








MOT testing service switchover checklist

| | | Tick or make a note |
|---|---|---------------------|
|  Reading | 1. Read the guide called 'Get started using the new MOT testing service'. | |
|  Checks | 2. MOT Comp users have claimed, checked and updated their accounts. | |
| | 3. AE and VTS details have been checked and updated. | |
| | 4. NTs know their PIN, password and security questions and how to reset them. | |
| | 5. Fallback tests have been verified before the switchover. | |
| | 6. The authorised examiner delegate (AED) role is allocated to people who need to buy slots. | |
|  Make a note | 7. Your slot balance in your VTS device - this will be transferred to your new AE slot account. | |
| | 8. Your financial balance in your VTS device - this will be converted and rounded-up to the nearest slot and added to your new AE slot account. | |
|  On your computer | 9. Add www.gov.uk/mot-testing-service to your favourites or create a shortcut to it. | |
| | 10. Carry out some practice tests using the 'MOT training mode'. | |
|  Printing | 11. Print some contingency forms from the new MOT service. | |
| | 12. Test your printer by printing a sample MOT test certificate (VT20) and make sure you have enough ink and paper to start testing. | |