



Creating an IMI Web Account

The purpose of this document is to provide step by step instructions on how to create an IMI Account.

To start, go to <https://www.theimi.org.uk/>. At the top of the page click the link 'Create an account':

The screenshot shows the top navigation bar of the IMI website. It includes a search bar on the left, followed by input fields for 'Username' and 'Password', a 'LOG IN' button, and a 'Create an account' link which is circled in red. Below the 'Create an account' link is a 'Forgotten password' link.

On the following page, answer the question 'ARE YOU AN IMI MEMBER?' by ticking 'Yes' or 'No'. If you select 'Yes' you will already have an account and will be given instructions on how to retrieve your details.

If you select 'No', this will take you onto the account creation page.

Please note: You will need access to a valid email account to verify your account when it is created. This email address has to be unique to your account and not already used.

CREATE A NEW ONLINE ACCOUNT

Register an online account and keep up to date with your online activity.

Note - You will be sent a verification email. If you do not receive this, please check your 'spam folder'. We recommend using an individual (not shared) email address when registering.

ARE YOU AN IMI MEMBER?

Please complete this registration page to access online services from the Institute of the Motor Industry

- Yes
 No

The screenshot shows the 'PERSONAL DETAILS' registration form. It includes a title dropdown menu (set to 'Mr'), and input fields for forenames, surname, username, password, repeat password, email address, and confirm email address. Below the form is a reCAPTCHA section with the text 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there are communication preferences (checkboxes for receiving electronic communications and relevant communications), terms and conditions (checkbox for accepting terms), and a 'CONTINUE' button.

Complete your personal details in the form, selecting communication preferences and agreeing to the Terms, Conditions and Privacy Policy.

Before submitting your information, double-check that all of your details are correct, especially your email address. Finally, click the 'CONTINUE' button to create your account.

Within a few minutes, you will receive an email with the subject title 'Verification for your IMI website registration' from noreply@theimi.org.uk

This email contains a confirmation link which you will need to follow to confirm your account. If you do not receive this, please check your 'spam folder'.

Once you have confirmed your account, you can login at the top of the page at <https://www.theimi.org.uk/>