

## USER GUIDE

# 1

LENDER /  
BROKER

### CREATE DOCUMENT REQUEST USING VERIMOTO PORTAL

1. Log in to Verimoto portal
2. Select 'Start'
3. Enter Seller and Buyer Details
4. Verify details and select 'Submit'
5. Inspection Request will be created and sent out

### VIEW CURRENT REQUESTS

1. Log in to Verimoto portal
2. Select required inspection from the dashboard list or use Search function
3. Select 'View All Documents', 'Actions', or 'Lodge' as required
4. Select 'Save' or 'Cancel' to return to dashboard

### UPLOAD DOCUMENTS USING VERIMOTO APP

1. Download Verimoto app using the 'App Link' and login with the 'Inspection ID' received in the SMS or email
2. Select **'Verify ID'** to upload license image and take a photo of your face for facial recognition
3. Select **'Vehicle Details'** and upload images for 'VIN', 'Number Plate', and specified 'Car Images'
4. Select **'Rego Papers'** and upload registration
5. Select **'Bank Statements'** and upload front page of bank statement, and then select 'Submit'
6. Select **'Submit Inspection'** after all the documents are uploaded



# 2

SELLER /  
BUYER

# 3

LENDER /  
BROKER

### VIEW COMPLETED INSPECTION AND DOCUMENTS UPLOADED BY SELLER/BUYER

1. Login to Verimoto portal
2. Select the inspection
3. Select 'Export' to download a final report containing all the documents and search results