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Lender or
Broker

CREATE AN INSPECTION REQUEST USING THE ASSET VERIFICATION PORTAL

1. Create an account with [DoxAI](#).
2. Launch Asset Verification from the Dashboard and Select **'New Inspection'**.
3. Enter the seller, buyer information.
4. Select a Lender, specify asset, state, inspection type and provide the lender reference or choose **'No Lender'**.
5. Review details and select **'Save & Update'**.

REVIEW ACTIVE INSPECTION REQUESTS

1. Log in to the Asset Verification portal.
2. Go to **'Inspections'** tab.
3. Select the desired inspection request and select the **'View inspection'** button at the right of respective inspection.

2

Asset
seller

COMPLETE THE INSPECTION USING THE ASSET VERIFICATION WEB APP

1. Go to webapp link from the inspection request Email/SMS.
2. Enter your 6-digit One Time PIN sent via text message.
3. Have relevant documents ready to verify yourself and the asset.
4. Select **'Photo Identification'** and take photos as required by the prompters.
5. Select **'Asset Photos'** and take photos as required by the prompters.
6. Select **'Rego papers'** and take photos of the asset registration document (you may be required to take other images). You may have an option to upload this document.
7. Select **'Funds Destination'** and take a photo of your bank statement header. The photo should include your name, BSB, Account number and bank logo. This is where the funds will be deposited.
8. Select **"Review and Submit"** and review all the uploaded documents.
9. Select **'Submit Documents'** after all information and documents have been uploaded. Please stand by your asset for 10 minutes in case any images are rejected.

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REVIEW AND SEND INSPECTION REPORT

1. Log into [DoxAI](#) and launch Asset Verification.
2. Go to **"Completed"** tab and locate the inspection using the search function.
3. Select **'Download Report'** to download the report as a single PDF document.
4. Select **'Lodge Report'** to send a PDF report to the selected Lender.