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## 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 Employers portal allows users to engage with candidates and view their achievements.

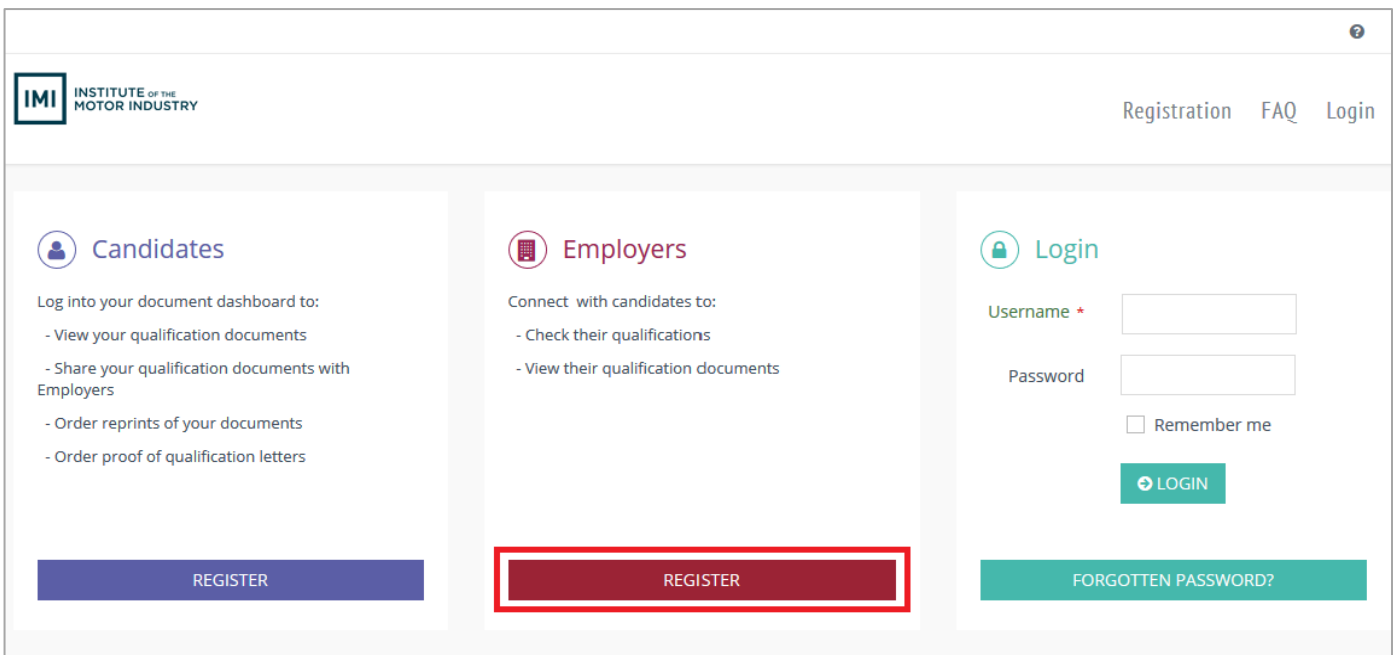
The purpose of this document is to provide step by step instructions on all processes which relate to Employers access to the IMI's Digital Certificates eModule.

## ACCESS

To access this system, please use the following link:

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

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



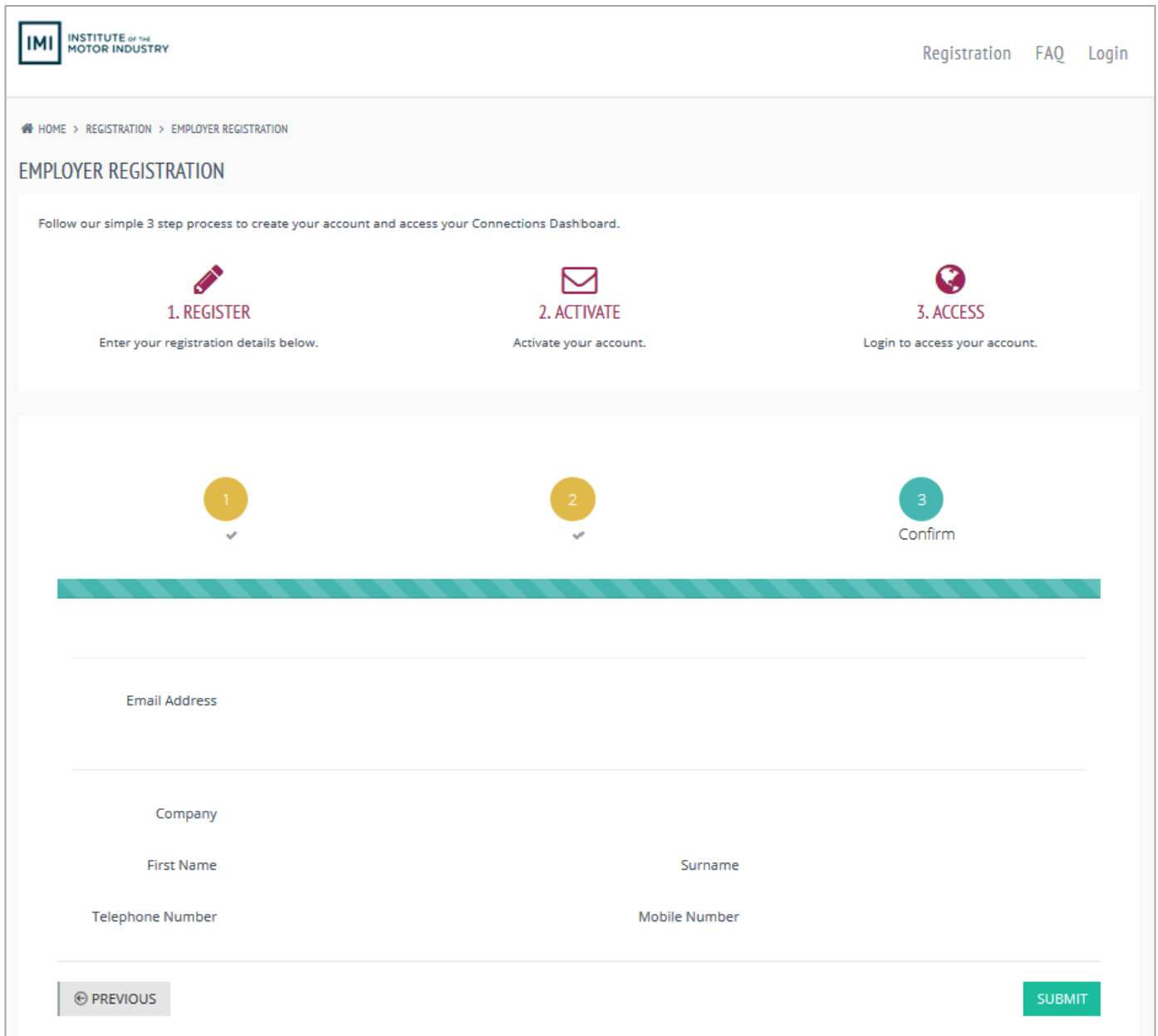
The screenshot shows the IMI Institute of the Motor Industry portal. At the top right, there are links for 'Registration', 'FAQ', and 'Login'. The main content area is divided into three columns:

- Candidates:** Includes a 'REGISTER' button (purple).
- Employers:** Includes a 'REGISTER' button (red, highlighted with a red border).
- Login:** Includes fields for 'Username' and 'Password', a 'Remember me' checkbox, a 'LOGIN' button (teal), and a 'FORGOTTEN PASSWORD?' link (teal).

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The registration process is split in to 3 sections:

- Register (Login) – insert username (email address) and password which will provide access to
- the system
- Activate (Profile) – insert employer and user details
- Access (Confirm) – confirm inserted details and submit




IMI INSTITUTE OF THE MOTOR INDUSTRY

Registration FAQ Login

HOME > REGISTRATION > EMPLOYER REGISTRATION


### EMPLOYER REGISTRATION

Follow our simple 3 step process to create your account and access your Connections Dashboard.




**1. REGISTER**

Enter your registration details below.



**2. ACTIVATE**

Activate your account.



**3. ACCESS**

Login to access your account.

1

✓

2

✓

3

Confirm

---

Email Address

---

Company

---

First Name Surname

---

Telephone Number Mobile Number

---

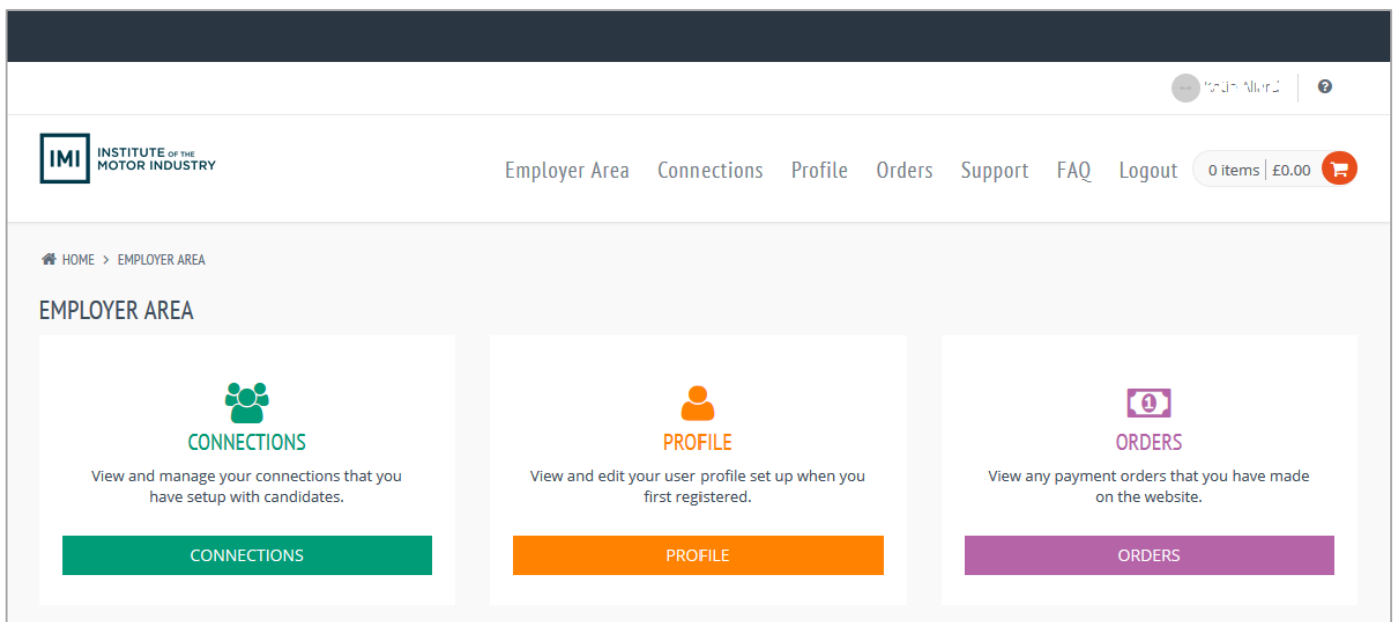
⏪ PREVIOUS
SUBMIT

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## HOME PAGE

The Employer home page is split into sections:

- 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.

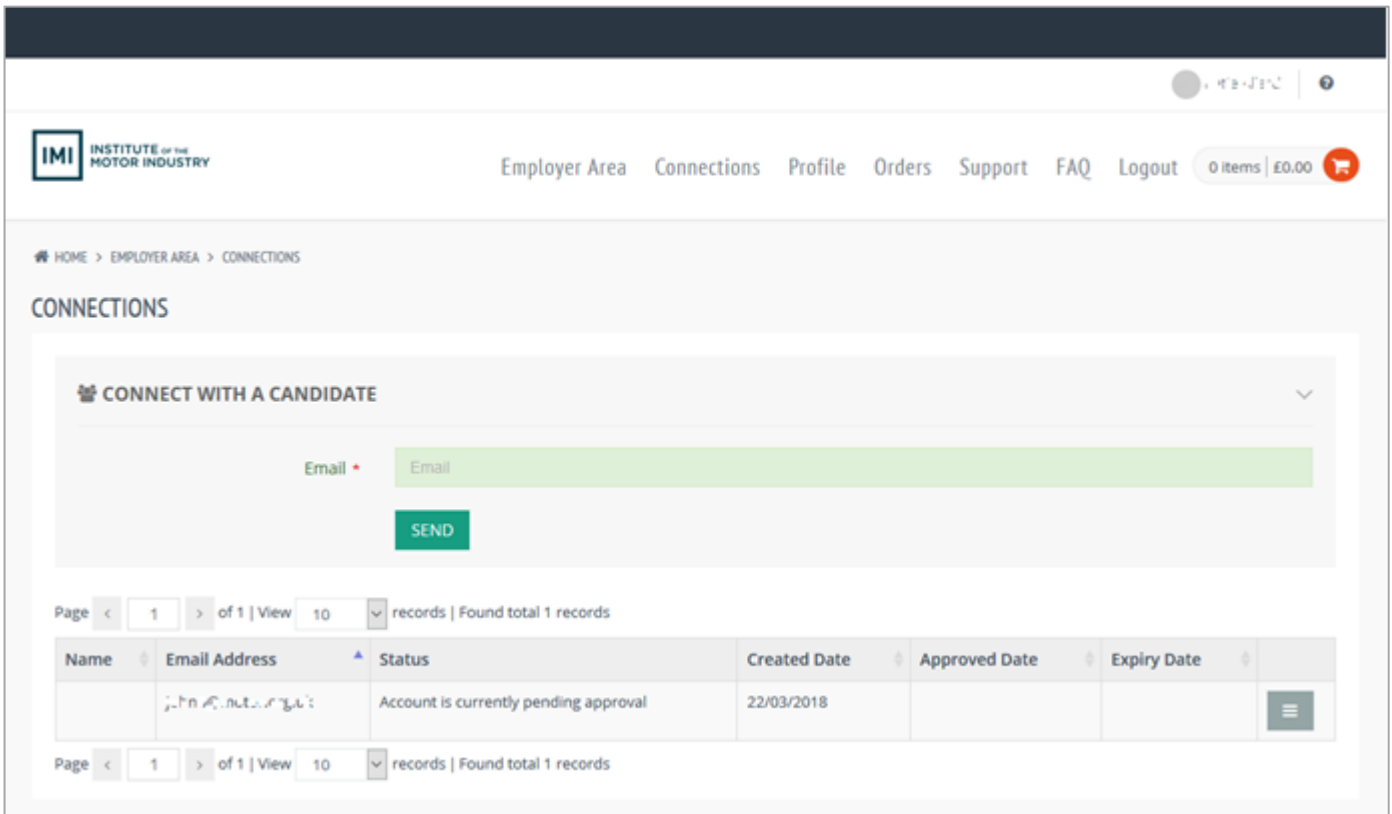
## CONNECTIONS

This section of the website enables employers to request access to candidate achievements.

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## Employer connection request

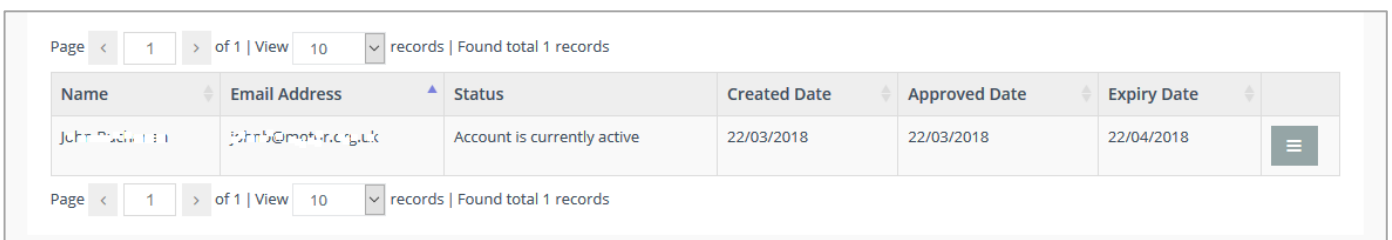
To request access to candidate achievements, the employer will insert the candidates email into 'Email' field and click 'Send'.



The screenshot shows the IMI Employer Area Connections page. At the top, there is a navigation bar with links for Employer Area, Connections, Profile, Orders, Support, FAQ, and Logout. A shopping cart icon shows 0 items for £0.00. Below the navigation bar, the breadcrumb trail reads HOME > EMPLOYER AREA > CONNECTIONS. The main heading is 'CONNECTIONS'. A form titled 'CONNECT WITH A CANDIDATE' is displayed, featuring an 'Email' input field and a 'SEND' button. Below the form, a table lists the connections. The table has columns for Name, Email Address, Status, Created Date, Approved Date, and Expiry Date. The first row shows a connection with the status 'Account is currently pending approval', created on 22/03/2018. Below the table, there is a pagination control showing 'Page 1 of 1 | View 10 records | Found total 1 records'.

This will send an email to the candidate advising them that an employer has made a request to access their achievements.

The status of the connection will show as Account is currently pending approval until the candidate has accepted the request. Once accepted, the status updates to Account is currently active. The approved and expiry dates are also shown:



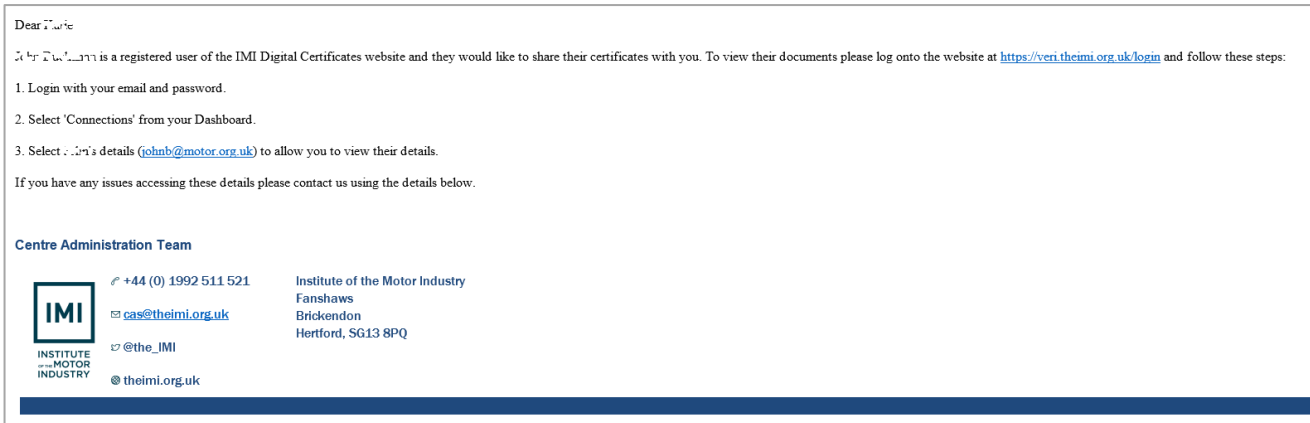
The screenshot shows the same table as the previous screenshot, but with an updated status. The status is now 'Account is currently active', and the 'Approved Date' is 22/03/2018 and the 'Expiry Date' is 22/04/2018. The pagination control remains the same: 'Page 1 of 1 | View 10 records | Found total 1 records'.

Name	Email Address	Status	Created Date	Approved Date	Expiry Date
Juan Rodriguez	juan@motor.co.uk	Account is currently active	22/03/2018	22/03/2018	22/04/2018

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## CANDIDATE CONNECTION REQUEST

Candidates are also able to start off the process of adding a connection. The employer will receive an email advising them that a candidate has shared their achievements:

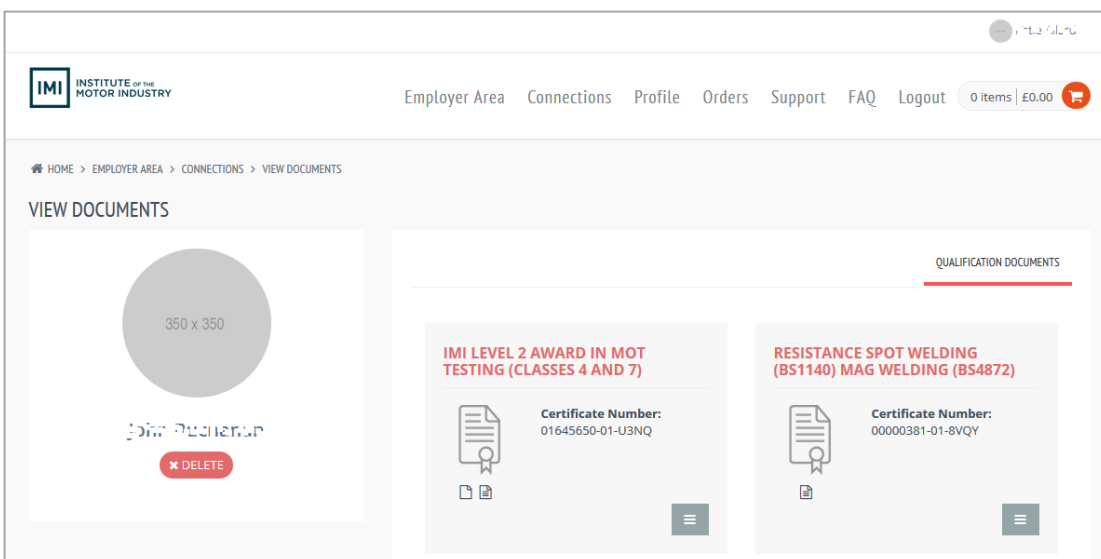


As the candidate has already granted permission, the connection status will show as Account is currently active.


## MANAGING A CONNECTION

Each connection has the following options when clicking the icon:

Extend	When adding a connection, the candidate sets an expiry date. This option allows the employer to request an extension to the expiry date.
Delete	This option allows the employer to delete the connection.
View	The employer will be able to view the achievements which have been shared with them.



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Each achievement has the following options when clicking the  icon:

- View details – view details of the achievement
- View eCertificate – view a PDF version of the achievement certificate
- View eTranscript – view a PDF version of the achievement transcript (unit)
- Proof of Qualification – order a copy of the proof of qualification letter
- Raise an Enquiry – let us know if there is an issue with the details

## PROFILE

Each employer will have a profile:

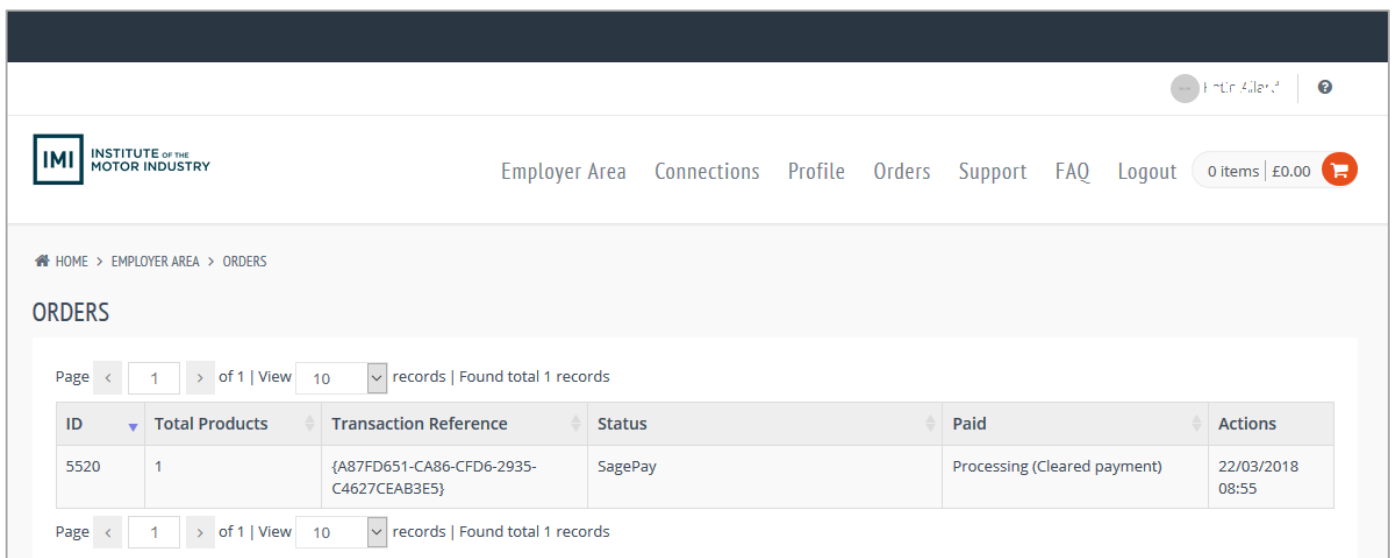
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The following actions can be completed here:

- Add a photo – click on the grey circle above the users name and select a photo from own device
- Insert social media details
- Update username and password details
- Update company, user and contact details
- Add/remove addresses to the address book for ordering purposes

## ORDERS

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



HOME > EMPLOYER AREA > ORDERS

ORDERS

Page < 1 > of 1 | View 10 records | Found total 1 records

ID	Total Products	Transaction Reference	Status	Paid	Actions
5520	1	{A87FD651-CA86-CFD6-2935-C4627CEAB3E5}	SagePay	Processing (Cleared payment)	22/03/2018 08:55

Page < 1 > of 1 | View 10 records | Found total 1 records

## ORDER PROCESS

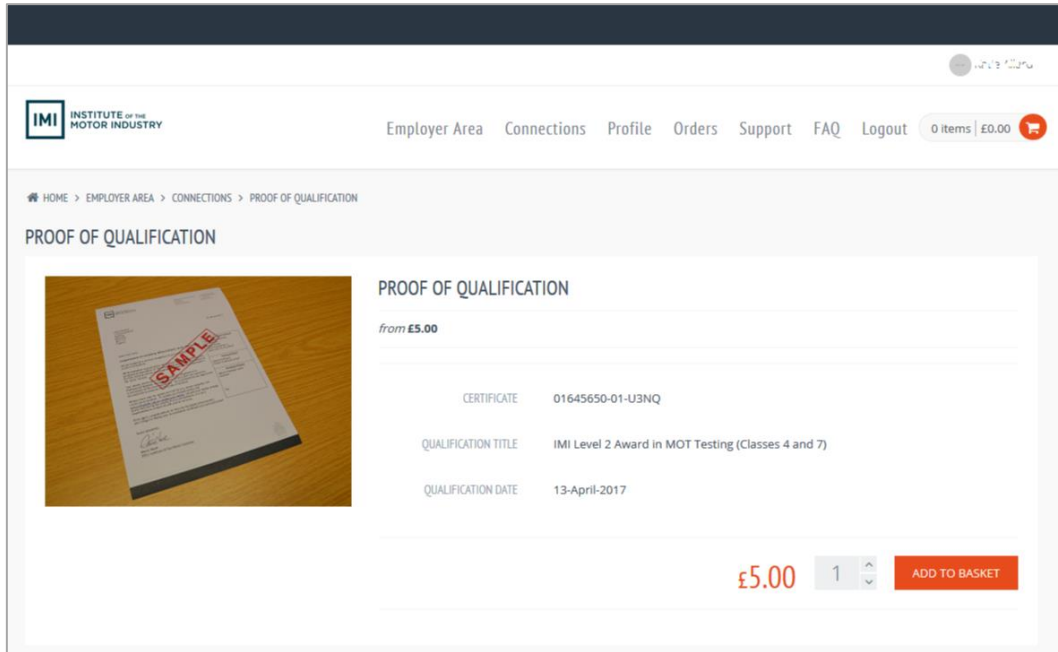
Employers have the ability to order proof of qualification letters from this system for any candidate who has shared their achievement(s).

This process can be completed by selecting Proof of Qualification as mentioned in [managing a connection](#) of this document.

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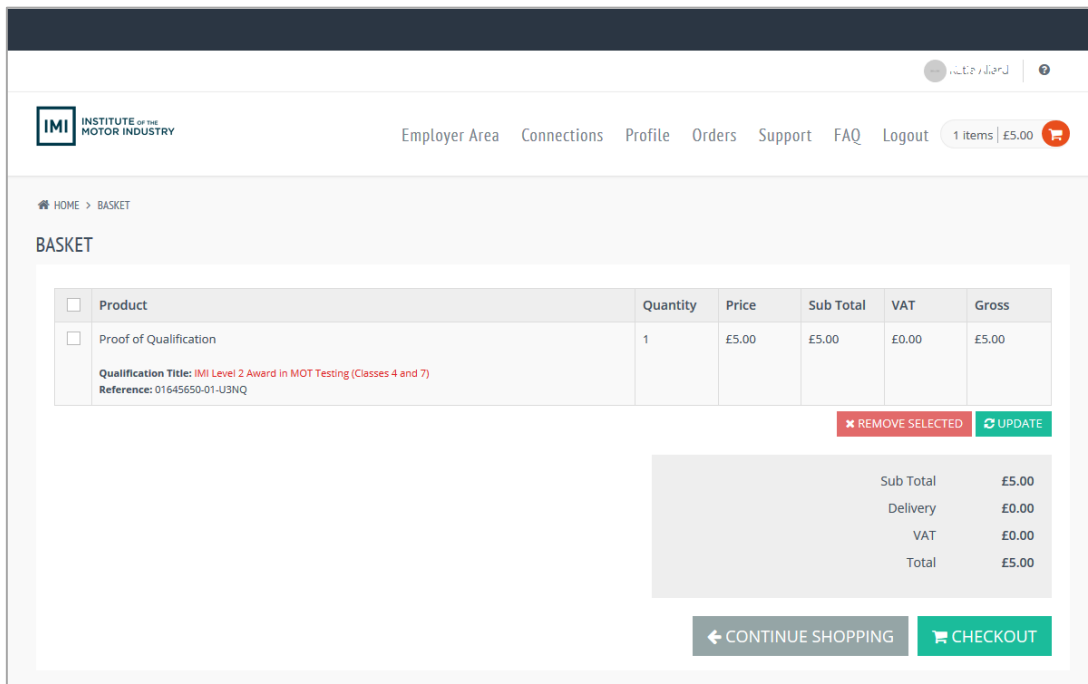


The Proof of Qualification order area is displayed:



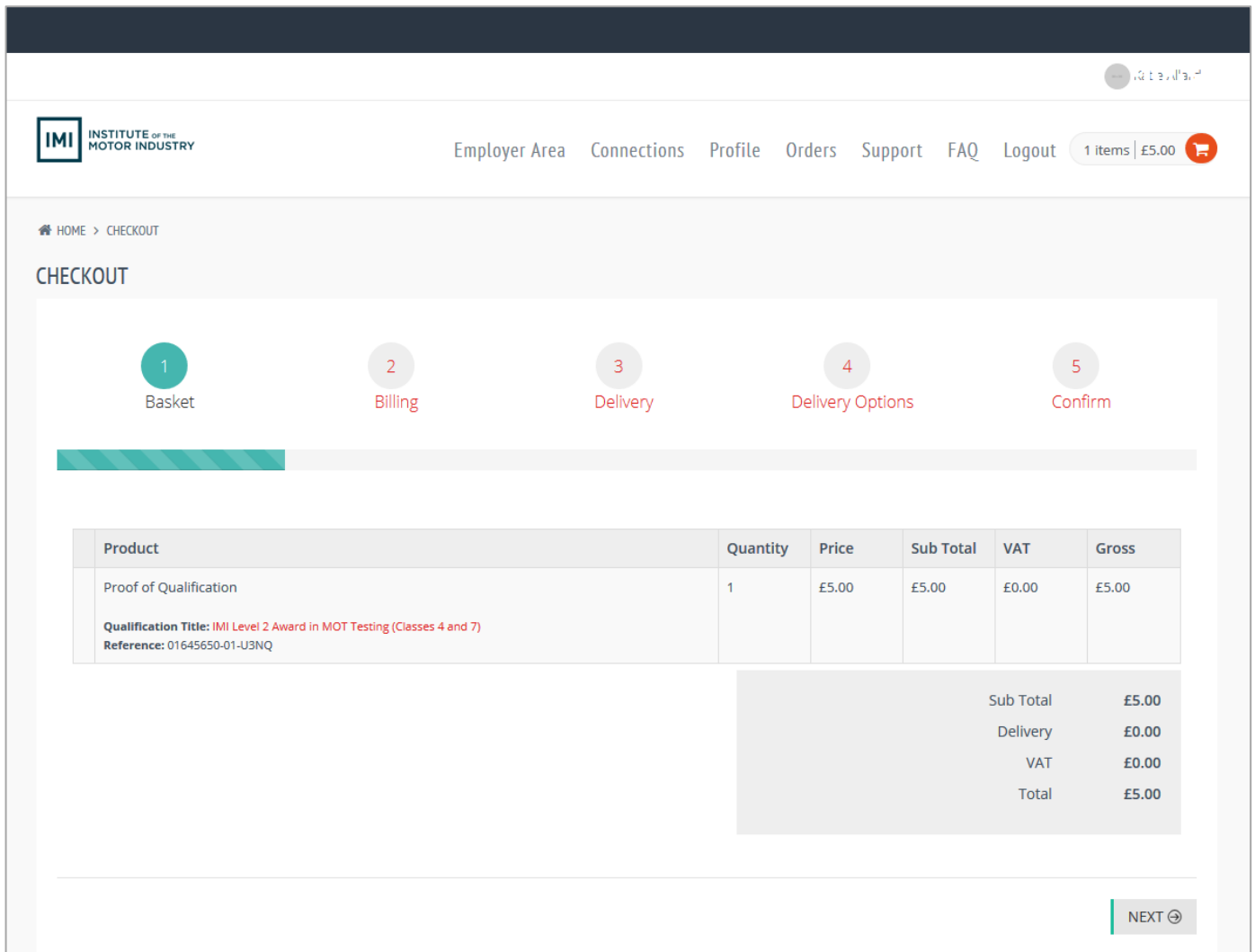
The employer will need to select the number of copies they require (please be aware that only 1 proof of qualification letter can be ordered per candidate per achievement) before clicking 'Add to Basket'.

The employer will then be taken to their Basket. Multiple proof of qualification letters can be added to the basket before checking out. Once ready to checkout, click Checkout from the basket:



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The order process consists of 5 sections:



HOME > CHECKOUT

### CHECKOUT

- 1 Basket
- 2 Billing
- 3 Delivery
- 4 Delivery Options
- 5 Confirm

Product	Quantity	Price	Sub Total	VAT	Gross
Proof of Qualification <small>Qualification Title: IMI Level 2 Award in MOT Testing (Classes 4 and 7) Reference: 01645650-01-U3NQ</small>	1	£5.00	£5.00	£0.00	£5.00

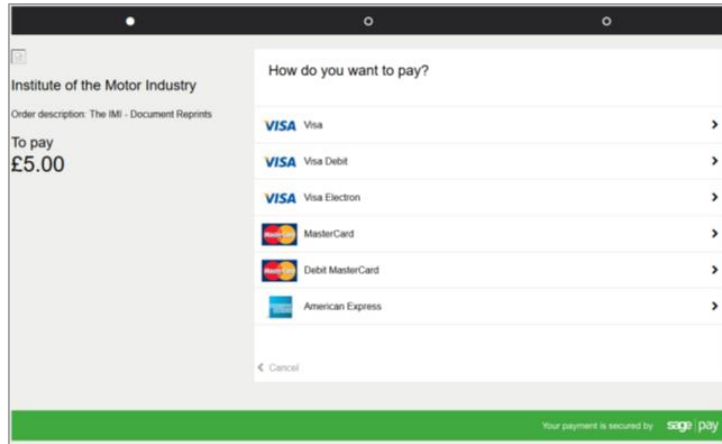
Sub Total	£5.00
Delivery	£0.00
VAT	£0.00
<b>Total</b>	<b>£5.00</b>

NEXT ➔

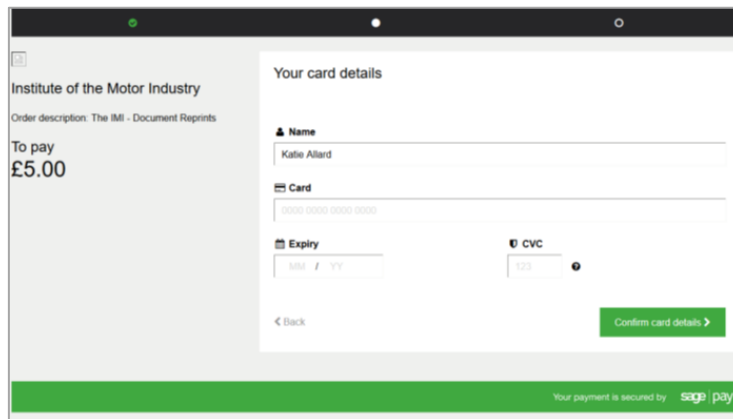
- Basket – this allows employers to confirm what they are ordering
- Billing – this allows employers to insert the billing address
- Delivery – this allows employers to insert the delivery address
- Delivery Options – this allows employers to select either:
  - Royal Mail signed for 2<sup>nd</sup> Class – there is no charge for this option
  - Royal Mail signed for 1<sup>st</sup> 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 employers confirm the order is placed

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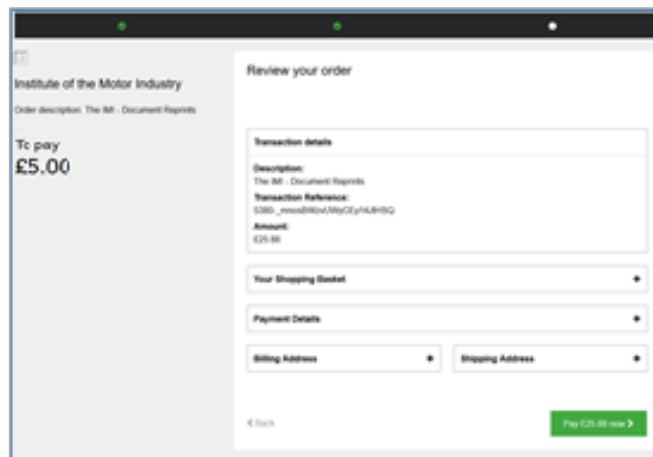
Once the order has been confirmed, the employer will be taken to SagePay:



Select the correct card type and insert the required information:



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



If payment is successful, the employer will be returned to the orders page and will see the confirmed order. If payment is unsuccessful, the employer will be taken to the first payment page so they can try again.

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## SUPPORT AND FAQ

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

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