- Orders
- Support
- FAQ



Each section can be accessed via the menu running across the top of the screen or via the icons in the middle of the page. Each page also has a help section in the top right hand corner. Users can always return to the home page by clicking Home or the IMI logo.

N/A



DOCUMENTS

Candidates will be able to view all certificated achievements with the IMI within this area:

								J.	ຕາງປະດາ 🛛 🔞
IMI INSTITUTE OF THE MOTOR INDUSTRY	Candidate Home	Documents	Connections	Profile	Orders	Support	FAQ	Logout	0 items £0.00
HOME > CANDIDATE HOME > DOCUMENTS									
DOCUMENTS									
Hover over the icons below to see which them with third parties, raise an enquiry IMI LEVEL 3 NVQ DIPLOMA IN	qualification documents and order Certificate rep N CUSTOMER SERVIC	are available for y rints or POQ (Proc	ou to view. Use th of of qualification) IMI	e actions drop letters.	o-down mer	nu to view elec MOT TESTI	ctronic ve	ersions of you ASSES 1 A	ir documents, share
Certific 0162675 Qualific 500/934 Candida 0006101 E E Issue Da 4-Januar	ate Number 56-01-Q3NF ation Number 9/6 ate Number 10 ate 1y-2017		D			Certificate No 201645461-01-1 Qualification 501/8930/7 Candidate Nu 20061010 Issue Date 26-October-20	umber NU8R Number umber		Ξ

Clicking the

ic

icon which will display the following options:

Details
< Share Qualification
eDocuments
🗋 eCertific ate
🖹 eTranscript
Order
Order POQ
🔒 Order Certificate

N/A



Details - this will show the document card:

CERTIFICATE DETAILS	×
DC Certificate Number	U1655993-0 1800
Fullname	stison Jakis Minology
Candidate Number	4225111C
Qualification Number	603/1465/5
Grade	Pass
Issue Date	06/06/2017
Centre	Fanshaws
Expiry Date	
Description1	
	PRINT CLOSE

- Share qualification more information on this process starts on follow section.
- eCertificate and eTranscript these will provide PDF versions of full and unit/credit certificates (certificates issued before 1st November 2017 will only have the Document card available. PDF versions of certificates are only available for certificates issued on or after this date).
- Order POQ and order Certificate this document more information on these processes start on page 10 of this document.
- Raise an Enquiry this is used if any of the details this for the achievement are believed to be incorrect.



CONNECTIONS

This section of the website enables candidates to share their achievement data with external third parties such as potential employers, colleges/training providers etc.

							- John Budilina
MI INSTITUTE MOTOR INI	OF THE DUSTRY	Candidate Home	Documents	Connections F	Profile Order:	s Support FAQ	Logout 1 items £25.88
HOME > CANDIDA	TE HOME > CONNECTIO	NS					
ONNECTION	S						
+ ADD CON	INECTION						
ruo 1	View	10 v records Found	total 1 records				
Company	Name 🔺	Email Address	Status		Created Date	Approved Date	Expiry Date
The IMI	Simali Jadusch	jintkey s@imin aruslo glui	Account is	s currently active	03/01/2018	03/01/2018	31/01/2018 =
Page < 1	> of 1 View	10 v records Found	total 1 records				

Certificates issued before 1st November 2017 will only have the Document card available and are not able to be shared with third parties.

To share achievement data click 'Add Connection'. The below screen appears.

											a 1.11.
IMI INSTITUTE or the MOTOR INDUSTRY	Y	Candidate Home	Documents	Connections	Profile	Orders	Support	FAQ	Logout	0 items £0.00	
	E > CONNECTIONS > ADI	O CONNECTIONS									
THIRD PARTY DE	TAILS			DO	CUMENT P	PERMISSIO	NS				
First Name *	First Name			a	ERTIFICATE						
Surname *	Surname				Qualificatio	n	eCertific	ate (eTranscript		
Email *	Email				IMI Level 3 N Customer Ser	VQ Diploma i rvice	n 🗸		*		
Company *	Company				IMI Level 2 Av Testing (Class	ward in MOT ses 1 and 2)	v		~		
Expiry Date	Expiry Date	<u> </u>			Accredited As	sessor	\checkmark				
	SEND										



Insert the third party information and select the achievement details which are to be shared. Once completed, click Send.

When inserting the details the user is required to insert an Expiry date. This date determines how long the third party will have access to the achievement details. If this is left blank, 1 month's access will be provided.

Upon completion of adding a connection, the third party will be sent a confirmation email and will be asked to register on this system to gain access to the achievement details.

Third parties also have the ability to request a connection. If a third party tries to connect with a candidate, the candidate will receive an email with the request information. The candidate will need to approve before access is granted.

For existing connections candidates have the ability to:

- Extend reduce or extend the connection expiry date
- Permission add or remove achievement details to the connection
- Delete delete the connection so the third party no longer has access

PROFILE

Each candidate will have a profile:

											uhin Buchenum 👘 🛛 🛛
	RY	Candidate	Home	Documents	Connections	Profile	Orders	Support	FAQ	Logout	1 items £25.88
HOME > CANDIDATE HO	ome > profile										
SER PROFILE											
	350 x 350									DETAILS	ADDRESS BOOK
				Candida	te Number (0071010					
				Fi	rst Name * J	u.n					
F	i E Jununnr				Surname *	3เป็นสาวาท					
ORDERS	CERTIFICATES	LETTERS			Telephone	C Telep	hone				
1	47	0			Mobile	s. Mobil	e				
f Facebook				D	ate of Birth	(S/N//1977					
9 Twitter						SAVE					
G+ Google Pl	lus										
in LinkedIn											
SA	WE										
Username *	johu2@sintur.og	pui.									
Password	Password										
Confirm Password	Confirm F	assword									
SA	VF										

N/A

The following actions can be completed here:

- Add a photo click on the grey circle above the candidate name and select a photo from own device. Please be aware that this photo will be viewable by third party users.
- Insert social media details.
- Update username and password.
- Add/remove address to the address book for ordering purposes.

ORDERS

This is where all previous orders made through this system will be displayed:

					• * 0	rt i Lickeley 🛛 🔞
	Candidate Home Docum	ents Connections	Profile Orders	Support FAQ	Logout	0 items £0.00 🚺
HOME > CANDIDATE HOME > ORDERS						
RDERS						
Page < 1 > of 1 View 10	v records Found total 1 reco	rds				
ID y Total Products 🔶 T	ransaction Reference	Status		Paid		Actions
5520 1 {/	A87FD651-CA86-CFD6-2935- 4627CEAB3E5}	SagePay		Processing (Cleared pay	/ment)	22/03/2018 08:55
Page < 1 > of 1 View 10	v records Found total 1 reco	rds				



ORDER PROCESS

Candidates have the ability to order duplicate certificates and or proof of qualification letters from this system.

This process can be completed by selecting Order Certificate or Order POQ from the relevant document card. Please see page 5 of this document for more information.

The Document Reprint area is displayed:

			John Michenan
IMI INSTITUTE are the MOTOR INDUSTRY			0 items £0.00
Home Print Batches	Orders Profile Docu	iment Downloads Search Support FAQ Logo	ıt
HOME > CENTRE > PRODUCT			
E	DOCUMENT REPRINT		
C	from £25.88 Order additional copies of y	our The IMI qualification documents. Orders will be processed with	in 10 working
and the second	CERTIFICATE	01685947-01-LTST	
V	QUALIFICATION TITLE	IMI Level 1 Award in Cycle Maintenance	
	QUALIFICATION DATE	17-August-2017	
	REPRINT REASON •	Please select ^	
		Please select	ADD TO CART
The system is limited to purchasing a maximum of 1 docume	nt per achievement.	Orginal damaged Original lost Duplicate required	
		Other eModule request	

Candidates need to select the number of copies they require (please be aware that only 1 duplicate certificate or proof of qualification letter can be ordered per candidate per achievement) and the reason for the duplicate certificate before clicking Add to Cart.

N/A



The candidate will then be taken to their Basket. Multiple duplicate certificates or proof of qualification letters can be added to the basket before checking out.

Once ready to checkout, the candidate can click Checkout from their basket:

										ijeha :	iuchenan 🛛 🔞
ІМІ	INS MO									1 i	tems £25.88 ╒
		Hon	ne Print Batches	Orders	Profile	Document Downlo	oads Sear	ch Suppor	rt FAQ I	Logout	
A HOME	⊧ > ET	BASKET									
		Product					Quantity	Price	Sub Total	VAT	Gross
		Document Reprint					1	£25.88	£25.88	£0.00	£25.88
		Qualification Title: IMI Level Reference: 01685947-01-LTS Reason: Duplicate required	1 Award in Cycle Maintenan T	ce							
									× REN	10VE SELECTED	
										Sub Total	£25.88
										Delivery	£0.00
										VAT	£0.00
										TOLAI	£23.88
								- Continu	E SHOPPIN	IG 🏲 C	HECKOUT



The order process consists of 5 sections:

	Home	Print Batches	Orders	Profile	Document Down	iloads Sea	irch Sup	port FAQ	Logout	
Home > Checkout										
HECKOUT										
1		2			3		4			5
Basket		Billing			Delivery	D	elivery Opt	ions	Co	nfirm
Product						Quantity	Price	Sub Total	VAT	Gross
Document Reprin	ıt					1	£25.88	£25.88	£0.00	£25.88
		ard in Cycle Maintenance	2							
Qualification Title: Reference: 0168594 Reason: Duplicate n	IMI Level 1 Awa 47-01-LTST equired									
Qualification Title: Reference: 0168594 Reason: Duplicate n	IMI Level 1 Awa \$7-01-LTST equired								Sub Total	£25.88
Qualification Title: Reference: 016859 Reason: Duplicate r	IMI Level 1 Aw: 17-01-LTST equired								Sub Total Delivery	£25.88 £0.00
Qualification Title: Reference: 016859 Reason: Duplicate r	IMI Level 1 Awa 47-01-LTST equired								Sub Total Delivery VAT	£25.88 £0.00 £0.00
Qualification Title: Reference: 016859 Reason: Duplicate r	IMI Level 1 Awa 47-01-LTST equired								Sub Total Delivery VAT Total	£25.88 £0.00 £0.00 £25.88

- Basket this allows candidates to confirm what they are ordering
- Billing this allows candidates to insert the billing address
- Delivery this allows candidates to insert the delivery address
- Delivery Options this allows candidates to select either:
 - > Royal Mail signed for 2nd Class there is no charge for this option
 - ➢ Royal Mail signed for 1st Class this will be charged at £3.50
 - Please be aware that all international deliveries will show as no charge on this system. A member of the team will make contact to work out the delivery charge and to arrange for payment.
- Confirm this allows candidates to confirm all details before the order is placed

N/A



Once the order has been confirmed, the candidate will be taken to SagePay:

•	o 0	
Institute of the Motor Industry	How do you want to pay?	
То рау £25.88	VISA Visa VISA Visa Debit	>
	VISA Visa Electron MasterCard	>
	Debit MasterCard	>
	< Cancel	
	Your payment is sec	cured by sage pay

Select the correct card type and insert the required information:

٥	•	0
Institute of the Motor Industry order description: The IMI - Document Reprints To pay £25.88	Your card details A Name	U cvc
	< Back	Confirm card defails > Your payment is secured by Sage pay

Review the order and click the Pay now button when ready.

ø	o •
Institute of the Motor Industry Order description: The IMI - Document Reprints	Review your order
то рау £25.88	Transaction details Description: The Min - Document Reprints Transaction Reference: S380_moneSM2xUMyCEy14.0HSQ Amount: 225.88 Your Shopping Basket Your Shopping Basket + Payment Details + Billing Address Address

If payment is successful, the candidate will be returned to the orders page and will see the confirmed order.

If payment is unsuccessful, the candidate will be taken to the first payment page so they can try again.



SUPPORT AND FAQ

The support area provides users with contact information and the FAQ section provides a list of common questions and answers.