



VMIA Portal

How do I view my policy and download documents?

vmia.vic.gov.au

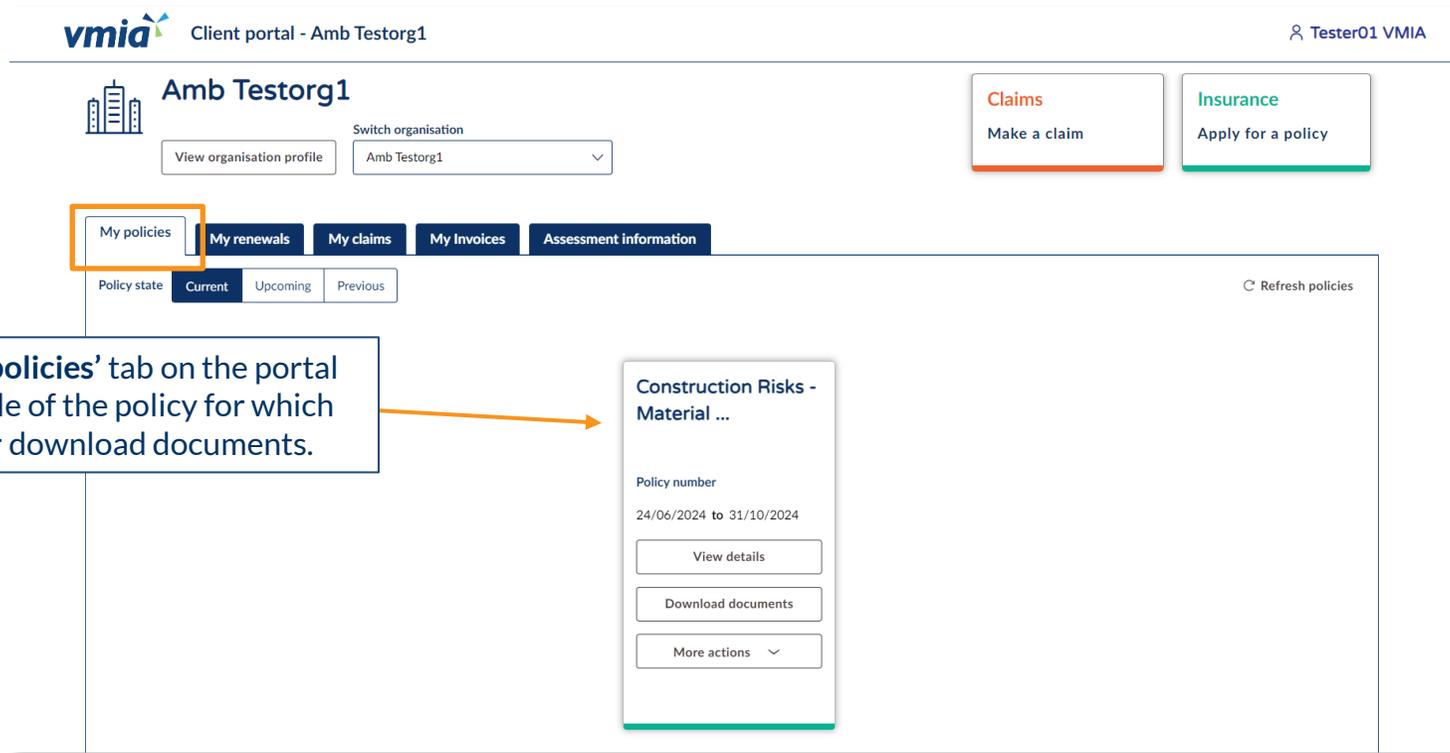


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How do I view my policy and download documents?



The screenshot shows the vmia Client portal for Amb Testorg1. The user is logged in as Tester01 VMIA. The main navigation bar includes 'My policies' (highlighted with an orange box), 'My renewals', 'My claims', 'My Invoices', and 'Assessment information'. Below the navigation bar, there are filters for 'Policy state' (Current, Upcoming, Previous) and a 'Refresh policies' button. A policy tile for 'Construction Risks - Material ...' is displayed, showing the policy number and dates (24/06/2024 to 31/10/2024). The tile includes buttons for 'View details', 'Download documents', and 'More actions'.

Step 1. Under the 'My policies' tab on the portal homepage, locate the tile of the policy for which you wish to view and/or download documents.

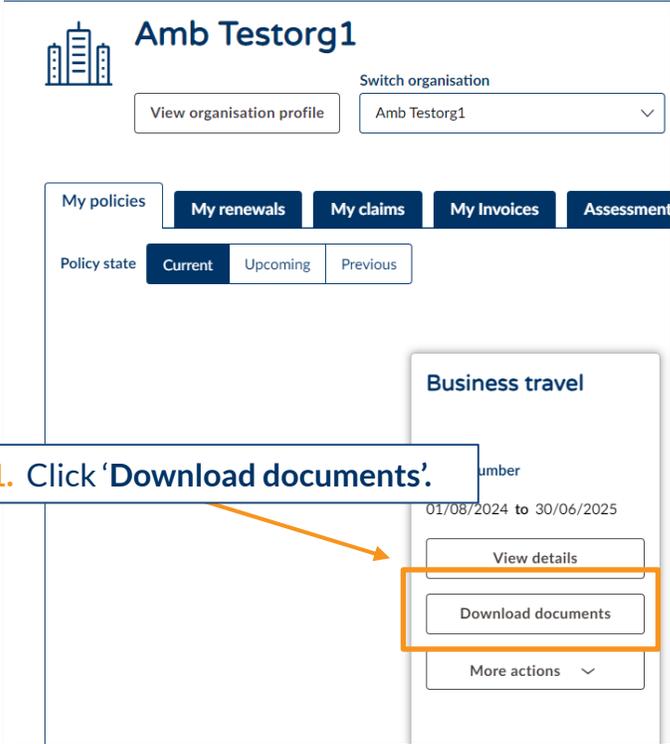
How do I view my policy and download documents?

Option 1: View policy details (without downloading)

The image shows a two-step process for viewing policy details. **Step 1:** In the main interface, the user is logged in as 'Amb Testorg1'. Under the 'My policies' section, a 'Business travel' policy is listed with the dates '01/08/2024 to 30/06/2025'. The 'View details' button for this policy is highlighted with an orange box and a callout box that says 'Step 1. Click 'View details''. **Step 2:** A modal window titled 'View policy details' is open, showing a list of sections: 'About policy', 'Scope of Cover', 'Journey', 'Schedule of Benefits', 'Aggregate limit of liability', and 'Excess'. The 'About policy' section is highlighted with an orange box and a callout box that says 'Step 2. Click on the section for which you want to view details. You will see all the policy information without having to download any documentation.'

How do I view my policy and download documents?

Option 2: Download policy documents



Amb Testorg1

Switch organisation
View organisation profile | Amb Testorg1

My policies | **My renewals** | My claims | My invoices | Assessment

Policy state: **Current** | Upcoming | Previous

Business travel

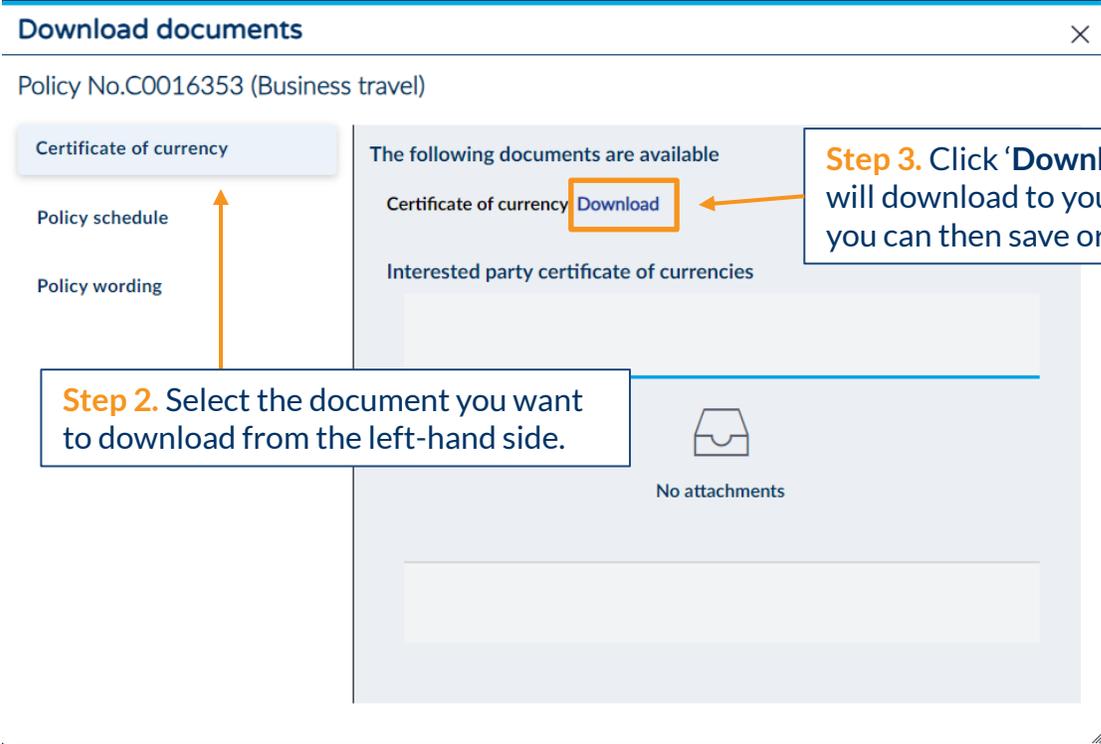
Number: [redacted]
01/08/2024 to 30/06/2025

View details

Download documents

More actions

Step 1. Click 'Download documents'.



Download documents

Policy No.C0016353 (Business travel)

Certificate of currency

Policy schedule

Policy wording

The following documents are available

Certificate of currency **Download**

Interested party certificate of currencies

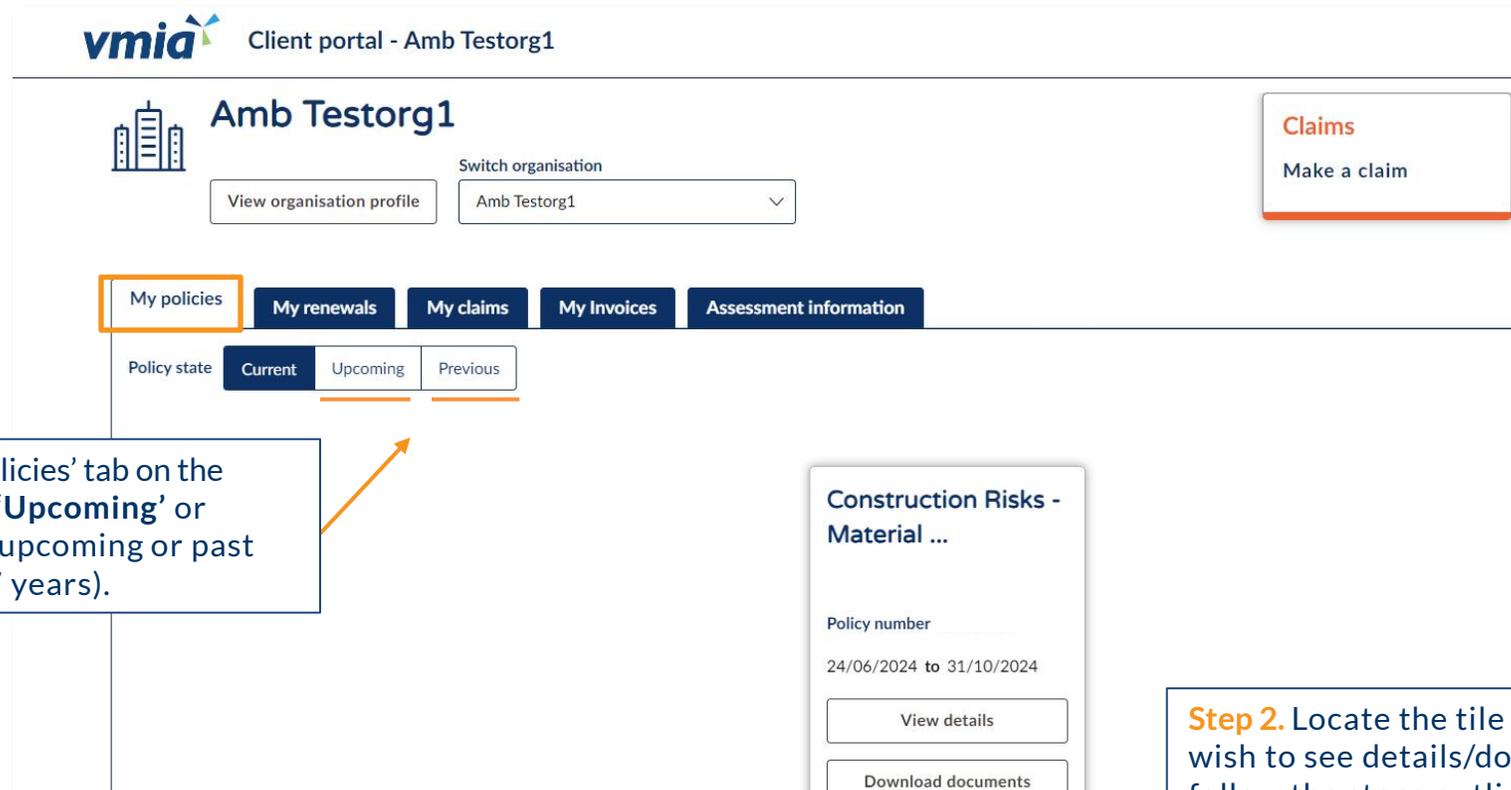
No attachments

Step 2. Select the document you want to download from the left-hand side.

Step 3. Click 'Download'. The document will download to your browser where you can then save or print.

How do I view my policy and download documents?

How to view details of past or upcoming policies online



vmia Client portal - Amb Testorg1

Amb Testorg1

Switch organisation
View organisation profile Amb Testorg1

Claims
Make a claim

My policies My renewals My claims My Invoices Assessment information

Policy state Current Upcoming Previous

Construction Risks - Material ...

Policy number
24/06/2024 to 31/10/2024

View details

Download documents

Step 1. From the 'My policies' tab on the portal homepage, click '**Upcoming**' or '**Previous**' to show all upcoming or past policies (for the past 7 years).

Step 2. Locate the tile of the policy for which you wish to see details/download documentation and follow the steps outlined above regarding how to view your policy and/or download documents.