

## **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 <a href="https://www.theimi.org.uk/">https://www.theimi.org.uk/</a>. At the top of the page click the link 'Create an account':

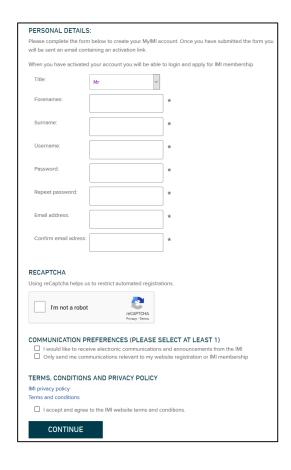


O<sub>No</sub>

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.



## 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 O Yes

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 <a href="mailto:noreply@theimi.org.uk">noreply@theimi.org.uk</a>

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 <a href="https://www.theimi.org.uk/">https://www.theimi.org.uk/</a>