



Verimoto
By **DoxAI**



Income & Employment Verification USER GUIDE

Version 1.0 – 2023

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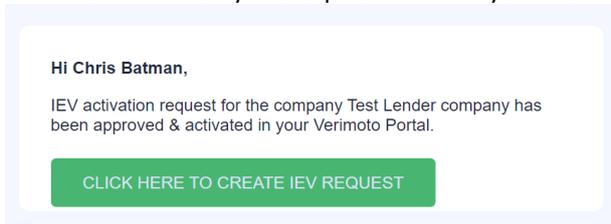
1. How to activate Income & Employment Verification service for your company?

To Activate the service-

1. Click on "IEV New Request" OR "IEV Requests".
2. Provide the ABN of your company.
3. Click on "Verify".
4. Provide a copy of the Privacy Policy of your company (You can either copy-paste the Privacy Policy link OR upload a PDF copy of it).
5. Provide tick on the "DoxAI Terms of Use and Privacy Policy".
6. You have the choice to use the service either with or without KYC. If you opt for KYC, the individual's identity will be verified. They will be initially prompted to submit their Australian Driver's License/Passport for verification against government records. Once their identity is successfully verified, they will be granted access to the next screen.
7. Click on "Request IEV Access".

The screenshot shows the Verimoto portal interface for activating the IEV service. The left sidebar contains navigation options like 'Asset Verification', 'Income & Employment Verification', 'Inspections Type', 'Brokers', 'Developers', 'Notifications', 'Audit', 'Settings', and 'Help'. The main content area is titled 'What does it do?' and describes the service. Below this, there is a 'One-Off charge per request (Including KYC): \$7 (excluding taxes)' and a contact email 'support@verimoto.com'. The form includes an 'ABN*' field with the value '1100522', a 'Verify' button, and a 'Name of your company' field with the value 'AUSTRALIA AND GROUP LIMITED'. There is also a 'Privacy policy URL' field with the value 'https://doxai.co/privacy-collection-notice' and an 'Upload PDF' button. A toggle for 'Activate IEV with KYC' is shown as turned on. At the bottom, there is a checkbox for 'Verimoto is a product and business of DoxAI Australia...' and a 'Request IEV Access' button.

The admin team will verify the request and send you a confirmation email upon approval as below:



2. How to enable the IEV request service for other users within your company?

Only Admin users can enable IEV request service for other users of the company. To enable the IEV request service for other users, go to Settings >> Company details and scroll down to "IEV Configurations".

In "Do you want your users to create new IEV Request?"

- Select "All user" if you want to enable this service for all the users under the company.
- Select "Admin only" if you want to enable this service only for the admin users of your company.
- Select "Disable for all users" if you want to disable this service.

IEV Configurations

IEV Status

Is KYC required? Yes No

Privacy Policy URL

Do you want your users to create new IEV Request? Disable for all users Admin Only All Users

Do you want to share all IEV request with all users? Yes No

3. How to create an IEV request for an individual?

To create an IEV request for an individual:

- Click on “IEV New Request”.
- Provide individual’s details: Individual first name, last name, email address and mobile number. Ensure that the name matches exactly with the name on their identity document.
- From the dropdown menu of “Purpose of request”, select the purpose of the request.
- Click “Submit”.

Request detail

First name * Last name * E-mail *

Mobile * Purpose of request *

Payment method
Select an payment before submit your request

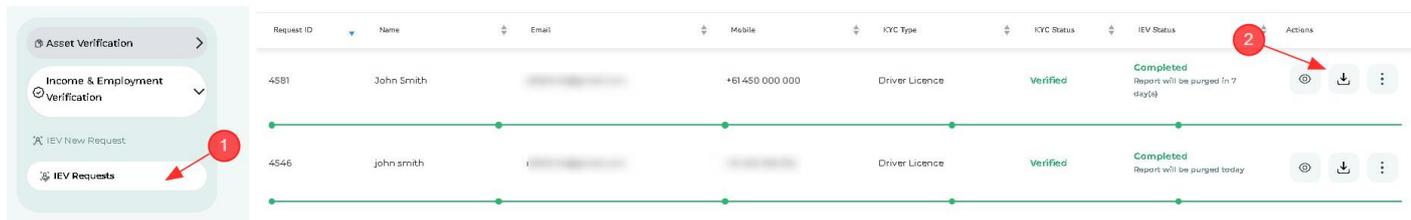
This Lender pays the request
Verimoto has an agreement to invoice this Lender.

4. What do different status of the requests mean?

- **Created:** After request has been created.
- **Started:** After individual has started KYC (if included) via the link OR the verification process (if KYC not included).
- **Failed:** If any credentials provided by the individual doesn’t match the government database.
- **Completed:** After individual provided the correct credentials and completed the process.
- **Cancelled:** After a request is cancelled from “Edit request” tab.

5. How to download the report?

Go to “IEV Requests” and click on “Download report” under Actions. On clicking “Download report”, report will be downloaded in PDF and excel format on your device. Once the report is downloaded, it will be purged from the system. If the report is not downloaded within 7 days, the system will automatically purge the report after 7 days of completion.

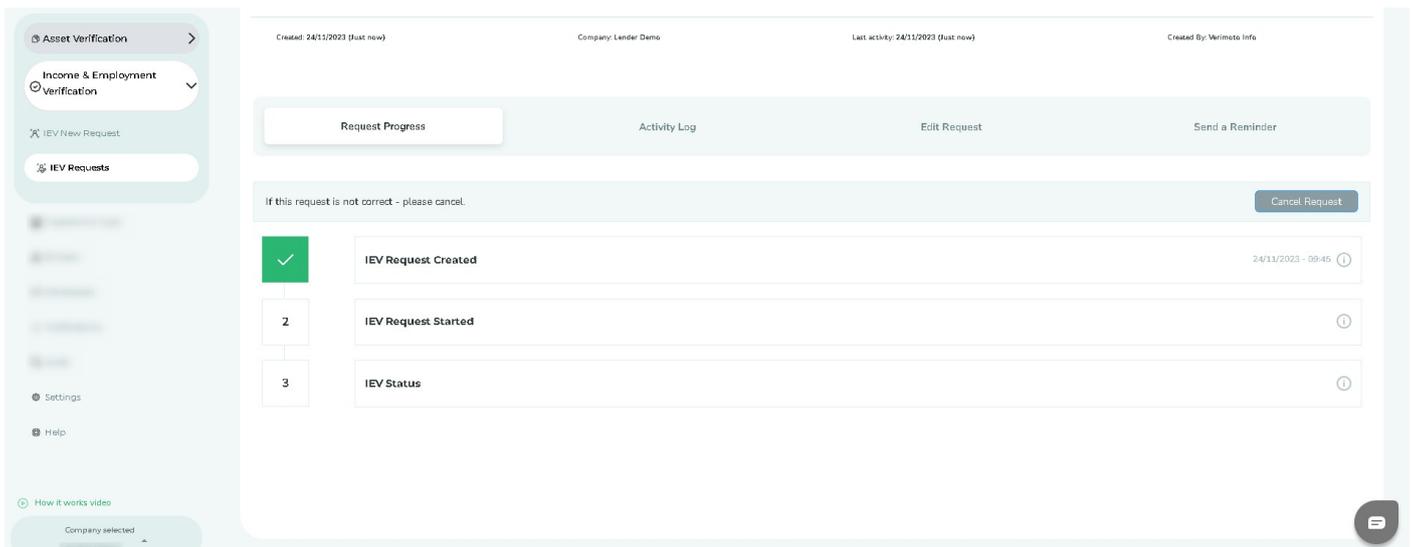


The screenshot shows a sidebar on the left with navigation options: Asset Verification, Income & Employment Verification, IEV New Request, and IEV Requests (highlighted with a red circle '1'). The main area displays a table of IEV requests. The table has columns for Request ID, Name, Email, Mobile, KYC Type, KYC Status, IEV Status, and Actions. Two rows are visible: one for John Smith (Request ID 4581) and one for john smith (Request ID 4546). Both are 'Verified' and 'Completed'. The 'Actions' column for the second row has a 'Download report' icon highlighted with a red circle '2'.

Request ID	Name	Email	Mobile	KYC Type	KYC Status	IEV Status	Actions
4581	John Smith	[REDACTED]	+61 450 000 000	Driver Licence	Verified	Completed Report will be purged in 7 day(s)	[Eye] [Download] [More]
4546	john smith	[REDACTED]	[REDACTED]	Driver Licence	Verified	Completed Report will be purged today	[Eye] [Download] [More]

6. How do I track the progress of an IEV request?

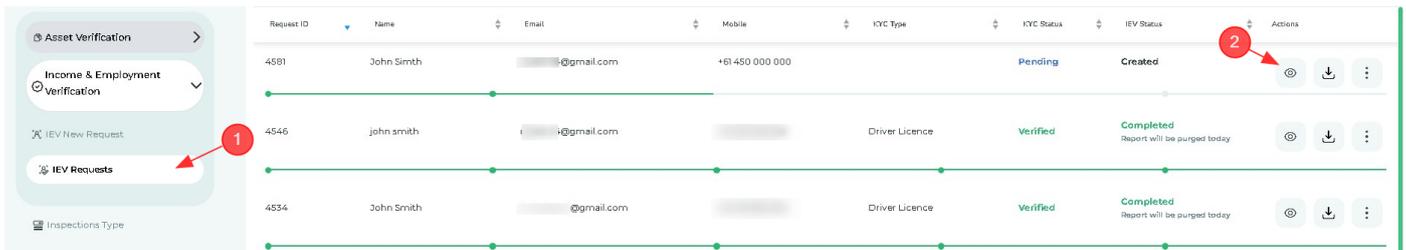
If the request is created by you, then in “View details” you can track the request progress, view the Activities on the request along with timestamp in the Activity log, edit request, and Send Email reminder to the individual. **NOTE:** If you are an admin user, you can also view the Activity log, Edit Request and Send reminder tab for the requests created by other users from your company.



The screenshot shows the 'View details' page for an IEV request. The top bar includes 'Created: 24/11/2023 (just now)', 'Company: Lender Demo', 'Last activity: 24/11/2023 (just now)', and 'Created By: Verimoto Info'. Below this are four tabs: Request Progress, Activity Log, Edit Request, and Send a Reminder. A warning message states 'If this request is not correct - please cancel.' with a 'Cancel Request' button. The activity log shows three steps: 1. IEV Request Created (24/11/2023 - 09:45), 2. IEV Request Started, and 3. IEV Status.

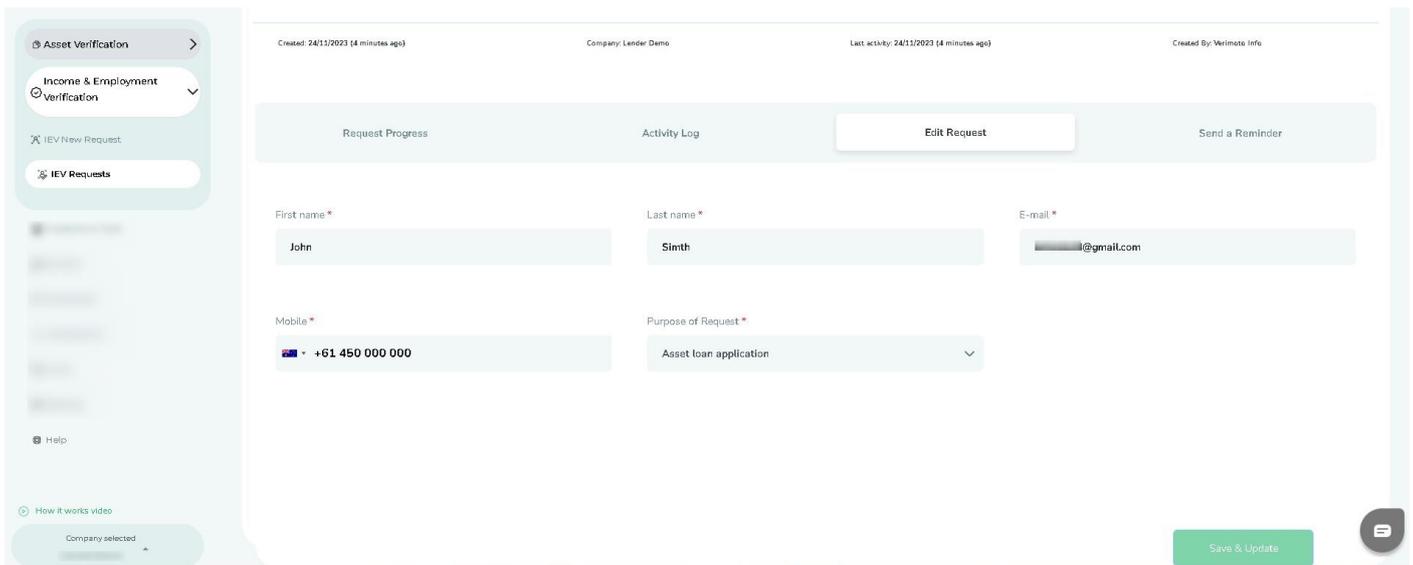
7. How do I edit a created IEV request?

Go to “IEV Requests” and select “View details” of the request.



Request ID	Name	Email	Mobile	KYC Type	KYC Status	IEV Status	Actions
4581	John Simth	@gmail.com	+61 450 000 000		Pending	Created	  
4546	John Smith	@gmail.com		Driver Licence	Verified	Completed Report will be purged today	  
4534	John Smith	@gmail.com		Driver Licence	Verified	Completed Report will be purged today	  

In “View details”, click on “Edit Request”.



Created: 24/11/2023 (14 minutes ago) Company: Lender Demo Last activity: 24/11/2023 (14 minutes ago) Created By: Verimoto Info

Request Progress Activity Log **Edit Request** Send a Reminder

First name * Last name * E-mail *

John Smith @gmail.com

Mobile * Purpose of Request *

+61 450 000 000 Asset loan application

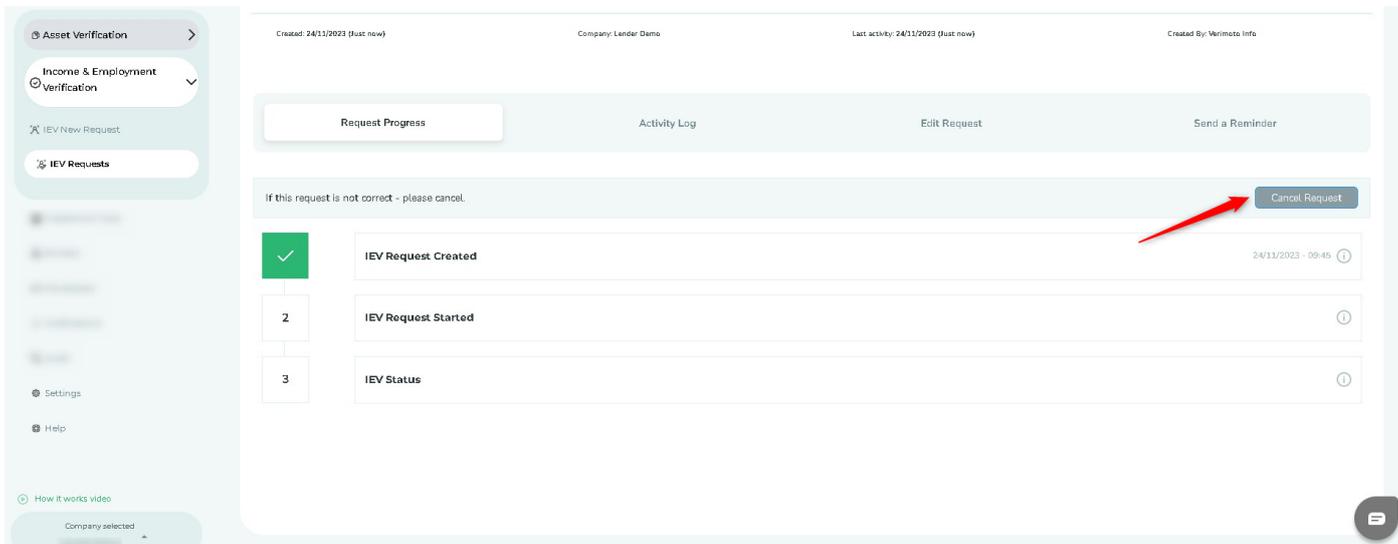
Save & Update

You can edit all the details if the request is in “Created” status. If individual already started working on the request, the status of this request will get updated with “Started” and you cannot change any details of the request.

NOTE: If you change the email address of the individual in the request, the individual will receive a new link on the updated email and the link in previous email will get disabled.

8. How to cancel a created IEV request?

Go to "IEV Requests" and select "View details" of the request. In "Request Progress", click on "Cancel Request" to cancel the request. You can cancel a request only if the request is in "Created" request.

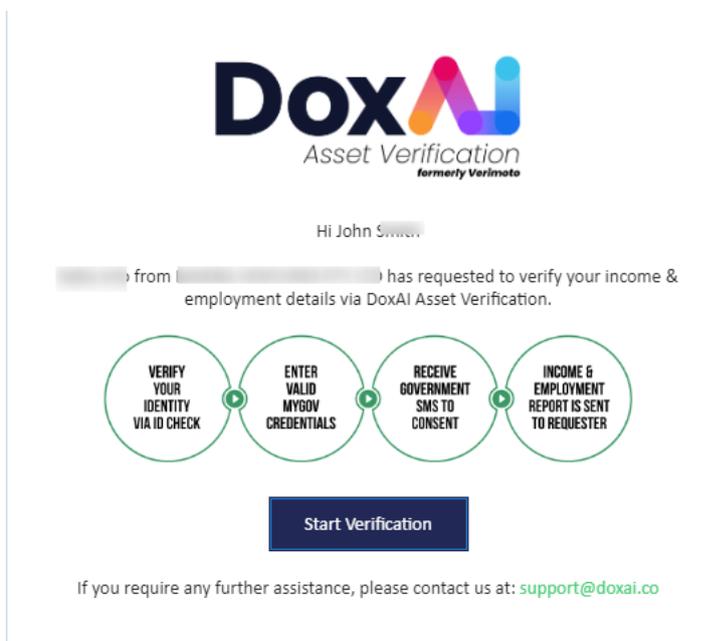


9. How do I update the Privacy Policy URL?

To update the Privacy Policy of your company for your company please contact Support@verimoto.com.

10. How will the individual proceed with the request?

Individual will receive an email with the link to proceed with the next steps:



If KYC is enabled for your company, the individual will be prompted to choose an ID document:



Select ID

Select the Identification document you would like to use for the verification process

Passport

Driver Licence

[Verify ID](#)

Based on the selected document, the document details screen for Passport OR Driver Licence will appear:



← Passport Verification

Given Name *	Family Name *
<input type="text"/>	<input type="text"/>
Passport Number *	Date of Birth *
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Gender *	Country Issued *
<input type="text"/>	<input type="text"/>

[Verify](#)



← License Verification

Given Name *	Family Name *
<input type="text"/>	<input type="text"/>
License Number *	State Issued *
<input type="text"/>	<input type="text"/>
Date of Birth *	Card Number *
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>

[Verify](#)

Once the identity details are validated across the government database, the individuals will be prompted to input their MyGov credentials along with their consent.

NOTE: If KYC is not enabled for your company, individuals will land on this page directly from their email.



myGov Username

myGov Password

Please provide your my.gov.au credentials to authenticate the data retrieval.

I approve [redacted] to collect my data via Verimoto.

After providing the accurate credentials, they will be prompted to provide a valid 6-digit OTP received on their myGov registered phone number.

Please enter the OTP received on registered mobile :

Upon successful OTP validation, the report with the individual's Income and Employment details will be made available to the requester via portal.