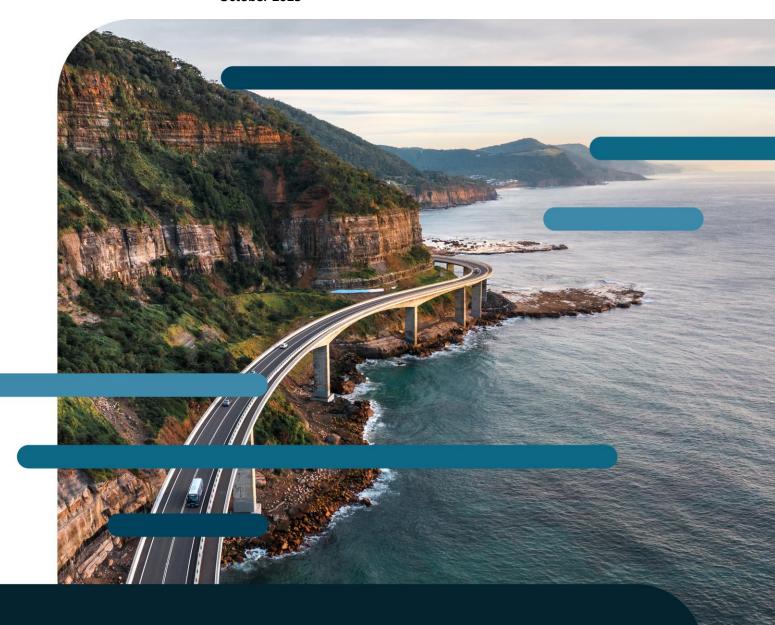




# **NVES Portal user guide**

Version 1.1

October 2025



**Empowering industry | Safeguarding integrity | Driving transparency** 

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

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 2 of 19

## **Contents**

Ownership of intellectual property rights in this publication	2
Disclaimer	2
Creative Commons licence	2
Use of the Coat of Arms	2
Contact us	2
Contents	3
About this user guide	4
We are here to help	
Online systems covered in this guide	5
ROVER	
NVES Portal	5
NVES Unit Registry	6
Accessing the portal	8
If an access denied error messages appears	
Navigating the portal	11
Dashboard	11
Switch profiles (act for different entities)	12
Notifications	13
Vehicles	
Applications	
Admin Centre	17
More information coming soon	19
Document Control	19

Release date: Oct 2025 | Version: 1.1

## 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).

#### The NVES Portal was released in September 2025.

In this release, the portal enabled 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.

In this October 2025 update, you are able to access the new 'Admin Centre', allowing you to:

- Update your Executive Officer details and secondary contact details for your organisation.
- Switch profiles (if you act on behalf of one or more regulated entities).
- Update/give permissions to other users (only for a unit registry admin of approved unit registry accounts).

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).

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 4 of 19

#### 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.

#### **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'.

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 5 of 19

### About authority to act

An 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.

## **NVES Unit Registry permissions**

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

There are 4 main permission 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.

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 6 of 19

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 acces
Assigned in ROVER	ROVER Authority to Act	፟.	8	×	×	×	×	×
	NVES Portal	<b>&gt;</b>	$\bigcirc$		×	×	×	×
Assigned in NVES Portal	Registry Viewer		$\bigcirc$	×	$\bigcirc$	×	$\otimes$	×
	Initiator		$\bigcirc$	×	$\bigcirc$		$\otimes$	×
	Authoriser		$\bigcirc$	×	$\bigcirc$	$\otimes$	$\bigcirc$	×
	Registry Admin	$\bigcirc$	<b>&gt;</b>	×	$\bigcirc$	×	×	$\bigcirc$

<sup>\*</sup> 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.

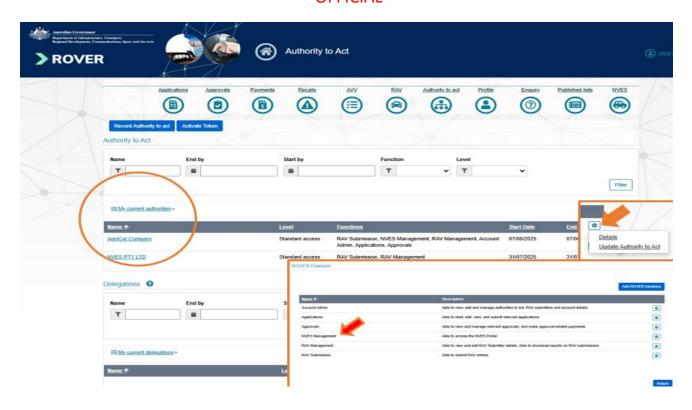
#### 3. Have you entered an NVES covered vehicle since 1 July 2025?

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

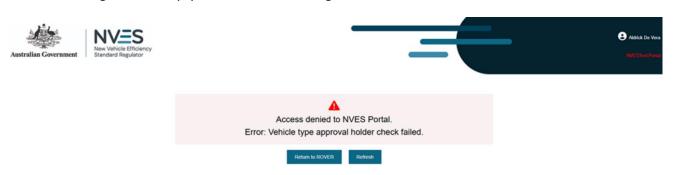
A ROVER user who does not have the NVES management function for any regulated entity is given a direct link to the portal. Contact your organisation's ROVER account admin – to see if you have been given the NVES management permission if you see this message:



Return to ROVER

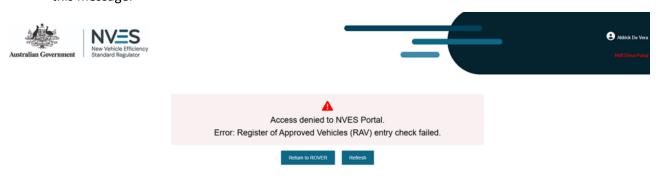
#### 2. Vehicle type approval holder check failed

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

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

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 10 of 19

## 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.



#### **ApniCar Company**

The NVES dashboard gives you an overview of the emissions performance (over time) of the regulated entity you represent. It also gives you quick access to forms, tools and other resources to help you manage your NVES obligations.

We have published a guide to the NVES portal on our website. 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



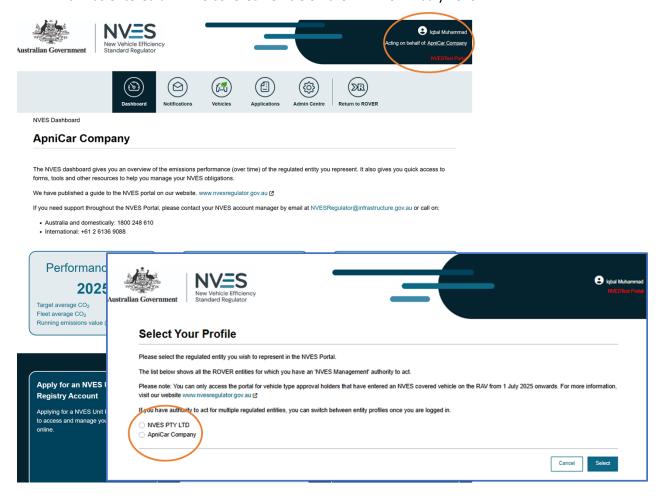






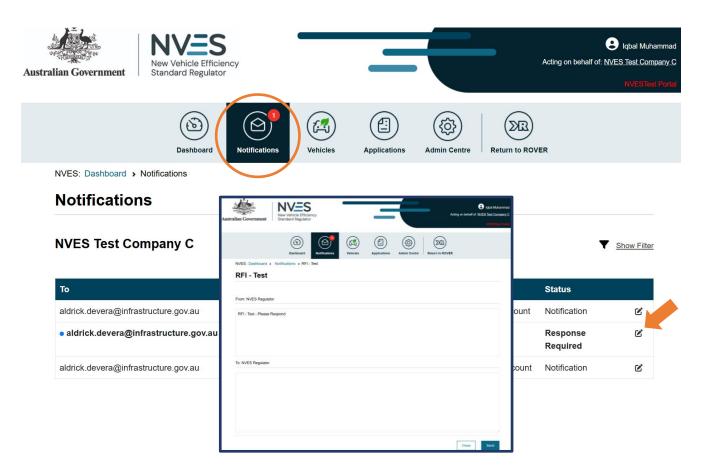
## Switch profiles (act for different entities)

- 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 for which you have authority to act, and which 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

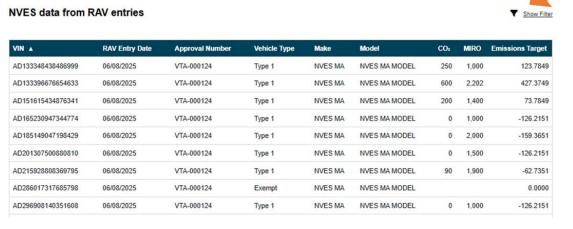
You cannot respond to requests for information from the regulator in the portal at this stage.

#### **Vehicles**

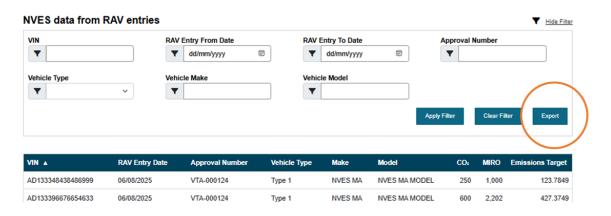
The Vehicles page can be accessed by clicking on the third icon in the portal's banner.



- It shows the NVES vehicles your entity has entered on the RAV. You can track and reconcile these vehicles.
- · Under 'NVES data from RAV entries' you can:
  - View information about each covered vehicle, such as NVES vehicle type, carbon dioxide (CO<sub>2</sub>) 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.

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 15 of 19

## **Applications**

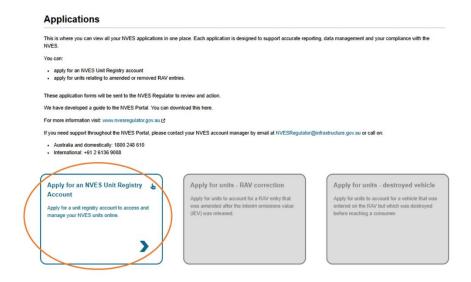
• The applications page can be accessed by clicking on the fourth icon in the portal's banner.



- 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 for a unit registry account

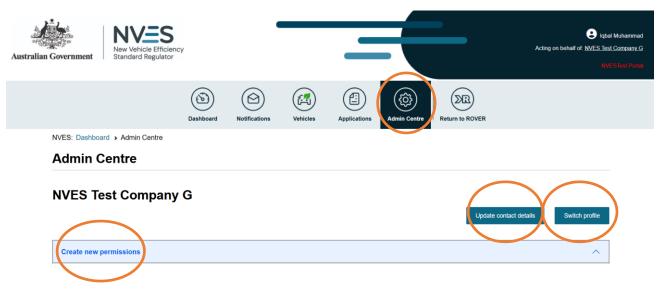
Applying for a unit registry account can only be completed by one user for each entity.



NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 16 of 19

### **Admin Centre**

• The admin centre page can be accessed by clicking on the fifth icon in the portal's banner.



- On the admin centre page, you can update contact details of the regulated entity, executive or an optional secondary contact, <u>switch profile (act for different entities)</u>, and give permissions to other users.
- If you provide a secondary contact for an entity, then email notifications will also be sent to the entity's secondary contact.

#### **Update your Executive Officer contact details**

Please enter the contact details of an Executive Officer for the entity you are representing. These details are a mandatory requirement for contact purposes.

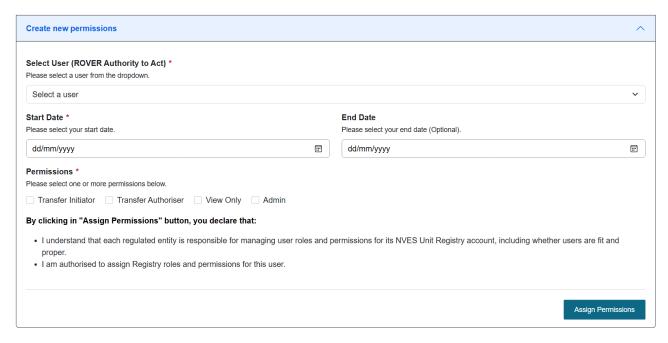
A secondary contact is optional.

#### Regulated entity details

Organisation	ABN	Country of incorporation  Australia - Country		
NVES Test Company G	4114757428283936			
Executive contact details				
Title *	Given Name *	Family Name *		
Mr	M	W		
Position *	Email Address *	Phone Number *		
CFO	k@test.nissan.com.au	1234		
Secondary contact details (optional)				
Title	Given Name	Family Name		
·	J	G		
Position	Email Address	Phone Number		
	j@test.nissan.com.au			
		Skip and Continue Update		

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 17 of 19

- Only users with a Registry Admin role of an approved registry account can create new permissions to invite an existing user with an authority to act for the regulated entity. The permission has a start date and an optional end date. You can assign permissions to one or more roles for the unit registry account:
  - Transfer Initiator
  - Transfer Authoriser
  - View Only
  - Admin



See ROVER, portal and unit registry roles and access section above for more details.

The invitee can accept the invitation to gain access to the profile of the entity.

#### **Invitee for NVES Unit Register Trading Account** To create your Unit Registry Trading Account please check the details below are correct, agree to the Declaration and click the accept invitation button Organisation details Organisation Due Date ApniCar Company 8543865433 19/11/2025 Access level being granted Transfer Initiator My details Title Given Name **Family Name** Dr Igbal Muhammad **Email Address** Phone Number 0422311738 iqbal.muhammad@infrastructure.gov.au Declaration In accepting this invitation, I declare that: - I understand that each regulated entity is responsible for ensuring the fit and proper person status of users with access to their registry account. - I have the skills, knowledge and authority that are required to perform my assigned role in this entity's registry account - In carrying out my assigned role in this registry account, I will act with honesty, integrity and in accordance with the authority granted to me by this regulated entity. I have read and understood the above declaration.

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 18 of 19

Decline Invitation

Accept Invitation

## 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.

## **Document Control**

Refer to the following table for the approver and latest version of this document.

Version	Release date	Approver	Reason for update
1.0	Sept 2025	Karen Najjar	Initial release of document.
1.1	October 2025	Jean-Carlo Ramirez Riveros	Update of document for release 2.1

NVES Portal user guide Release date: Oct 2025 | Version: 1.1 Page 19 of 19