WEB PORTAL 2 GUIDANCE REPORTS

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WEBSITE LOGON

1. To access the IMI Awards online registration and certification system, please visit the IMI Awards website - http://www.imiawards.org.uk

(If you are going to be using this on a regular basis, you may want to add the IMI Awards website to your web browser favourites/bookmarks)

The IMI Awards home page will be displayed.

2. Insert your PIN and Password and click Login.

Note: If this is the first time logging on to the IMI website:

a) Insert your PIN and surname as the password.

b) The New Account sign up page will be displayed.

c) Create a new password and click Create Account
3. Select ‘Click here for access.’
Once logged on to the website, the following page will be displayed.

4. The PIN will already be populated (this has linked from the website logon). Please complete all other details and click **Sign In**.

**Note:** Please ensure the email address is correct. All confirmation emails will be sent to this address.

Once logged on, the below Web Portal 2 home page will be displayed.
REPORTS

CANDIDATES BY REGISTRATION DATE & CANDIDATES BY CERTIFICATION DATE

5. From the Reports drop down menu, select Candidates by Registration Date or Candidates by Certification Date.

The following page will be displayed.

6. Insert the required date range into the From Date and To Date fields. You can also insert the required date range by clicking the Calendar icons.

7. Click Generate Report for an on screen report or Generate Excel for an Excel spreadsheet.

Note: You may need to disable anti pop-up software if you are running Excel reports.

PROXY CLAIMED VIA WEB PORTAL

Note: Your centre will need to be an IMI approved centre to use this process.

8. From the Reports drop down menu, select Proxy Claimed via Web Portal.
The following page will be displayed.

9. Insert the required date range in to the From Date and To Date fields. You can also insert the required date range by clicking the Calendar icons.

10. Click Generate Report for an on screen report or Generate Excel for an Excel spreadsheet.

Note: You may need to disable anti pop-up software if you are running Excel reports.

CENTRE PERSONNEL EMAIL CONTACTS

The following page will be displayed.

11. Click Print to print the report or Generate Excel to generate an Excel spreadsheet.

Note: You may need to disable anti pop-up software if you are running Excel reports.