



Third Party Verification Digital Certificate Portal

www.othm.org.uk



How to send your document to WES/any other third party for verification using OTHM Digital Certificate Portal

1

Login to your account

2

Go to connection tab

3

Click On “Add connection” button

The screenshot displays the OTHM Digital Certificate Portal interface. At the top, the OTHM logo is visible on the left, and a user profile icon is on the right. Below the logo, a navigation bar contains several tabs: Dashboard, Documents, Store, Orders, and Connections. The 'Connections' tab is highlighted in blue, and a red arrow points to it from the right. Below the navigation bar, the 'Connections' section is displayed. On the right side of this section, there is a green 'Add Connection' button, with a red arrow pointing to it from the left. Below the 'Add Connection' button is a search bar with the placeholder text 'Search for any term...' and a green 'Filter!' button. Below the search bar, there are two tabs: 'Active' and 'Inactive'. Below the tabs is a table with the following columns: Third party name, Third party email, Status, Initiated By, Documents Shared, Expires, and Actions. The table is currently empty, and the text 'No records found' is displayed at the bottom.



How to send your document to WES/any other third party for verification using OTHM Digital Certificate Portal

4

Fill the WES / Third-Party details and click the “**Send**” button.

If you are sending to WES, please use;
Recipient name as “WES (Reference Number)”, Recipient email address as:
submit@wes.org

The screenshot displays the OTHM Digital Certificate Portal interface. A modal window titled "Add Connection" is open, allowing users to add a new connection. The form contains the following fields:

- Recipient Name*: Third-Party
- Recipient Email*: [Redacted]
- Expiry Date: 31/12/2022

At the bottom of the modal, there are two buttons: "Cancel" and "Send". A red arrow points to the "Send" button. The background shows the main portal interface with a search bar, a table of connections, and navigation tabs like "Dashboard", "Documents", "Store", and "Orders".

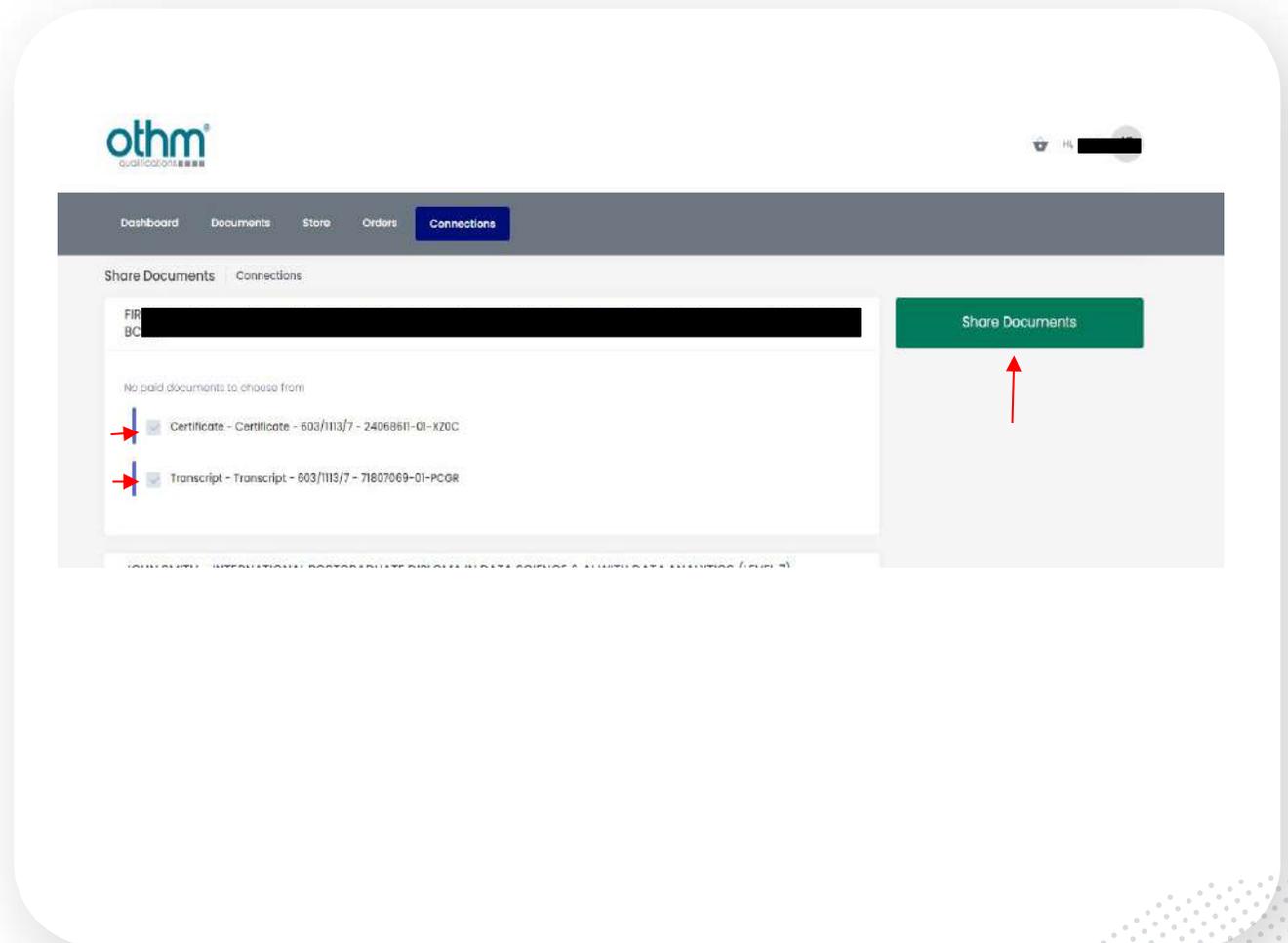


How to send your document to WES/any other third party for verification using OTHM Digital Certificate Portal

5

Select **certificate** and **transcript** to share to WES then click 'Share Documents' button.

Failing to select both certificate and transcript may lead to WES not accepting your documents.





How to send your document to WES/any other third party for verification using OTHM Digital Certificate Portal

6

You can easily find the status of your application using the **OTHM Digital Certificate portal**

The screenshot displays the OTHM Digital Certificate Portal interface. At the top, the OTHM logo is visible on the left, and a user profile icon is on the right. A navigation bar includes links for Dashboard, Documents, Store, Orders, and Connections (which is highlighted). Below the navigation bar, the page title is "Connections" with an "Add Connection" button on the right. A search bar with the placeholder "Search for any term..." and a "Filter!" button is present. Below the search bar, there are tabs for "Active" and "Inactive". A table lists connections with the following columns: Third party name, Third party email, Status, Initiated By, Documents Shared, Expires, and Actions. One connection is listed with the status "Pending".

| Third party name | Third party email | Status | Initiated By | Documents Shared | Expires | Actions |
|------------------|-------------------|---------|--------------|------------------|------------|---------|
| Third-Party | [REDACTED] | Pending | Student | 4 | 31/12/2022 | [Icons] |



For any assistance required:

Give us a call on
+44 (0)20 7118 4243

8 Waterside Court
Galleon Boulevard
Dartford
DA2 6NX
United Kingdom

