

# Corporate Instructions

This document will explain how to create a corporate account and bulk purchase applications that your contacts can use to apply for National Police Checks

## Create your corporate account

Enter your details (1) and click on the "Create Account" button (2). Please note that all fields need to be accurate and valid.

**Create Your Corporate Account**

Your first simple step is to create your account >

**Please note:** Our service will not cover some Checks.  
[Click here to view list](#)

- Fast Checks:** Fast and efficient online process so you can avoid paper forms, long queues or waiting for documents in the Post.
- Easy 100% Online:** We have direct access to the checking systems so most results are returned within one business day.
- Privacy Assured:** Our checks are ACIC (formerly CrimTrac) accredited and use advanced 256 bit encryption and security.
- Four Simple Steps:** Our online check system is simple and easy-to-follow.

**Registered fields**

**Company \***

**First Name \***

**Last Name \***

**Primary Email \***  
example@mail.com

**Retype the Email \***  
example@mail.com

**Password \***  
At least 8 characters and requires at least one digit

**Retype the password \***

**Australian Contact No \***  
Select prefix and enter 8 digit phone number

04 8 digit number no spaces

**2** **Create Account**

# Corporate Instructions

## Check your designated email address

A welcome email with information about your corporate account has been sent to your designated email address. If you cannot find any emails from us, please check your SPAM folder or contact us directly on <https://www.urbanverified.com/contact/>

UrbanVerified - International Probity Assurance

**Urban Verified**  
International Probity Assurance

**Urban Verified Corporate Registration Confirmation**

Please do not reply to this email as this mailbox is not monitored

Dear Gido,

Congratulations, your corporate admin account has now been created in our Urban Verified portal.

The portal allows you to send invitation links and login details to any of your employees, contractors or other constituents.

Note that any registrations through links you send out are recorded as paid transactions for your company. Thus if you have pre-purchased a corporate package of credits, each registration will reduce the balance of credits by one transaction.

If you wish to send a link to a contractor who is required to complete an application for your company, but at their own expense and provide the Certificate to you, please provide them with this link: <https://test.urbanverified.com/Register>

Your login details are included below. Please keep this email for future reference.

**Login Details**

Username: [gjd@urbanglobal.com](mailto:gjd@urbanglobal.com)

Password: 1!QAqwer

[Login Now](#)

Follow the instructions once you login to distribute invitations to people you wish to complete each application.

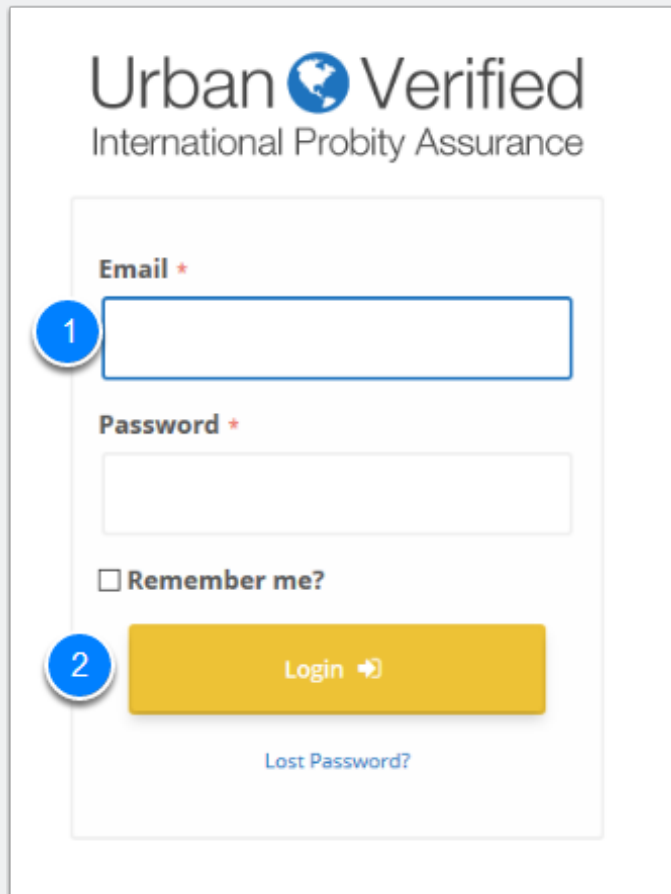
Should you have any queries [click here](#) to submit your enquiry or phone our Support Centre on [1300 362 226](tel:1300362226) during **AEST** business hours.

**URBAN VERIFIED SUPPORT**

# Corporate Instructions

## Login

If you already have a corporate account you will be able to login directly on <https://secure.urbanverified.com/Login> by entering your login details (1) and clicking on the "Login" button (2).



The image shows a login form for Urban Verified International Probity Assurance. The form includes an email input field, a password input field, a "Remember me?" checkbox, a yellow "Login" button with a right-pointing arrow, and a "Lost Password?" link. Two blue circular callouts with white numbers are overlaid on the form: callout '1' points to the email input field, and callout '2' points to the "Login" button.

Urban Verified  
International Probity Assurance

Email \*

1

Password \*

Remember me?

2

Login →

[Lost Password?](#)

# Corporate Instructions

## Welcome Page New Accounts

You can bulk purchase applications by clicking on the "Purchase Applications" button (1). If you have any questions you can also download this guide or contact us in <https://www.urbanverified.com/contact/> (2)

### Welcome To Urban Verified Corporate Portal

We offer discount corporate bulk purchases of separate applications to our checks. When you make a corporate purchase of any amount we will issue you a login to our Urban Verified Corporate Portal. With each bulk application purchase, you will be able to simply enter the email addresses of the people your company wishes to undertake a check.



#### Bulk Application Purchase

You can order bulk application purchases by credit card or EFT (Note, with EFT, unless you hold a credit account with our company, we will require cleared funds in our bank account before being issued a new code).


1

Purchase Applications 

Any questions?

Please read our Corporate Quick Start Guide or contact us

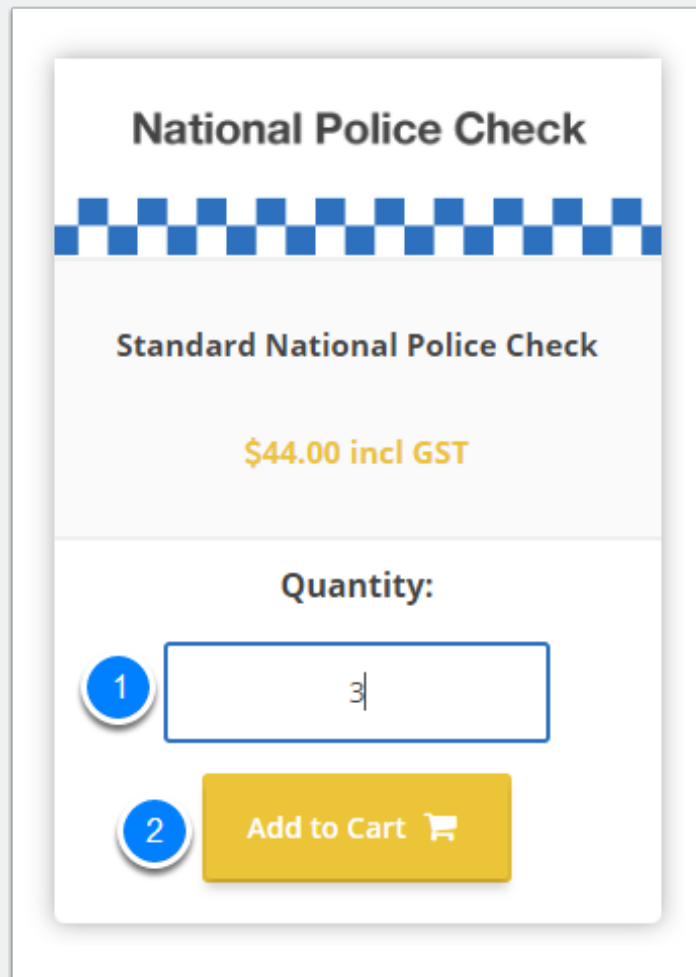
2

Download guide 

# Corporate Instructions

## Bulk Application Purchase I

Enter quantity in the desired check and click "Add to Cart"

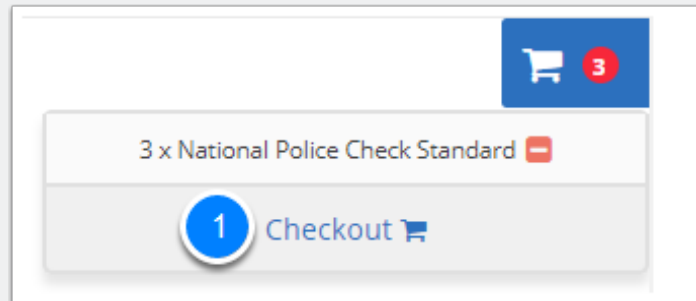


The screenshot displays a product card for a "National Police Check". The card features a blue and white checkered border at the top. Below the border, the product name "National Police Check" is displayed in bold black text. Underneath, the text "Standard National Police Check" is shown in a smaller black font. The price "\$44.00 incl GST" is displayed in orange text. Below the price, the label "Quantity:" is followed by a blue-bordered input field containing the number "3". A blue circle with the number "1" is positioned to the left of the input field. Below the input field, a yellow button with the text "Add to Cart" and a shopping cart icon is visible. A blue circle with the number "2" is positioned to the left of the button.

# Corporate Instructions

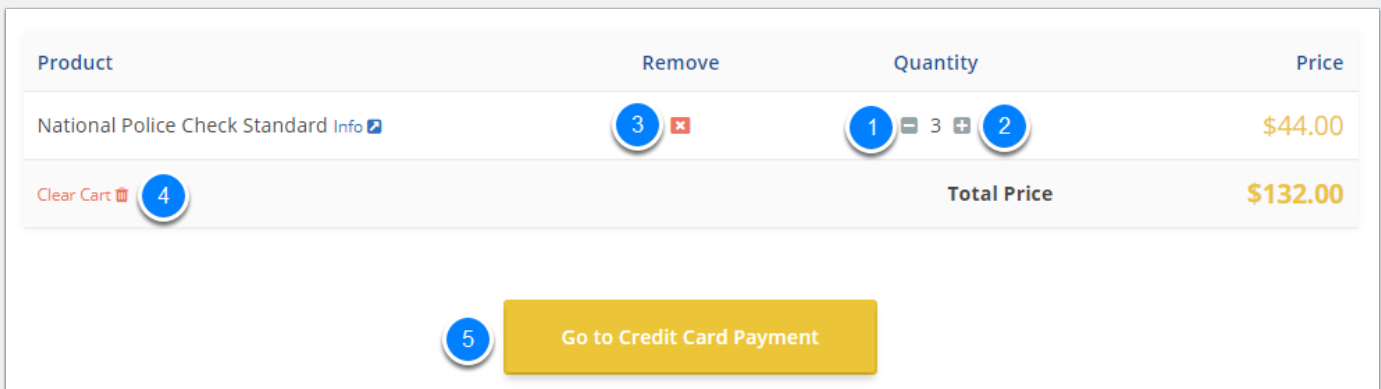
## Bulk Application Purchase II

Checks will be added to your cart. Click "Checkout" (1) to continue.



## Bulk Application Purchase (3)

You can change check quantity by clicking plus and minus buttons (1 and 2), remove product completely by clicking x button (3) or clear cart by clicking "Clear Cart" link. Click "Go to Credit Card Payment" to continue.




# Corporate Instructions

## Payment By Credit Card (Credit Card Details)

Complete your Credit Card details (1) and click the "Submit Payment" button (2)

### Credit Card Details



*\* Required fields*

**Credit Card Number \***


1

**Card Holder Name \***

**Card Expiry Date \***

Month  Year

**Card Verification Number (CVN) \***

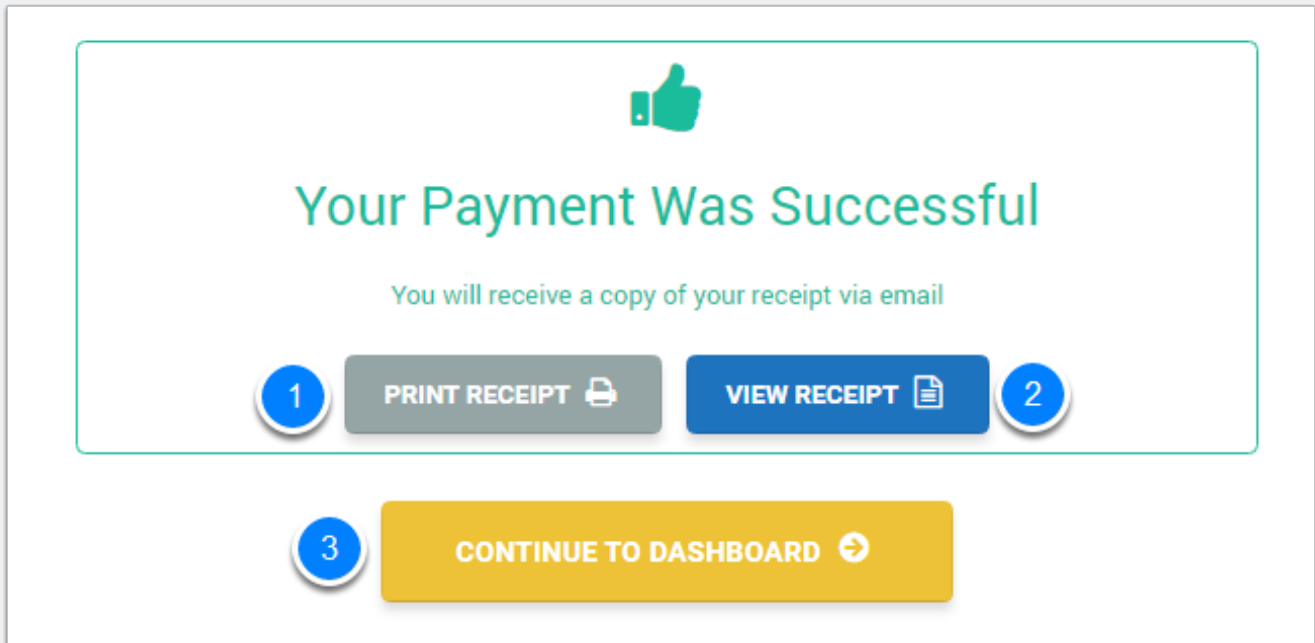


2

# Corporate Instructions

## Purchase Confirmation Credit Card

Once your Credit Card details have been verified, a confirmation page will be available for you to print (1) or view (2) your receipt. Click "Continue to Dashboard" (3) to email application invites





# Corporate Instructions

## Welcome Page Existing Account

If you have bulk purchased applications before, you will be able to see a summary of your orders including Product Name, Total Applications #, Applications Used and Pending Invites. You can also click the "Send Invites" link to see more detailed info about the order and add email addresses to invite.

### Welcome To Urban Verified Corporate Portal

We offer discount corporate bulk purchases of separate applications to our checks. When you make a corporate purchase of any amount we will issue you a login to our Urban Verified Corporate Portal. With each bulk application purchase, you will be able to simply enter the email addresses of the people your company wishes to undertake a check.




#### Bulk Application Purchase

You can order bulk application purchases by credit card or EFT (Note, with EFT, unless you hold a credit account with our company, we will require cleared funds in our bank account before being issued a new code).

[Purchase Applications](#) 

#### Order Summary

Select order below to view detailed information and add email addresses to invite

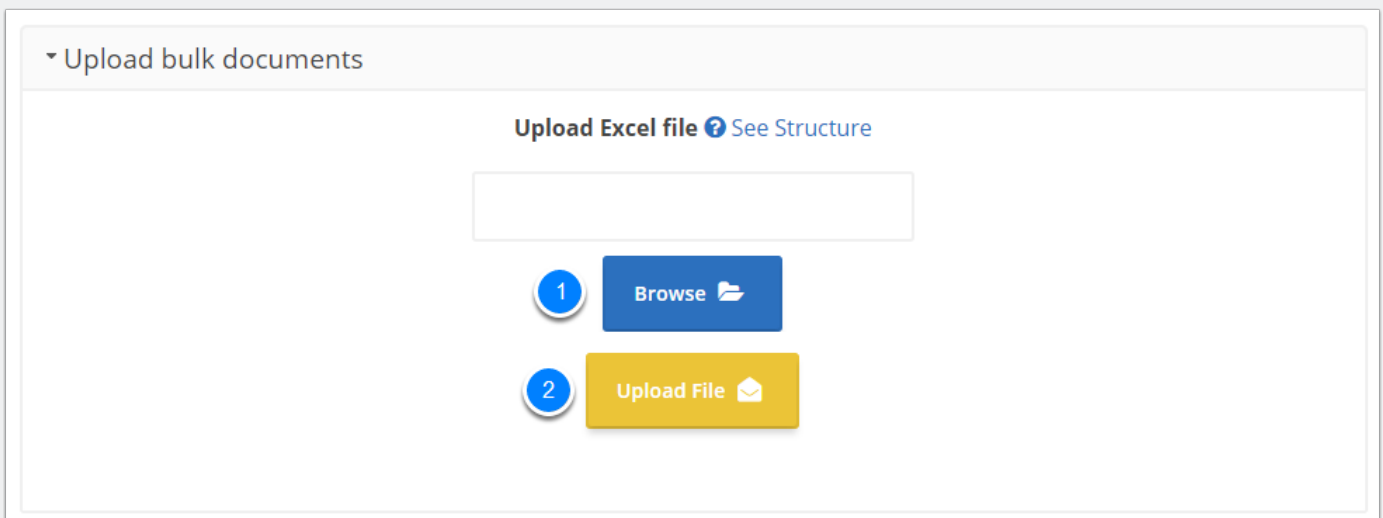
Order #	Product	Total Applications	Entries Used	Pending Invites	
1014	Volunteer National Police Check	3	0	0	<a href="#">Send Invites</a> 



# Corporate Instructions

## Application Invites Detailed Info and Email Functionality (Bulk Upload)

You can bulk upload invitees by uploading an excel file (use "See structure" link to see an excel file example). Click the "Browse" button (1) to browse to the excel file and click the "Upload File" (2) to continue.



The screenshot shows a web interface for uploading bulk documents. At the top, there is a dropdown menu labeled "Upload bulk documents". Below this, the section is titled "Upload Excel file" with a link "See Structure". A text input field is present. Below the input field, there are two numbered steps: (1) "Browse" with a folder icon, and (2) "Upload File" with an envelope icon.

# Corporate Instructions

## Application Invites Declaration (Bulk Upload)

Please read and Agree with the declaration by clicking the "Proceed" button.

Declaration ✕

"I declare upon sending this/these emails that I will not use or disclose the personal information about the individual/s other than the primary purpose of collection unless:

1. both of the following apply:
  1. the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
  2. the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose: or
2. the individual has consented to the use or disclosure; or
3. the use or disclosure is required or authorised by or under an Australian law or a court/tribunal order;"

Cancel Proceed 1

# Corporate Instructions

## Application Invites Summary (Bulk Upload)

The system will display a list of successful and failed application invites. Click "Back to Invites" (1) button to continue.

### Failed Invites

#	Email	First Name	Last Name	Sent From	Reference	Share Results From	Errors
2	failedtest@mail.com	Amay	Baldwin	bob	1301202000 Alexandra Headland	mail@new	Share Results is invalid

### Successful Invites

#	Email	First Name	Last Name	Sent From	Reference	Share Results From
1	successfultest@mail.com	Tieningare	Raatia		11511010000 Hervey Bay Baycrest	

1 [Back to Invites](#)

## Application Invites Actions (Bulk Upload)

You can cancel invitations and Resend invitation by clicking the appropriate links.

### Email Addresses that have received an invitation

successfultest@mail.com	11511010000 Hervey Bay Baycrest	<a href="#">Cancel Invitation</a>	<a href="#">Resend Invitation</a>
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## Application Invites Detailed Info and Email Functionality (Manual Entry)

If you want to email application invites directly: Enter Sender Name (1), reference code (2), designated email addresses comma separated (3) and CC email addresses comma separated (4). By clicking the "Preview Email" you will be able to see email content (5).

▼ Send out Invites (Click to open)

*\* Required fields*

**Name of sender**  
 ⓘ Name of person this is being sent on behalf of

1

**Your Reference Code**  
 ⓘ Internal company code associated

2

**Email To \***  
 ⓘ Enter emails comma (',') separated

3

**Send copy of results to**  
 ⓘ Email addresses you want to receive a copy of the results. Enter emails comma (',') separated

4

5

# Corporate Instructions

## Application Invites Declaration (Bulk Upload)

Please read and Agree with the declaration by clicking the "Proceed" button.

Declaration ✕

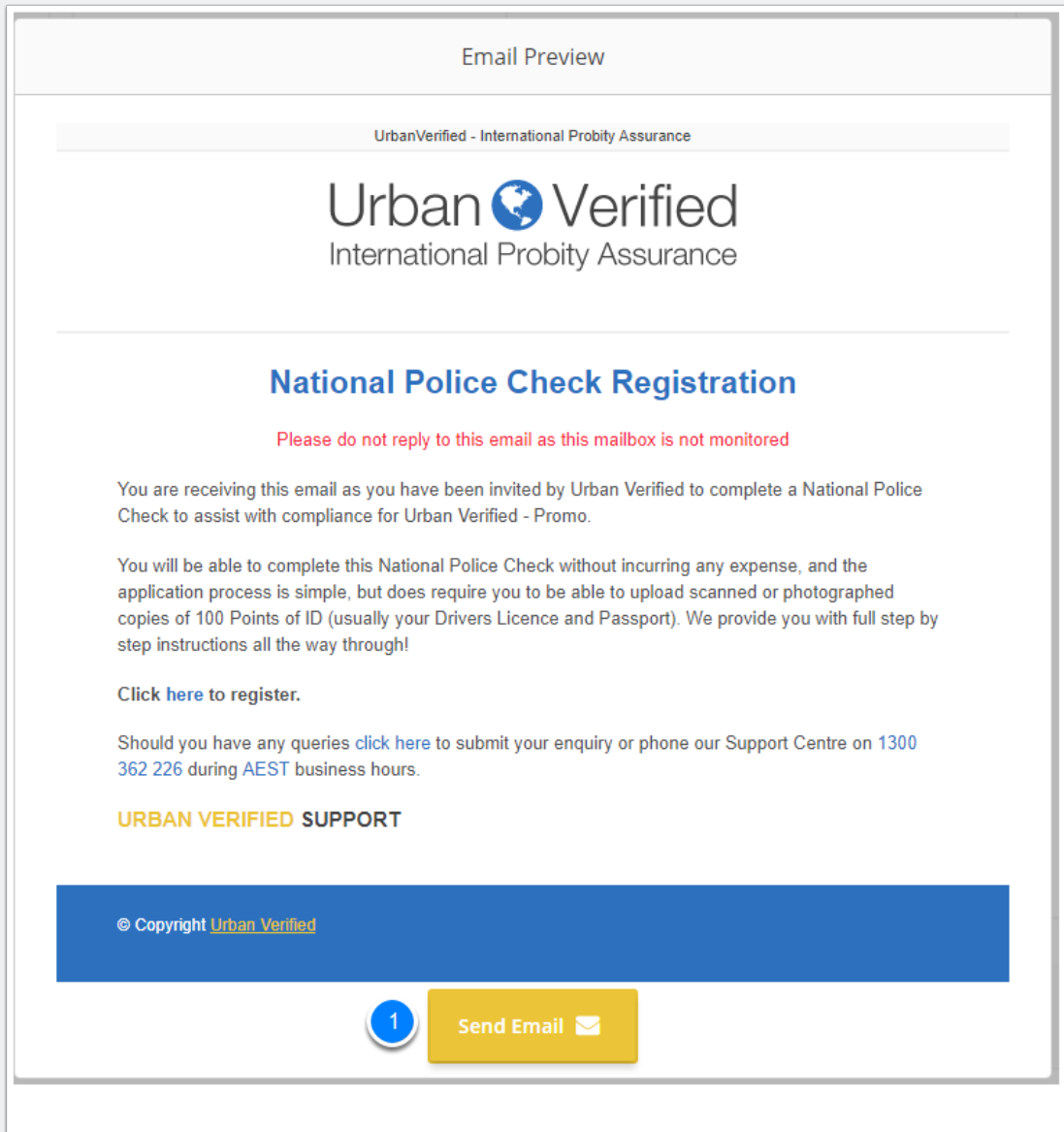
"I declare upon sending this/these emails that I will not use or disclose the personal information about the individual/s other than the primary purpose of collection unless:

1. both of the following apply:
  1. the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
  2. the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose: or
2. the individual has consented to the use or disclosure; or
3. the use or disclosure is required or authorised by or under an Australian law or a court/tribunal order;"

Cancel Proceed 1

## Email invitations to designated email addresses

Verify email content and click the "Send Email" to complete.



# Corporate Instructions

## Application Invites Actions (Bulk Upload)

You can cancel invitations and Resend invitation by clicking the appropriate links.

Email Addresses that have received an invitation			
<a href="#">successfultest@mail.com</a>	UV0001	<a href="#">✖ Cancel Invitation</a>	<a href="#">✉ Resend Invitation</a>