



# 1

**LENDER /  
BROKER**

### CREATE A INSPECTION REQUEST USING VERIMOTO PORTAL

1. Log in to the Verimoto portal at [portal.verimoto.com](https://portal.verimoto.com).
2. Select '**Start**'.
3. Enter Seller asset owner details and Buyer if necessary.
4. Select Lender.
5. Verify details and select '**Submit**'.
6. Inspection Request will be created and sent out.

### VIEW CURRENT REQUEST

1. Log in to the Verimoto portal at [portal.verimoto.com](https://portal.verimoto.com).
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 the Verimoto app using the **App Link** sent by SMS or email.
2. Login using your email and the **Inspection ID** received in the SMS or email.
3. Find and prepare documents for **ID Verification, Vehicle Details, Registration Papers, and Bank Statements**.
4. Select **Verify ID** to upload Driver Licence Image and take a selfie for facial recognition check.
5. Select **Vehicle Details** and upload images for **VIN, Number Plate, and specified Vehicle Images**.
6. Select **Registration Papers** and upload rego document (or skip if you don't have it).
7. Select **Bank Statements** and upload a bank statement (cropped to hide transactions to verify **Name, BSB, Account and Bank logo**).
8. Select **Submit Inspection** after all the documents are uploaded.

# 2

**OWNER**



# 3

**LENDER /  
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### VIEW COMPLETED INSPECTION AND DOCUMENTS UPLOADED BY OWNER

1. Log in to the Verimoto portal at [portal.verimoto.com](https://portal.verimoto.com).
2. Select the inspection from the dashboard or use search function.
3. Select '**Export**' and choose "PDF" to download a final report containing all the documents and search results.
4. Select "Lodge" to send a final PDF report to the selected lender.