To get started with accessing your TQI and Test Log data through your MOT Juice account, simply follow this quick instruction guide. Getting set up takes around 5 minutes.

You must assign Authorised Examiner Consultant (AEC) status within your MOT Testing Service (MTS) account to enable MOT Juice the ability to:

1. Download TQI data for all MOT testers within your business each month;
2. Analyse the data and highlight any potential risk/problem areas for each tester;
3. Encourage each tester to review their TQI variances with national averages;
4. Store comments each month for each tester so proof can be given to the VE that TQI is being reviewed regularly.
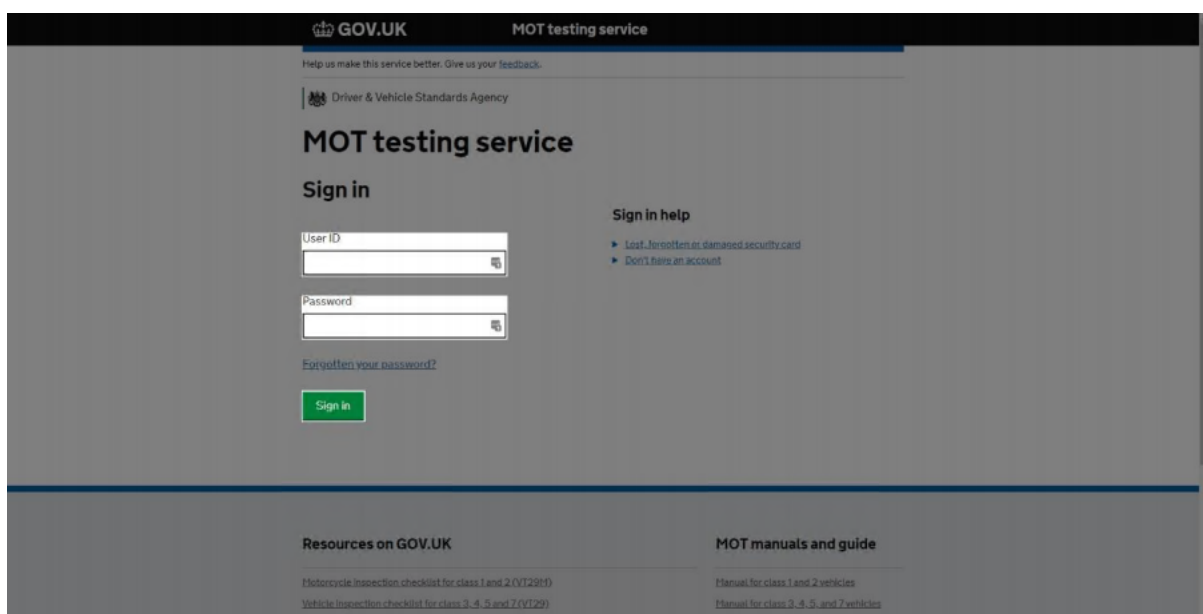
What is the AEC role?

The Authorised Examiner Consultant role is an account level that was built into the MOT Testing Service system in June 2019 and allows an AE of a MOT business to give access to some of their data (test quality information, test logs, annual assessment certificates and site review outcomes) but without the ability to add, edit or remove any data.
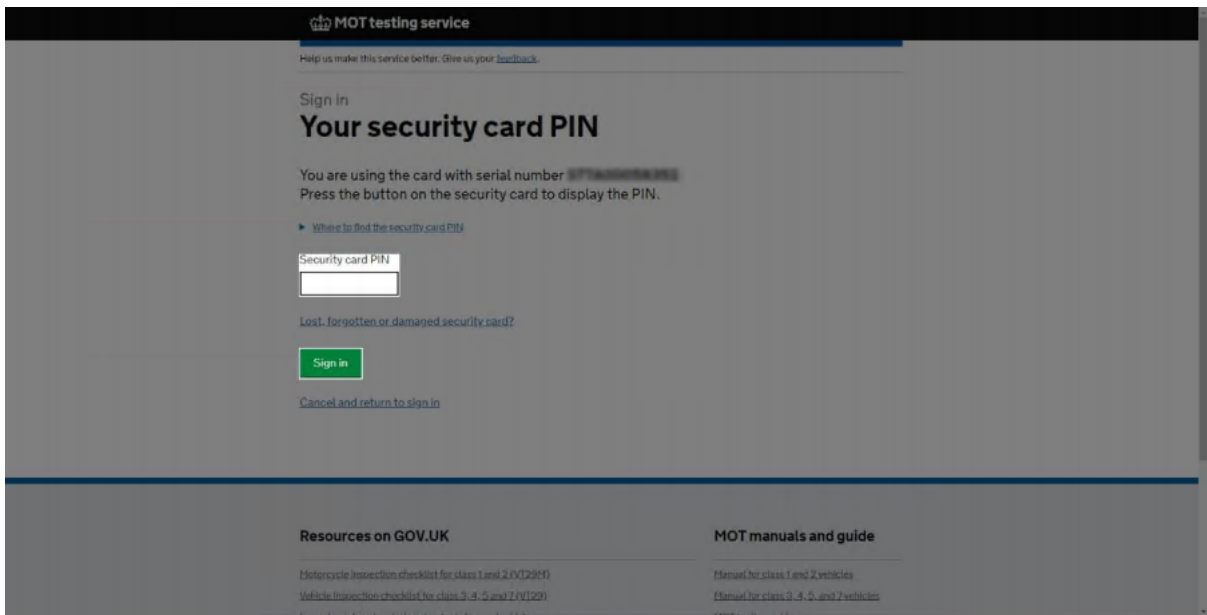
This role helps MOT Juice assist you in learning which areas of your data should prompt action points, without the need for manual data analysis.

Step 1 – *Log into your MTS account*

The AEDM must log into their MTS account as normal by entering their DVSA username, password and security card number.
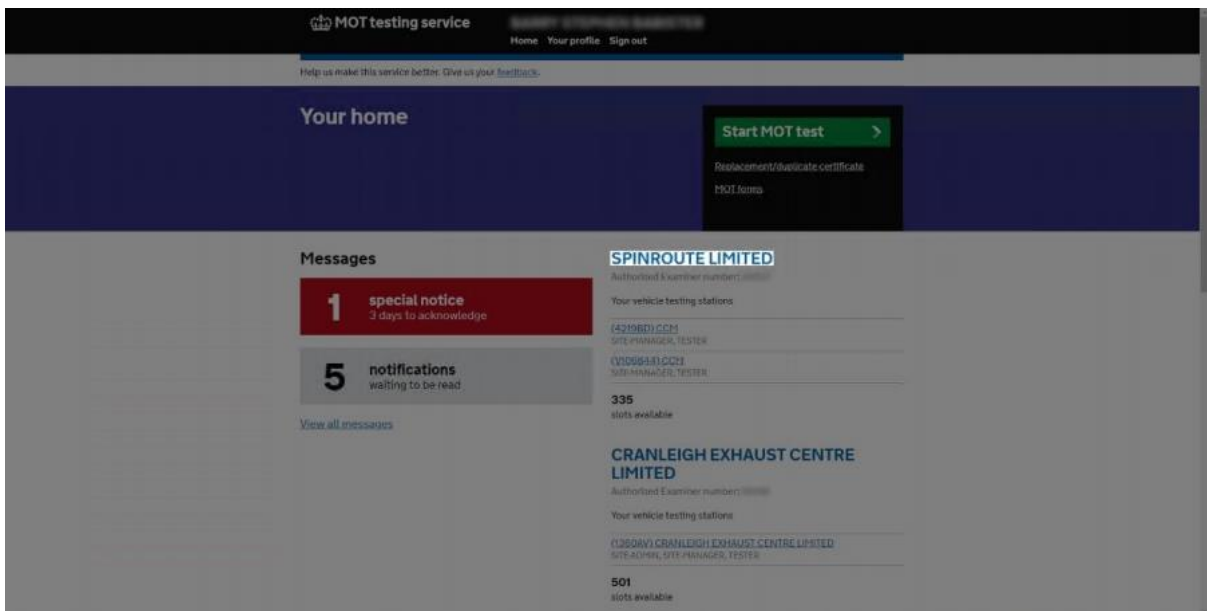
IMPORTANT: *MOT Juice staff will never ask for your DVSA username, password, or your security card number. You must never share these details with anyone, including the DVSA.*
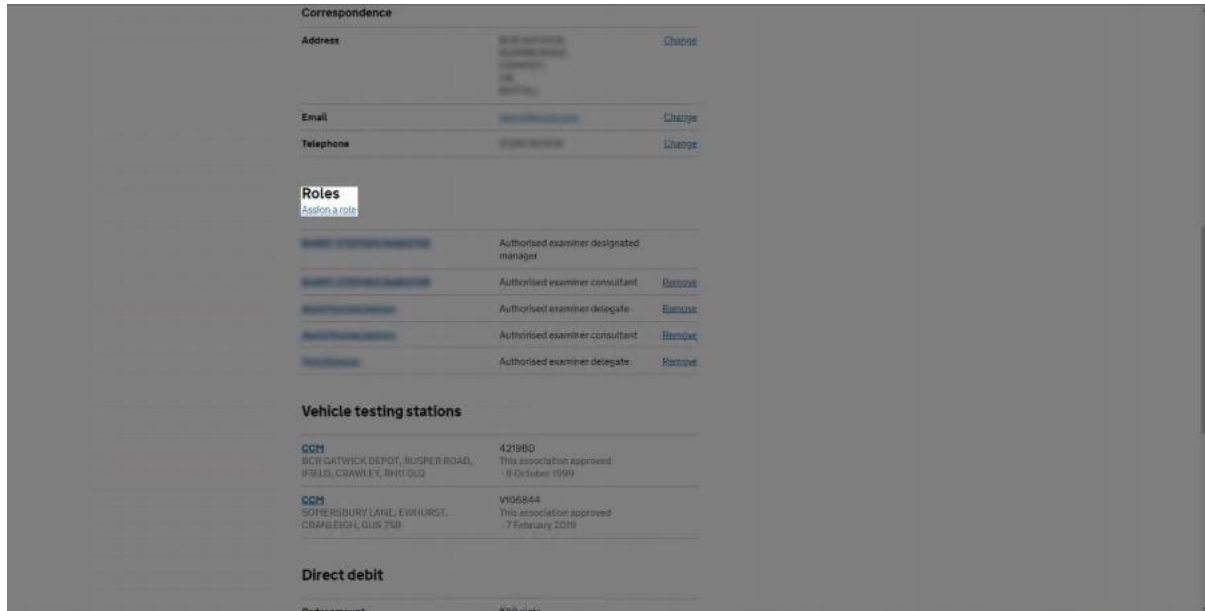
Step 2 *– Access the AE page*

Access the Authorised Examiner details page by clicking on the main business name as highlighted in the image below.

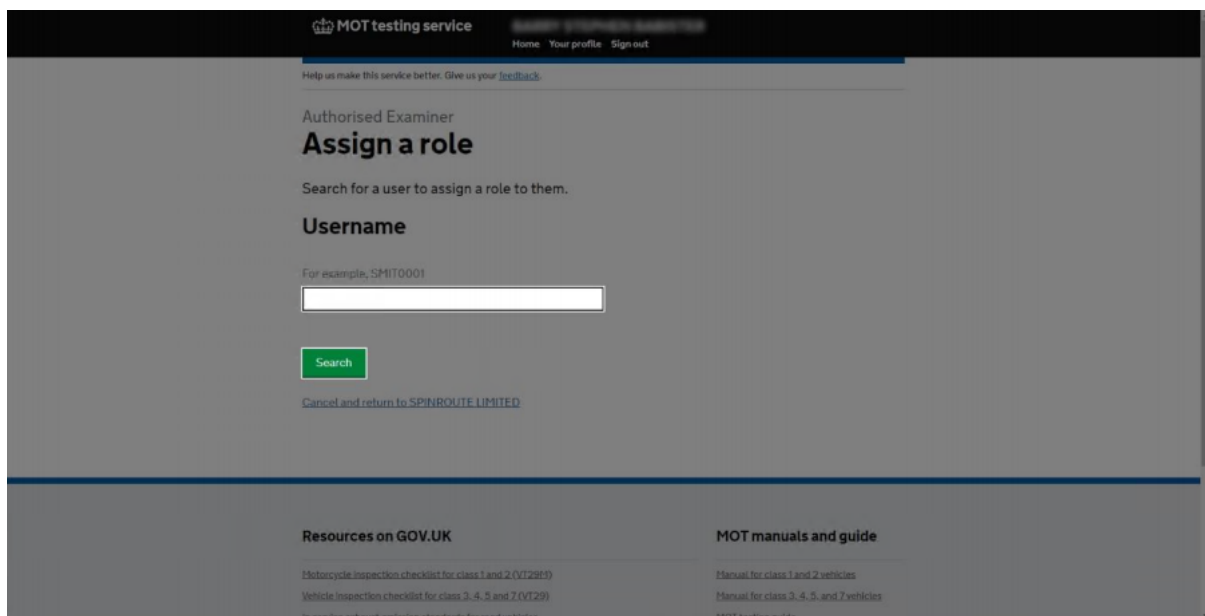**IMPORTANT:** *Only the AEDM of a business can access the AE page.*

Step 3 – *Assign a new role*

On the main details page, scroll down until you can see a list of your user roles. Simply click on the 'Assign a role' link to continue. If you can't see the 'Assign a role' link, then you may be logged into an account without the permission to assign a new role.
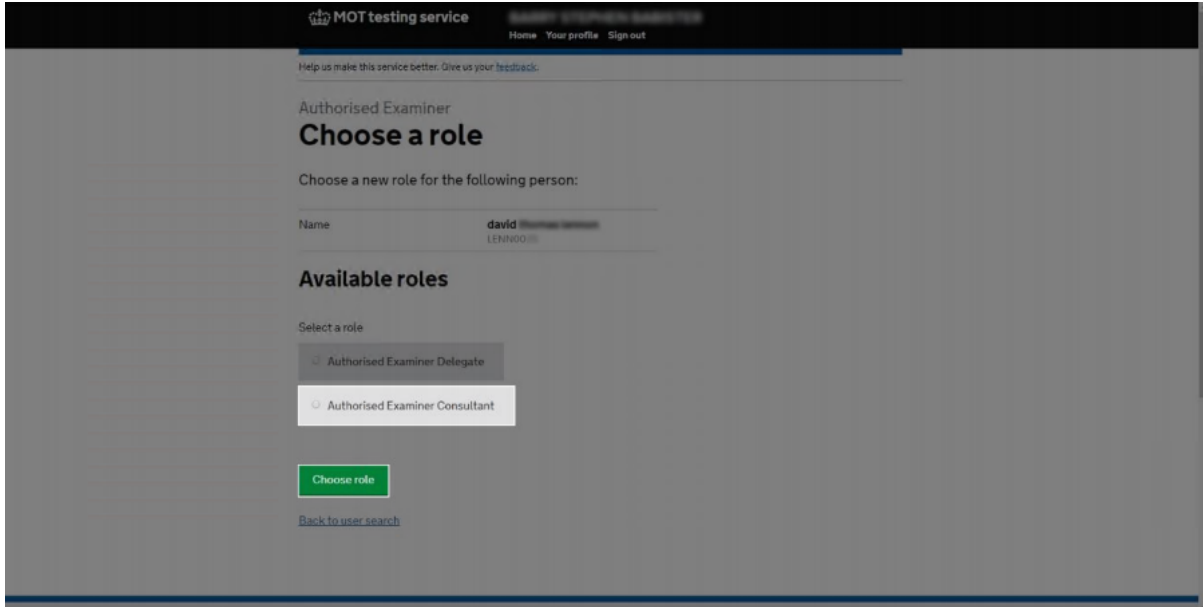

Step 4 – *Search for a user*

Enter the ID/Username of the person you wish to assign as the AEC of your business. You will need to call MOT Juice on 01293 911 120 in order to obtain the correct ID/Username.

IMPORTANT: MOT Juice will never publicly share any IDs or Usernames used within our business. Never assign a role to a username you have found online, including our own website.
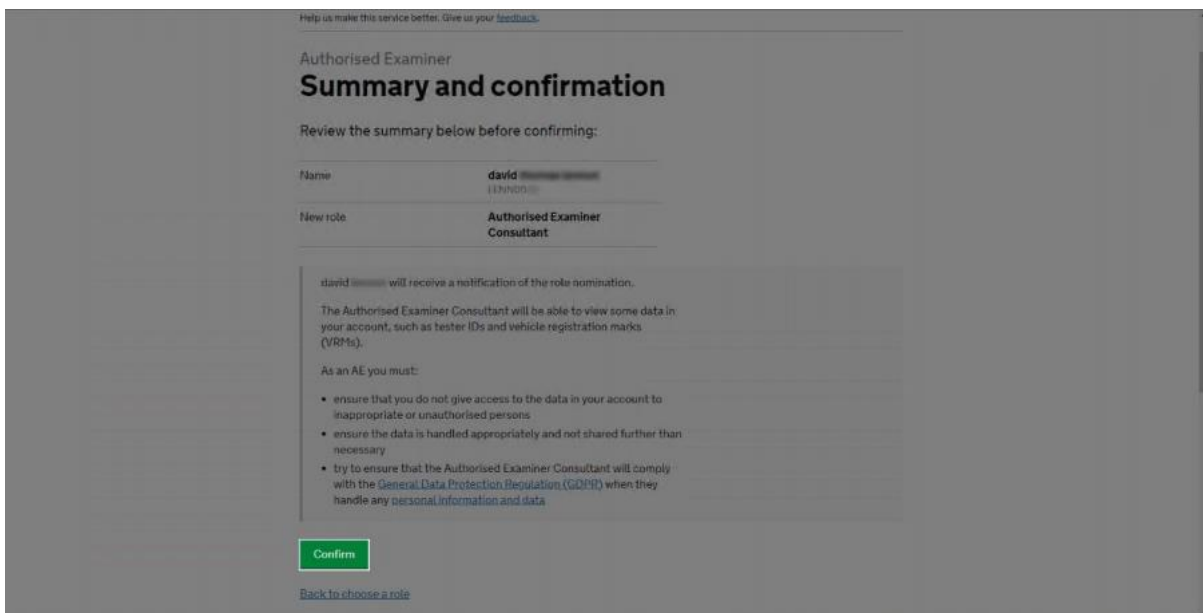
Step 5 – *Selecting the AEC role*

Once you have successfully found the user you want to assign as your AEC, you'll need to select 'Authorised Examiner Consultant' from the list of available roles. Once selected, click on the 'Choose Role' button.

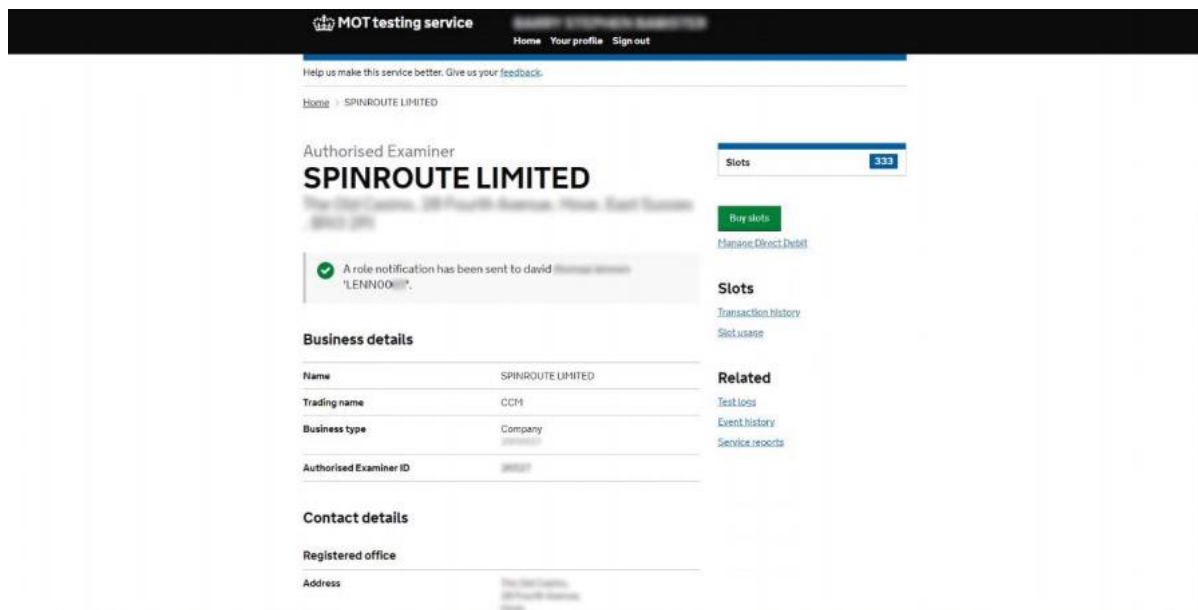**Step 6** – *Confirming the role*

It is important that as the AEDM, you have read and understand the summary before confirming the AEC role. Once you have confirmed the role can be assigned, the AEC will receive a notification and will need to approve the request before any data can be seen by the AEC.

Step 7 – *Finish*

Once the AEC has approved the role, they will then be able to see all the data for your business in relation to TQI, test logs, annual assessment certificates and site review outcomes.

An AEC cannot start any MOT tests, purchase any MOT slots or add/remove any roles within your business. They are effectively a 'read only' user.

Once the AEC role has been confirmed and approved, your TQI data will be available to all your testers once every month within their MOT Juice accounts ready to review.

We'll also be able to pull in a copy of your Test Log data and analyse it automatically for you, reporting back any high-risk MOTs that have been completed.

For more information about the AEC role and how the MOT Juice system uses this to help provide you with advice on MOT standards, you can contact our friendly support team on **01293 911 120** or **support@motjuice.co.uk**.