New to IMI? It's easy to get started!

- ✓ Ask your predecessor or your IMI coordinator to register you as an IMI user.

- ✓ **Log in** and **check**:
  - – your authority's activity in IMI
  - – the "My tasks" menu option
  - – for authorities in other countries with which you may need to exchange information

- ✓ Make sure that at least one colleague is registered as a **back-up** in IMI and 'delete' any users that no longer work with IMI

- ✓ You might need some **training** on when and how to use IMI:
  - – Contact your coordinator to get more information on IMI and on planned training sessions
  - – Check online training materials on the Commission's [IMI website](#)
  - – Ask your coordinator for access to the IMI training environment; a playground for trying out the IMI system

Use IMI in your everyday work

- ✓ **EXCHANGE INFORMATION VIA IMI**

  I'm not sure if this Portuguese tourist guide has provided valid information. I'll ask my Portuguese counterpart via IMI.

  You can **send requests for information** via IMI relating to different legal areas, depending on your IMI access rights (e.g. professional qualifications, services, posting of workers). If you have any questions or doubts concerning a particular European professional, service provider or posted worker, you can contact your partner authority in the other Member State in your own language.

  You'll receive notification emails whenever another authority sends you a request via IMI. Before accepting an incoming request, check the proposed **deadline** and modify it if necessary. Please make sure that you answer all the questions within the deadline.

- ✓ **KEEPING YOUR AUTHORITY'S DATA UP-TO-DATE**

  Make sure that information recorded in IMI about your authority and its users is **updated** regularly (e.g. if a user leaves the authority and a new colleague replaces him/her). Register all colleagues who could benefit from IMI.
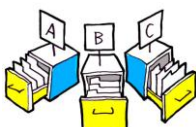
  In the IMI directory of registers, authorities can record information about online, public and freely accessible **registers** concerning different services or professions. By keeping this information up-to-date you may avoid requests for information which could have been obtained directly from an on-line register.

More information sources

You can watch the **IMI video** in your own language. It presents how IMI works in a fun and concise way: http://ec.europa.eu/internal_market/imi-net/index_en.htm

The IMI website, with **access** to the real system and to an IMI training environment:
http://ec.europa.eu/imi-net

Training materials you can use for self-learning:
http://ec.europa.eu/internal_market/imi-net/using_imi/index_en.htm

If you want to know what other IMI users think about the system, check out the results of our **user survey:**
http://ec.europa.eu/internal_market/imi-net/docs/All%20user%20survey%20-%20for%20CAs.pdf

Information on **data protection** related issues in IMI:
http://ec.europa.eu/internal_market/imi-net/docs/data_protection/data_protection_guidelines_summary_en.pdf

Whom to contact?

Your **national IMI coordinator** can help with any IMI related issue: http://ec.europa.eu/internal_market/imi-net/contact/index_en.htm

Your **National Helpdesk** provides technical assistance with the IMI system: after logging on to IMI, click on "National Helpdesks" in the top right corner.