



# **Seller's Handbook for Asset Verification**

**Version 1.2**

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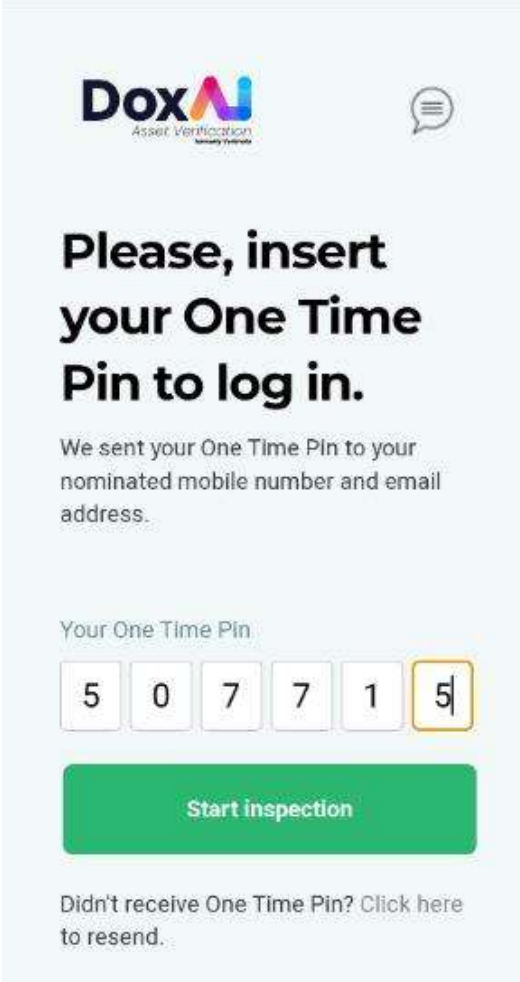
# Login with Inspection ID

1. Once an inspection is created, you will receive an SMS and/or an email notification to start the inspection.
2. The SMS/Email contains the Web-App link and relevant Inspection ID.

Hi **Seller name**, **Buyer Name** wants to buy your Motor Vehicle. Their lender  requires a DoxAI Asset Verification Inspection. Click here to begin: <https://go.verimoto.com/oatLdp> (Your inspection ID 5517).

3. On clicking the Web-App link from the SMS, you will be directed to the Web-App on the default browser of your device. Your Inspection ID and email will be pre-filled. Click “Log in” to proceed.

4. After providing the correct email / mobile number, you will receive a One-Time-PIN (OTP) to that email/phone number. Enter OTP and proceed with the inspection.



The image shows a mobile application interface for Dox AI Asset Verification. At the top left is the Dox AI logo with the tagline 'Asset Verification Anywhere'. To the right is a speech bubble icon. The main heading reads 'Please, insert your One Time Pin to log in.' Below this, a message states: 'We sent your One Time Pin to your nominated mobile number and email address.' Underneath, the text 'Your One Time Pin' is followed by a row of six input boxes containing the digits 5, 0, 7, 7, 1, and 5. The last box, containing the digit 5, is highlighted with a yellow border. Below the input boxes is a green button labeled 'Start inspection'. At the bottom, there is a link: 'Didn't receive One Time Pin? Click here to resend.'

**Dox AI**  
Asset Verification  
Anywhere

Please, insert  
your One Time  
Pin to log in.

We sent your One Time Pin to your  
nominated mobile number and email  
address.

Your One Time Pin

5 0 7 7 1 5

**Start inspection**

Didn't receive One Time Pin? [Click here to resend.](#)

# Start Inspection

1. After providing the correct OTP and clicking “**Start inspection**”, you will view the following welcome messages/instructions before proceeding to the inspection. You can skip these messages by clicking “SKIP”.
2. On clicking “Start inspection”, you will be directed to the Inspection Dashboard displaying the list of all the document sections that needs to be completed.

**Welcome to your Motor Vehicle inspection**

Step 1  
**Photo Identification**

In this step, you need to capture and submit the pictures of your Australian Driver Licence. The Driver Licence holder also needs to capture and submit his/her selfie.

**Get started**

Step 2 - Pending  
**Vehicle Photos**

Step 3 - Pending  
**Rego Papers**

Step 4 - Pending  
**Funds Destination**

# Completing Inspection

The web app will ask for camera, folder and location access permissions on your device. This is for the purpose of completing the inspection only and no other content or information will be uploaded/downloaded.

## Step 1: Photo Identification

The web app will ask if the person proceeding with the inspection is the rightful owner of the vehicle. Select Yes or No as applicable and click the right arrow “>” to continue. If no, you must specify your relationship with the owner.

**Ownership Relationship**  
Are you the owner of the vehicle?  
If you aren't or the vehicle is under a company name, please select **NO**

Yes

No

Save & exit

< >

**Ownership Relationship**  
Are you the owner of the vehicle?  
If you aren't or the vehicle is under a company name, please select **NO**

Yes

No ✓

What is your relationship with the owner?

Partner/Spouse ✓

Immediate Relative

Director

Employee

Other

Save & exit

< >

You will need to provide your Australian driver's license (image of both front and back), as well as a Selfie to verify your identity. These cannot be existing photos and must be captured in real-time. If the lender accepts Australian Passport, you will see can also choose to upload a photo of your passport instead of driver's license.

Step 1/6 - Identity Verification

### Identification Type

Please select the identification type you are willing to upload

Australian License

Australian Passport

Save & exit

< >

### Capture ID Document

Please, scan the Seller's ID for verification

Australian Driver's License

Front side



Retake

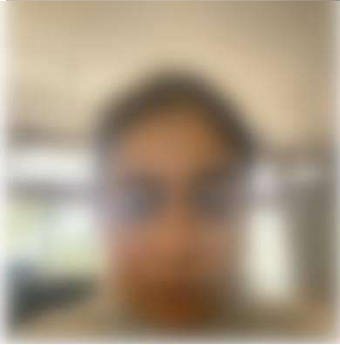
Back side



### Capture Selfie

Please, take a selfie to proceed

Note: Do not take Selfie with sun in the background. Avoid any flash on the photo captured.




Save & exit

< >

After submitting the three images, you will receive a green tick beside "Step 1: Photo Identification" in the dashboard and can then proceed to the next step - Vehicle Photos.

## Good job. 1 step completed

Step 1  
Photo Identification 

Step 2  
**Vehicle Photos**

You will need to take new photos of the vehicle (uploading existing photos not accepted). If the vehicle is not nearby, please move onto the next step and complete as soon as possible.

Get started

Step 3 - Pending  
**Rego Papers**

Step 4 - Pending  
**Funds Destination**

## Step 2: Vehicle Photos

You will be required to provide images of the build plate, number plate and vehicle. For each, you will be given a set of HELP instructions before capturing the image.

### Build plate



Save & exit

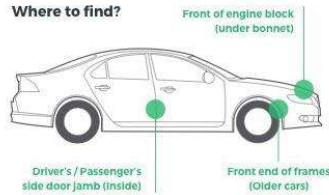


### Build plate

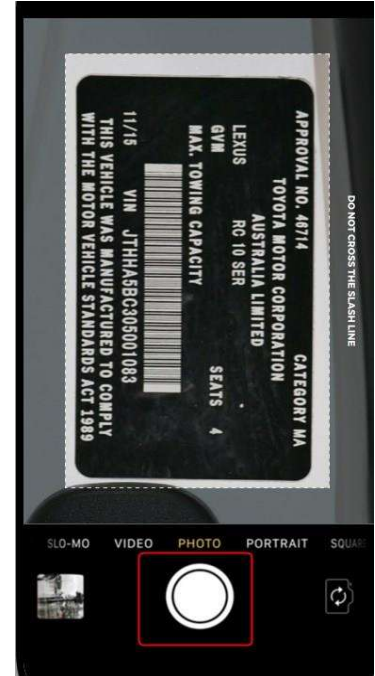
#### Build plate instructions:

- Do NOT take an image of the VIN Number on the windscreen.
- You MUST take a clear image of the full Build Plate that includes the VIN and other details

#### Where to find?



Ok, I got it



### Build plate



Retake

VIN number

Add an information

Save & exit



### Build plate



Retake

VIN number

JTHHA5BC30500183

Save & exit



### Number plate



Retake

Plate number

NX095Q

Save & exit





# Car photos

Front side



Retake

Back side



Retake

After submitting all required images, you will receive a green tick beside “Step 2: Vehicle Photos” on the dashboard and can then proceed to the next step- Rego Papers.

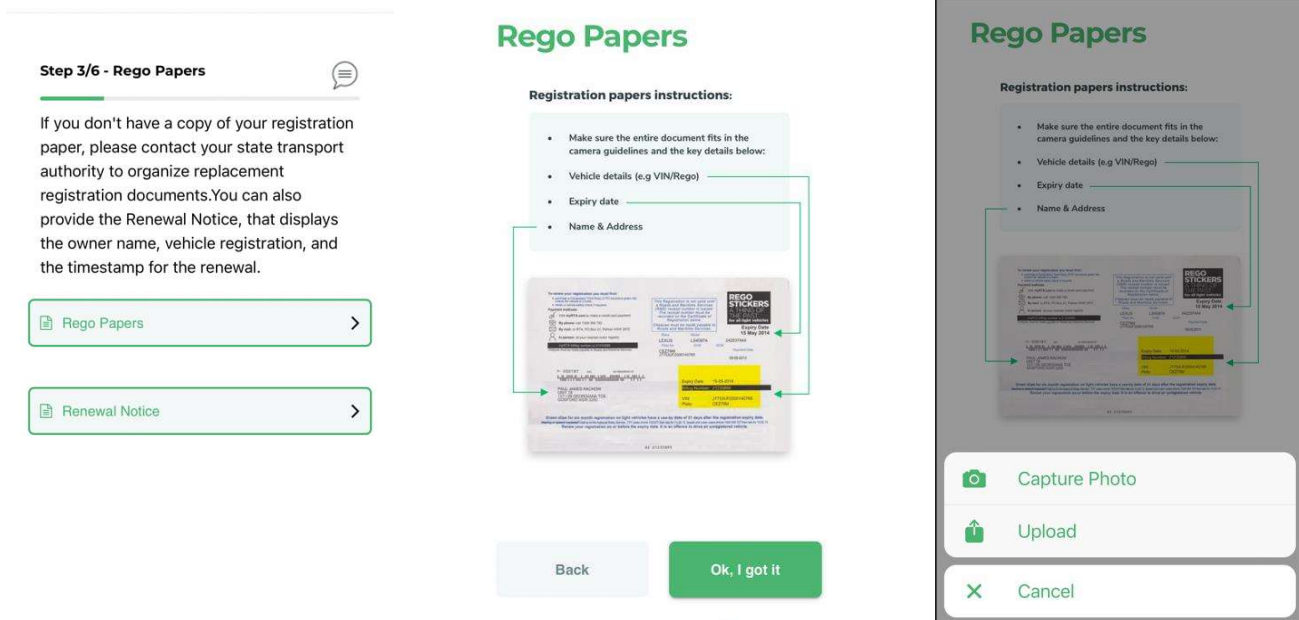
## Good job. 2 step completed

Step 1 Photo Identification	✓
Step 2 Vehicle Photos	✓
Step 3 <b>Rego Papers</b> In this step, you need to select your state and capture and submit the picture of the vehicle's registration document.	
<a href="#">Get started</a>	
Step 4 - Pending Funds Destination	

### Step 3: Registration Papers

To comply with the process, you need to submit the most recent vehicle's registration paper. You can do one of the following to complete this section:

- **Capture Photo:** Click on the **“Capture Photo”** button to take an image of your most recent Vehicle Registration.
- **Upload Document:** If you already have the document on your device, you can directly upload it.
- **Expired Registration:** If your vehicle registration has expired and the lender accepts the **“Renewal Notice”** you can upload this document instead of registration paper.



On click **“Ok, I got it”**, you can choose to **“Capture Photo”** of the document using your phone camera, or you can upload a photo from your device folder.


After submitting your Registration Documents, you will receive a green tick beside **“Step 3: Rego Papers”** on the dashboard and can then proceed to the next step – Funds Destination.

## Step 4: Funds Destination


In this step, you need to submit your Bank Statement header using one of the following methods:


- Capture the image of your bank statement OR upload an image/PDF of your bank statement. Ensure that the account name, BSB, account number, address of the account holder is clearly visible in the captured/uploaded document.
- Based on Lender's acceptance, you will be presented with the "**Payout Letter**" document. You can upload/capture the Payout Letter in addition to funds destination or as applicable.

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**Step 4/6 - Funds Destination** 

The financier needs to verify the Bank Account of the seller or the details on a Payout letter from the current financier in order to transfer the funds. Please provide either the Funds Destination header with Account details or the Payout letter if a financier is involved:

 Funds Destination >

 Payout Letter >

Once the documents are submitted, you will receive a green tick beside "**Step 4: Funds Destination**" on the dashboard and can then proceed to the next step – Roadworthy Certificate.

## Step 5: Roadworthy Certificate

**NOTE:** Not all Lenders require this, and in most cases, it will be an optional document. If the Lender makes this document optional, you can skip this section by clicking 'I do not have a physical copy'.

On click "Ok, I got it", you can choose to "Capture Photo" of the document using your phone camera, or you can upload a photo from your device folder.

Step 5/8 - Roadworthy Certificate

### RWC

**RWC / Safety inspection instructions:**

- Make sure the entire document fits in the camera guidelines and the key details below:
- Vehicle details and owner details
- Inspection result, signature and date

**ACCREDITATION ROADWORTHINESS CHECKLIST**

*This form is for the Accredited Roadworthy Check (ARC) to be used for the inspection of a vehicle. It is a mandatory requirement of the ARC process.*

**Owner Details (to be completed by Applicant)**

Name in Full: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Vehicle Details**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Registration No: \_\_\_\_\_  
Colour: \_\_\_\_\_  
Engine No: \_\_\_\_\_  
VIN: \_\_\_\_\_

I certify that I have inspected this vehicle and, to the best of my knowledge and ability, declare that it is a fit and proper condition for the use of a motor vehicle.

Inspected By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Notes:** This form must be completed by a person who is deemed competent under the WA Motor Vehicle Accreditation Code.

1. Applicant must be 18 years of age or older.  
2. Applicant must have at least 3 years' practical experience in the maintenance of heavy vehicles.

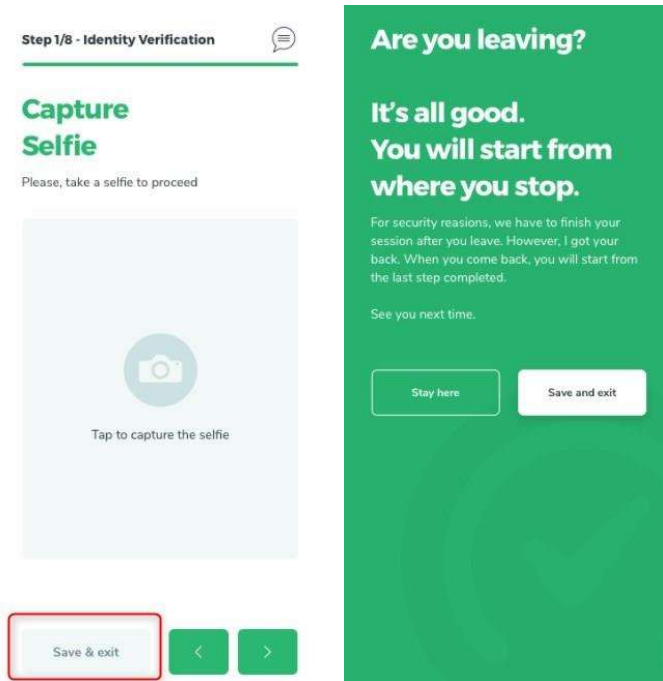
OK, I got it

DO NOT CROSS THE SLASH LINE

SLO-MO VIDEO PHOTO PORTRAIT SQUARE

# Save And Exit

You can save the inspection progress at any time by clicking “Save and Exit”. All details and documents captured/uploaded will be saved.



To resume the Inspection, simply login just as you did at the start.

- Click the Web-App link in the SMS/email.
- Enter your Inspection ID and email address/mobile number if not prefilled.
- Provide the new 6-digit one time pin and proceed.
- Start the inspection from where you left.

# Review Documents and Submit

Before submitting the final inspection, you will be able to review all the uploaded/captured images. Each uploaded image will have a “Resubmit” button to allow you to recapture the images in each section before the final submission.

The sidebar is a vertical green bar with white text and icons. It contains a checklist of six steps, each with a 'Step X - Pending' status and a green checkmark icon. Below the checklist is a bold heading 'We're almost there.' followed by a paragraph of instructions. At the bottom is a white button with a red border.

Step 3 - Pending	✓
<b>Rego papers</b>	
Step 4 - Pending	✓
<b>Bank Statements</b>	
Step 5 - Pending	✓
<b>Roadworthy Certificate</b>	
Step 6 - Pending	✓
<b>Private invoice sale</b>	
Step 7 - Pending	✓
<b>Payout Letter</b>	
Step 8 - Pending	✓
<b>Renewal Notice</b>	

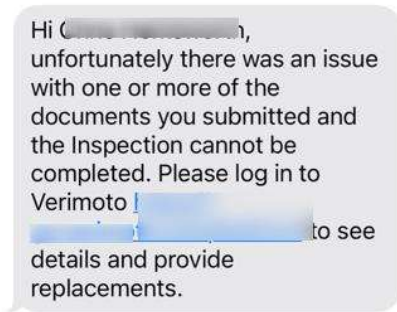
**We're almost there.**

To avoid have your inspection rejected, please review all documents you had been uploaded. If something is not right, retake the photo as many times you need.

[Review documents and submit](#)

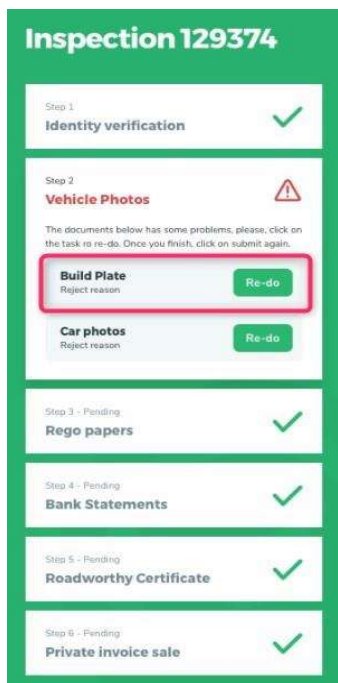
# Reuploading Rejected Images

You will receive an SMS with details of any document or image rejections.



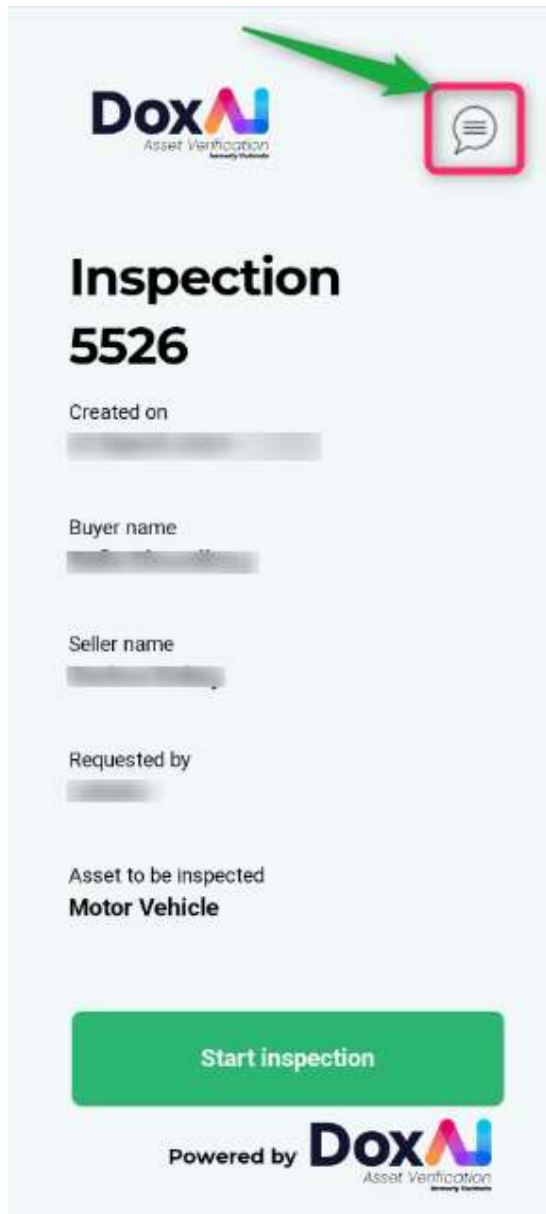
On clicking the Web-App link, you will be directed to the login screen with inspection ID and email prefilled. Proceed to provide the one time pin and on success, relevant Inspection Dashboard showing the rejected documents section along with rejection reasons will appear. You will also be able to review the rejected image(s) before retaking to help quickly correct any issues with the previous submission.

Click “Re-do” to view the rejected image and then click “Resubmit” to capture a new image.



# Getting Help from Support Team

If at any point throughout the inspection you require additional support, you can click on the chat icon in the top right corner of the screen. This will connect you with one of our helpful support team during the support operating hours (9:00 AM – 7:00 PM AEDT, Weekdays).



**Dox AI**  
Asset Verification  
Security Partners

## Inspection 5526

Created on  
[Redacted]

Buyer name  
[Redacted]

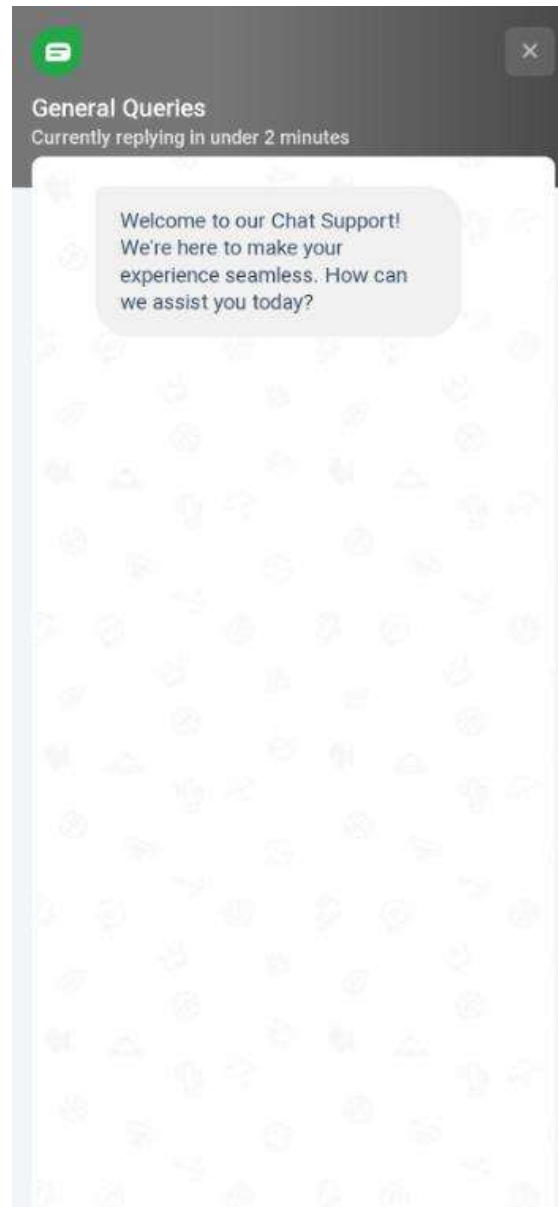
Seller name  
[Redacted]

Requested by  
[Redacted]

Asset to be inspected  
**Motor Vehicle**

[Start inspection](#)

Powered by **Dox AI**  
Asset Verification  
Security Partners



**General Queries**  
Currently replying in under 2 minutes

Welcome to our Chat Support!  
We're here to make your experience seamless. How can we assist you today?