

# Getting started with WoF online

## Navigational tips

- Use the buttons on the right of the WoF online screen to move around - Back returns you to the previous screen; Cancel returns you to the start.
- Click on Tips to display screen help.

## Troubleshooter

- For problems with your PC, contact your PC supplier.
- For problems with your internet connection, contact your internet provider.
- For problems with the NZ Transport Agency VPN client, or with the WoF online program, call our contact centre on 0800 804 580.

## Log in to WoF online

To record an inspection:

- enter your AVIC ID
- enter your password
- click on the **Log On Normal** button (see WoF Express for information about the Continue Express option).

To train yourself:

- click on **WoF Training**.

## WoF online homepage

- Click on **Record an Inspection**.

## Record inspection 1 2 3 4

- Enter your inspector ID.
- Enter the vehicle's plate number.
- The inspection date will show as today's date, unless you click on the arrow and choose an earlier date (**note**: enter information as soon as possible if you issue a sticker offline).
- Then click on **Continue**.

## Check vehicle 1 2 3 4

- Always check that the vehicle details displayed are for the correct vehicle.
- Enter the last 6 characters of the VIN/Chassis number.
- Click **yes** or **no** for diesel, depending on engine type (motorised vehicles only).
- Enter the vehicle's current odometer reading (motorised vehicles only).
- Click on:
  - Pass** if the WoF inspection passed
  - Fail** if the WoF inspection failed.

## Confirmation 1 2 3 4

- Confirm that the vehicle details have been recorded correctly.
- To correct details, click on **Back**.
- Then click on **Continue**.

## Authorisation no. 1 2 3 4

- The screen will show an authorisation number (up to 5 digits). Write this number on the WoF sticker.
- Then click on **Finish**.

## Failure reasons 1 2a 3 4

- Click on boxes to record failure reasons.
- Then click on **Continue**.

## Failure recorded 1 2 3 4

- The vehicle details show the result as Fail.
- Click on **Finish**.

## Viewing WoF results

- If you did not write down the authorisation number when you recorded the inspection, log in to WoF online and click on **View WoF Result**. Then enter the plate number and click on Continue.
- A second screen will then confirm that the inspection has updated.