VISUAL COMPLIANCE QUICK INSTRUCTIONS
Registering and Accessing Visual Compliance
for the University of Illinois at Urbana-Champaign

Step 1: Complete the Self-Service Registration at the following link:
https://www.visualcompliance.com/usr/

NOTE:
1. The password used to create the account will not be used after the account is created as we have implemented Single Sign-On for accessing the website.
2. When registering, the DIVISION field will be mandatory. If your specific unit is not listed, you can choose any of the Urbana locations.
3. The registration is a 2 step process.
   a. Enter and confirm your email.
   b. A confirmation email will be sent with instructions to complete the account setup.

Step 2: Utilize and Bookmark the Link below for accessing the Visual Compliance Single Sign-On Portal:
https://smo.uillinois.edu/visualcomp

Step 3: Recommend Training for Utilizing the Visual Compliance Software:

Once your account is set up you can immediately use VC, but training is recommended before you do so. When registration is complete, you will receive a message that an email has been sent permitting you access to the VC training site. You can then log in and click the training button in the bottom right of the screen.

You can start screening by clicking on the RESTRICTED PARTY SCREENING. To optimize results, see search settings at the end of these instructions.
Step 4: Procedure for Receiving a Match for Name OR Company Search

If your search results contain “NO MATCHING RECORDS FOUND”. You may proceed with your transaction.
If your results show any matches, then you need to contact exportcontrols@illinois.edu BEFORE you proceed any further. Include 1. CV or resume of the visiting party 2. Job description or description of the scope of the visit 3. Any other relevant information regarding collaborations or affiliations.
SEARCH SETTINGS FOR QUICK USE:

For a NAME search:

1. Enter first and last name only
2. Check Fuzzy, Set at Level 2
3. Check Thesaurus
4. Check Field Specific
5. Check Remove Business Words

For a COMPANY search:

1. Enter company name
2. Choose country
3. Check Fuzzy, Set at Level 2
4. Check Field Specific
5. Check Remove Business Words