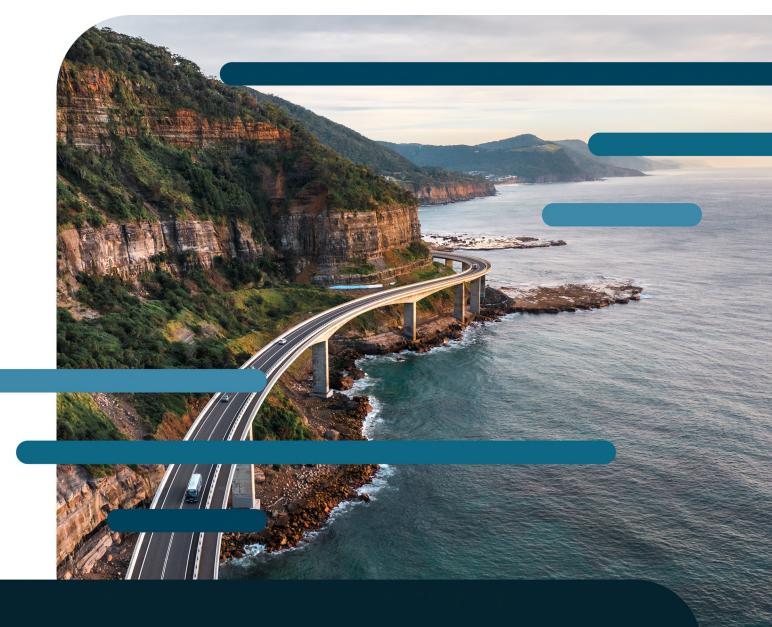




NVES Portal user guide

Version 1

September 2025



Empowering industry | Safeguarding integrity | Driving transparency

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- Email: <u>NVESRegulator@infrastructure.gov.au</u>
- Website: <u>www.nvesregulator.gov.au</u>

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About this user guide

This user guide has been developed for **regulated entities** (car manufacturers, suppliers and importers who hold a vehicle type approval) and their authorised users, accessing the New Vehicle Efficiency Standard (NVES) Portal (the portal).

September 2025 release

In this initial release, the portal will enable you to:

- Manage user access for the portal.
- Apply for a unit registry account, including submitting your fit and proper person (FPP) declaration.
- View your NVES vehicle data as entered on the Register of Approved Vehicles (RAV).
- View the current emissions performance of your fleet.

Additional functions, such as the ability to receive an interim emissions value (IEV) and any NVES units from February 2026, will be delivered in upcoming system releases and in step with the regulatory cycle.

This guide will be updated as more functionality is released.

We are here to help

NVES account managers

For questions or issues with the portal or this user guide, regulated entities and their authorised users can contact their NVES Regulator account manager by:

- Email: NVESRegulator@infrastructure.gov.au
- Phone:
 - Domestically: 1800 075 001 (within Australia)
 - Internationally: +61 2 6136 7111 (from outside Australia).

ROVER support team

Regulated entities experiencing issues managing authority to act permissions or ROVER can contact the department's ROVER support team by:

- Email: ROVERinfo@infrastructure.gov.au
- Phone:
 - Domestically: 1800 248 610 (within Australia)
 - Internationally: +61 2 6136 9088 (from outside Australia).

More information

Visit our online systems webpage to learn more about the portal and NVES related systems.

Online systems covered in this guide

Regulated entities use multiple systems to meet their obligations under the <u>New Vehicle Efficiency Standard</u> <u>Act 2024</u> (NVES Act). The 2 main systems are ROVER and the NVES Portal (the portal).

ROVER

<u>ROVER</u> is the established administration system for the <u>Road Vehicle Standards Act 2018</u> (RVSA). It is managed by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department). You must have an active ROVER account to access the portal.

The <u>Register of Approved Vehicles</u> (RAV) is managed by the department. It is an online publicly searchable database of vehicles that have met the requirements of the RVSA and been approved for provision to the Australian market. All road vehicles must be entered on the RAV, through ROVER before being provided to the market for the first time.

You will enter NVES-specific data on the RAV as part of your obligations under the NVES, and this data will be available in the portal.

You can watch this video to learn how to enter NVES data: ROVER Release 9.3 - NVES fields and the RAV.

NVES Portal

The portal is accessed through ROVER. It is a new central portal where you can fulfil a number of functions to support your compliance obligations under the NVES. You can only access the portal if you have ROVER authority to act and you have entered vehicles on the RAV since 1 July 2025 that are covered by NVES.

The NVES portal is available from September 2025. From this time, you will be able to apply for an NVES Unit Registry (the unit registry) account. However, the first units will not be issued until February 2026, allowing you time to apply for an account.

You can watch this video to learn more about the portal's functionality: NVES Portal overview.

Roles and access in the NVES Portal

Roles and permissions in the portal draw on existing roles and permissions in ROVER.

To access the portal, you must have an active ROVER account and an 'NVES management' permission enabled through your authorised user's 'authority to act'.

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About authority to act

Authority to act allows a user to take actions in ROVER on behalf of another user.

Depending on their level of access, a user with authority to act can, for example, create and submit applications, make payments, manage recalls and RAV entries, or access to the portal. It also allows a user to contribute to another user's application.

Authority to act protects ROVER users' data by allowing them to control:

- who has access to their personal or organisation profile
- what they can do with that access.

More information can be found in the ROVER guide: Authority to act.

You can assign more than one authorised user in ROVER, including an agent to act on your behalf. If your authority to act expires (this is a default of 2 years) or is removed, you will also lose your NVES management permission and access to the portal.

NVES Unit Registry

The unit registry sits within the portal. We manage and maintain unit registry operations and access to ensure fair participation and to prevent misconduct. It is where NVES units are issued, transferred and extinguished.

The first units will be issued when entities receive their first IEV from February 2026 for the 2025 performance period. To receive units, you will need to **beat the requirement** for the performance period.

To be able to receive, transfer and extinguish units, you will need to apply to open a unit registry account via the portal. Access to the unit registry is pending upon successful application and approval from the NVES Regulator and passing a fit and proper person (FPP) declaration.

NVES Regulated entities can apply for a unit registry account now. If you are issued units from February 2026, you will have 12 months from issuance to apply for a unit registry account.

Unit registry permissions

Unit registry roles and permissions can be assigned once the account has been opened.

There are 4 main permissions types for unit registry accounts they are:

- 1. **Registry viewer**: can only view unit transactions and unit balances. If assigned this permission a user cannot hold any other permission.
- 2. Transfer initiator: can view the unit registry and initiate unit transactions for their account.
- 3. **Transfer authoriser:** can view the unit registry and authorise unit transactions created by a different user. They cannot authorise a unit transaction they make. They will then submit the authorised transaction to the regulator.
- 4. **Registry account admin:** can view the unit registry and add or remove users to the unit registry account. They must make sure any new users complete the FPP declaration to gain access.

You can also choose to assign an **optional** contact role in the unit registry, this is a **unit trading contact**. This is where a user is assigned as a point of contact for unit trading for an entity they represent. They can be nominated by email to their NVES account manager who will set it up.

These permissions allow you to undertake a variety of actions. You can hold more than one permission, unless you have been allocated as a 'registry viewer'. In this case you cannot hold any other permission.

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While one user may hold both transfer initiator and transfer authoriser roles, they cannot authorise the transfers that they have initiated.

ROVER, portal and unit registry roles and access

The below diagram shows how the roles and access work across ROVER, the portal and unit registry.

		Use ROVER	Access NVES Portal	Open NVES Unit Registry account	Access NVES Unit Registry	Initiate a transaction	Authorise a transaction	Manage NVES Unit Registry access
Assigned in ROVER	ROVER authority to act	/ *	X	X	X	X	X	X
	NVES Portal	√	✓	✓	X	X	X	X
Assigned in the NVES Portal	Registry viewer	√	✓	X	✓	X	X	X
	Initiator	√	✓	X	✓	√	X	X
	Authoriser	√	√	X	✓	X	√	X
Assign	Registry admin	√	✓	X	✓	X	X	√

^{*} New NVES roles will not change how existing ROVER or RAV permissions work.

Accessing the portal

The following steps outline how you can access the portal and get your NVES management permission enabled for you and authorised user(s).

Before you begin

1. Do you have an active ROVER account?

To access the portal you must have an active ROVER account. If you don't, you will need to follow the steps outlined on the ROVER website: <u>Welcome to ROVER</u>.

2. Do you know who your ROVER account admin is?

Your ROVER account admin will need to grant you authority to act to enable your access to the portal. To check who your ROVER account admin is you can either ask relevant people your company or contact the ROVER support team.

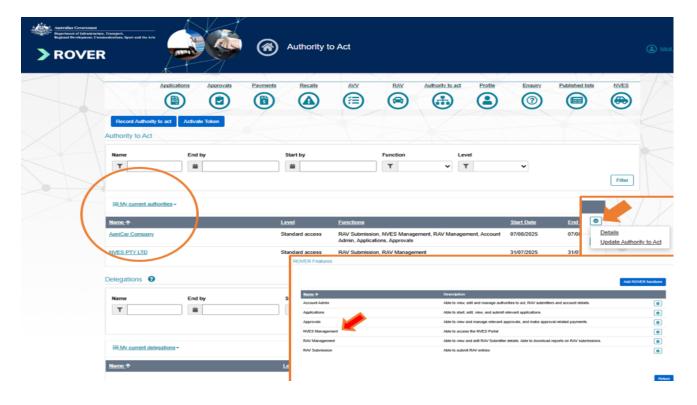
3. Have you entered an NVES covered vehicle since 1 July 2025?

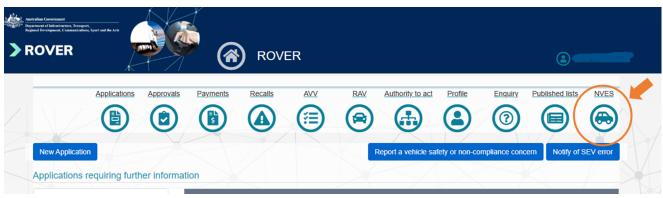
You can only access the portal if you have ROVER authority to act and you have entered vehicles on the RAV since 1 July 2025 that are covered by NVES.

- Login to your ROVER account using your credentials.
 - If you don't know your credentials, please contact the ROVER support team.
- In ROVER, once logged in, you will see 10 icons in the top banner.
- · Click on the icon for 'Authority to act'.



- Your ROVER account admin will need to assign an NVES authority to act in ROVER by clicking on 'Update
 Authority to act' for your entity.
 - The process for granting or requesting an NVES authority to act is the same as any ROVER authority to act function.
- Your ROVER account admin can then add the 'NVES management' permission from the authority to act function list into as many of your users' profiles as required.
 - There is no limit to how many users can be assigned access to the portal.





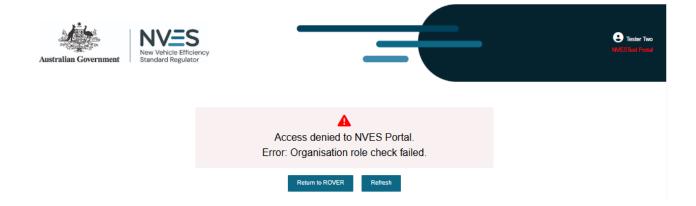
- Once your NVES management permission has been assigned, you will see the NVES icon appear on the far right of the ROVER banner and you will become an authorised user in the portal.
 - If the NVES icon doesn't appear, contact the ROVER support team.
- You can then click on the NVES icon which will take you to the portal.

If an access denied error messages appears

• If an error message appears saying 'Access denied to the NVES Portal', there are 3 potential causes:

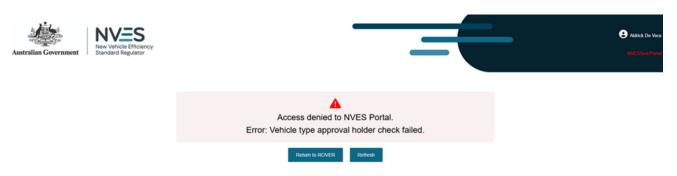
1. Organisation role check failed

A ROVER user who does not have the NVES management function for any regulated entity is given a direct link to the portal. Contact your organisation's ROVER account admin – to see if you have been given the NVES management permission if you see this message:



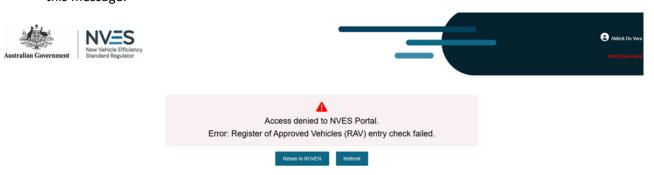
2. Vehicle type approval holder check failed

Only regulated entities have access to the NVES portal. If your organisation is not recognised in ROVER as an NVES regulated entity, you will see this message:



3. Register of Approved Vehicles (RAV) entry check failed

If your organisation has not entered an NVES covered vehicle on the RAV since 1 July 2025, you will see this message:



We're here to help

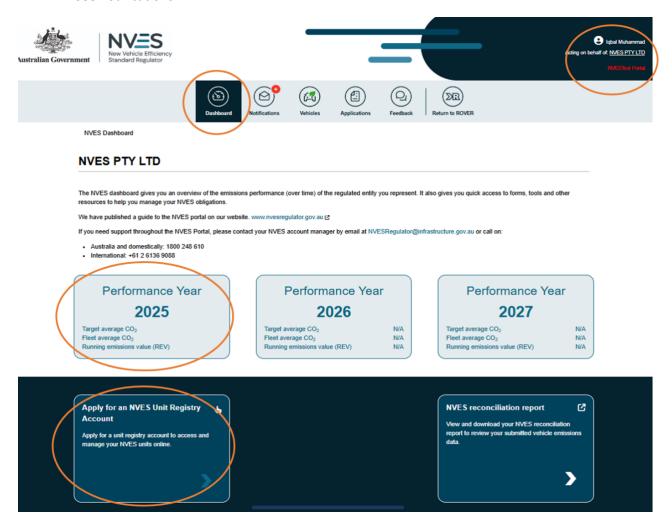
If you receive an error message you can contact your NVES account manager or email NVESRegulator@infrastructure.gov.au to help resolve it.

Alternatively, you can contact the ROVER support team if you do not have an NVES account manager.

Navigating the portal

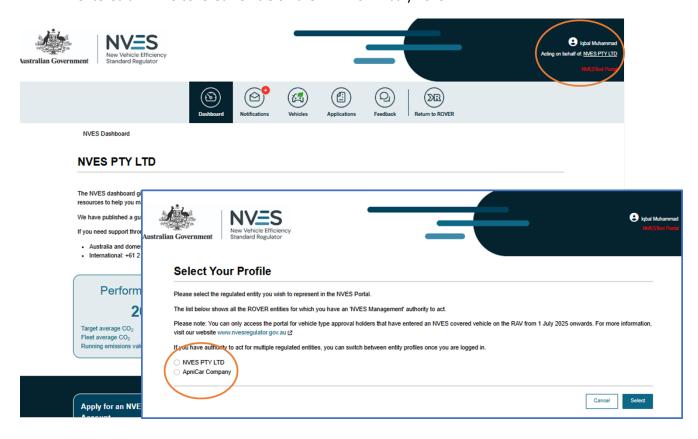
Dashboard

- Once you and your authorised users(s) have gained access to the portal, it will display the dashboard.
- You will be able to see your name and the regulated entity you represent on the top right-hand corner.
- In the portal you will be able to:
 - Apply for a unit registry account.
 - View how the entity's fleet is performing against emissions targets.
 - View the entity's NVES-specific data entered on the RAV.
 - Download reconciliation reports.
 - See notifications.



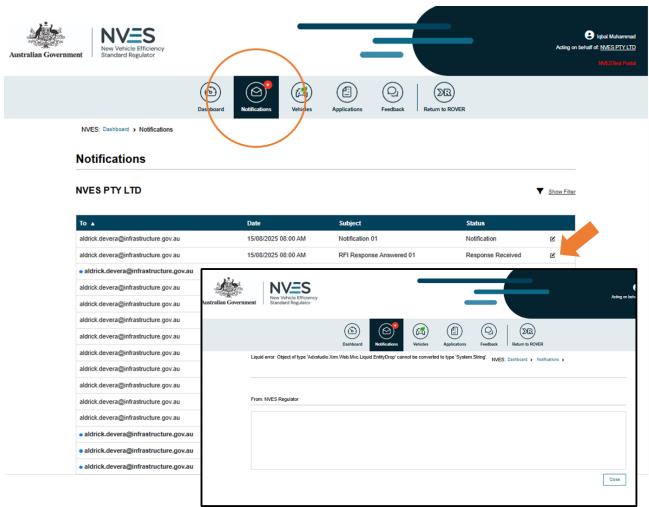
Switch profiles (act for different entities)

- If you have NVES authority to act for multiple regulated entities (for example, if you are an agent), you can switch between entity profiles by clicking on the name of the regulated entity you represent on the top right-hand corner of the page.
- The 'Select Your Profile' page will appear and show all the ROVER entities you have an NVES authority to act for.
- - **Important:** you can only access the portal for an entity you have authority to act for and who has entered an NVES covered vehicle on the RAV from 1 July 2025.



Notifications

- The notifications page can be accessed by clicking on the second icon in the portal's banner.
- This page allows you and your authorised user(s) to view notifications and requests for information from us.



Important: Responding to requests for information

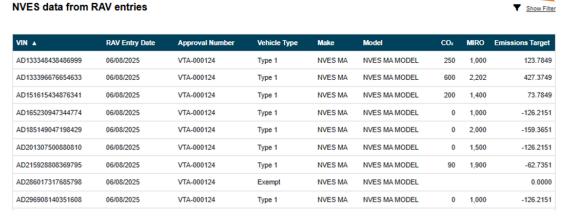
You cannot respond to requests for information from us in the portal at this stage. Responses must be emailed to us at NVESRegulator@infrastructure.gov.au. This feature will be added in a later release.

Vehicles

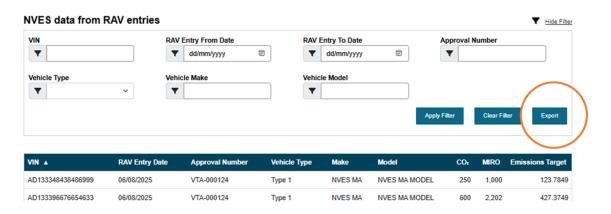
• The Vehicles page can be accessed by clicking on the third icon in the portal's banner.



- It shows the NVES vehicles your entity has entered on the RAV. You can track and reconcile these vehicles.
- Under 'data from RAV entries' you can:
 - View information about each covered vehicle, such as NVES vehicle type, carbon dioxide (CO₂)
 emissions, mass in running order (MIRO) and the emissions target.
- Sort and filter the vehicles shown in the table by date (most recent to least recent this is the default setting), VIN, RAV entry date (date range), approval number, vehicle type, make or model.



- To do this, you will need to click on 'sort filter' above the table on the top right-hand side. You will then be able to choose what to filter from.
- Once you have done this, you can choose to export your data into an Excel file (up to 5,000 rows).
- If you need to export more than the system limit of 5,000 rows we recommend filtering your date range to smaller batches within the limit and multiple exports.



What is a vehicle type approval holder?

A vehicle type approval holder is the individual or company granted permission to provide a specific type of vehicle to the Australian market under a <u>vehicle type approval</u> as per the <u>RVSA</u>.

More information can be found in the department's guide to vehicle type approvals.

Applications

• The applications page can be accessed by clicking on the fourth icon in the portal's banner.



- The applications page shows all NVES applications in one place.
- On this page you can apply only for a unit registry account.
 - In a future release, functionality will be available to apply for units due to a late RAV correction or destroyed vehicles.
- To apply for a unit registry account, press on the 'Apply for an NVES Unit Registry Account' tile. This will take you to the application page.
- The application page has 4 sections you will need to complete, they are:
 - Your organisation details including your executive officer.
 - Your details, including your secondary contact (if applicable).
 - An FPP declaration about your organisation.
 - Review your application and submit.

Important: An entity can only apply once

Applying for a unit registry account can **only be done by one user once** for each entity.

Applications

This is where you can view all your NVES applications in one place. Each application is designed to support accurate reporting, data management and your compliance with the NVES.

You can:

- · apply for an NVES Unit Registry account
- apply for units relating to amended or removed RAV entries.

These application forms will be sent to the NVES Regulator to review and action.

We have developed a guide to the NVES Portal. You can download this here.

For more information visit: www.nvesregulator.gov.au 🗗

If you need support throughout the NVES Portal, please contact your NVES account manager by email at NVESRegulator@infrastructure.gov.au or call on:

- Australia and domestically: 1800 248 610
- International: +61 2 6136 9088



Apply for units - RAV correction

Apply for units to account for a RAV entry that was amended after the interim emissions value (IEV) was released.

Apply for units - destroyed vehicle

Apply for units to account for a vehicle that was entered on the RAV but which was destroyed before reaching a consumer.

More information coming soon

This guide will be updated as more functionality is released over the coming months.

We will keep regulated entities updated on when portal releases will happen and what functionality is being released.