Australian Government

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

NVES New Vehicle Efficiency Standard Regulator

NVES Portal user guide

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About this user guide

This guide is for **regulated entities** (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).

Online systems covered in this guide

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

ROVER

ROVER is the established administration system for the *Road Vehicle Standards Act 2018* (RVSA). The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department) manages ROVER. You must have an active ROVER account to access the portal.

The Register of Approved Vehicles (RAV) is managed by the department. It is a publicly searchable online 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

You access the portal through ROVER. You can use it to manage your compliance obligations under the NVES.

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

The portal first became available in September 2025, allowing users to apply for an NVES Unit Registry (unit registry) account.

You can watch NVES Portal overview or read information on the NVES Regulator website to learn more about the portal's functionality.

Roles and access in the 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'.

About an authority to act

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

Depending on your level of access, an authority to act allows you to create and submit applications, make payments, manage recalls and RAV entries, or access the portal. You can also 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.

Read the ROVER guide: Authority to act for more information.

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

You access the unit registry through the portal**.** We manage and maintain unit registry operations and access to ensure fair participation and prevent misconduct. It is where we issue NVES units and you can transfer and extinguish them.

The first units were issued in February 2026 for the 2025 performance period. To receive units, you need to **beat the emissions target** for the performance period.

To receive, transfer and extinguish units, apply to open a unit registry account through the portal. Access to the unit registry depends on:

- successful application and approval by the regulator
- passing a fit and proper person (FPP) declaration.

Find out more about the NVES Unit Registry on our online systems webpage.

Important: Important: You must have opened a registry account to receive units for a previous performance year.

You must claim these units within 12 months of issue by registering for a unit registry account if you have not already done so, or you will no longer be eligible for those units.

NVES Unit Registry permissions

Once your account is open, you can assign unit registry roles and permissions if you have the appropriate administrator permission.

There are 4 main permission types for unit registry accounts:

- **Registry viewer**: can only view unit transactions and unit balances. If assigned this permission, a user cannot hold any other permission.
- **Transfer initiator:** can view the unit registry and initiate unit transactions for their account.

- **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.
- **Registry account administrator:** can view the unit registry and add users to or remove users from the unit registry account.

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 which case you cannot hold any other permission.

You can hold both 'transfer initiator' and 'transfer authoriser' roles, but you cannot authorise a transfer you initiated.

Unit trading contact list

If you are interested in buying or selling units, you can nominate a unit trading contact by emailing your NVES account manager at NVESRegulator@infrastructure.gov.au. We will share the unit trading contact's details with other entities interested in unit trading.

Find out more about how units are traded.

ROVER, portal and unit registry roles and access

Figure 1 shows how roles and access work across ROVER, the portal and the unit registry.

Figure 1: Roles and access in 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	✓*	✗	✗	✗	✗	✗	✗
	NVES Portal	✓	✓	✓	✗	✗	✗	✗
Assigned in NVES Portal	Registry Viewer	✓	✓	✗	✓	✗	✗	✗
	Initiator	✓	✓	✗	✓	✓	✗	✗
	Authoriser	✓	✓	✗	✓	✗	✓	✗
	Registry Admin	✓	✓	✗	✓	✗	✗	✓

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

We are here to help

NVES account managers

If you have questions or issues with the portal or this guide, contact your NVES account manager by:

- **Email:** NVESRegulator@infrastructure.gov.au
- Phone from within Australia: 1800 248 610
- Phone from outside Australia: +61 2 6136 9088

ROVER support team

If you need help with ROVER or authority to act permissions, contact the department's ROVER support team by:

- **Email:** ROVERinfo@infrastructure.gov.au
- Phone from within Australia: 1800 815 272
- Phone from outside Australia: +61 2 6136 8006

More information

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

Accessing the portal

Before you begin

1. Check your ROVER account

You need an active ROVER account to access the portal. If you do not have one, follow the steps on the ROVER website.

2. Identify your ROVER account administrator

Your ROVER account administrator must grant you authority to act before you can access the portal. Ask relevant users in your organisation who the administrator is or contact the ROVER support team.

3. Check your organisation's RAV entries

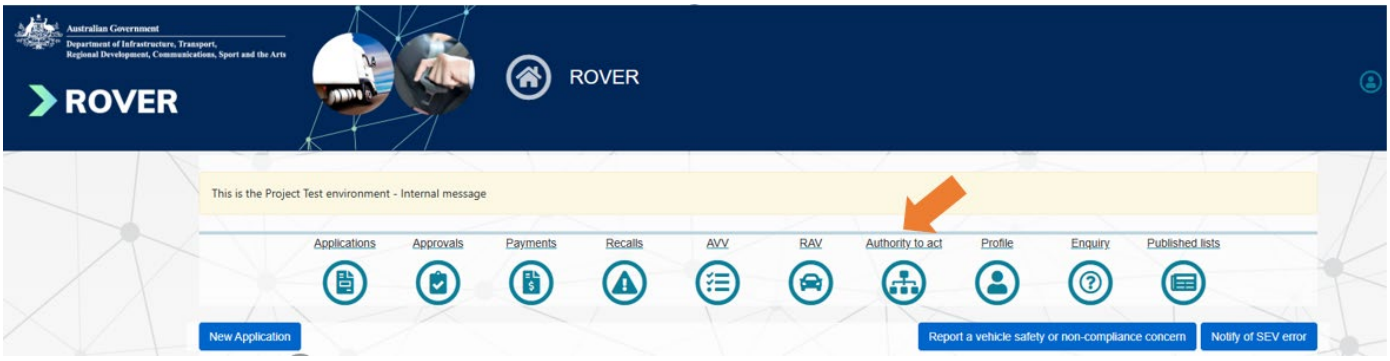
Your organisation must have entered an NVES covered vehicle on the RAV since 1 July 2025. You must also have a ROVER authority to act.

Set up access to the portal

Follow these steps to access the portal and enable the NVES management permission for you and your entity's authorised users.

1. Log in to your ROVER account using your credentials. If you don't know your credentials, contact the ROVER support team to retrieve them.
2. In ROVER, select the 'Authority to act' icon in the top banner. See Figure 2 below.

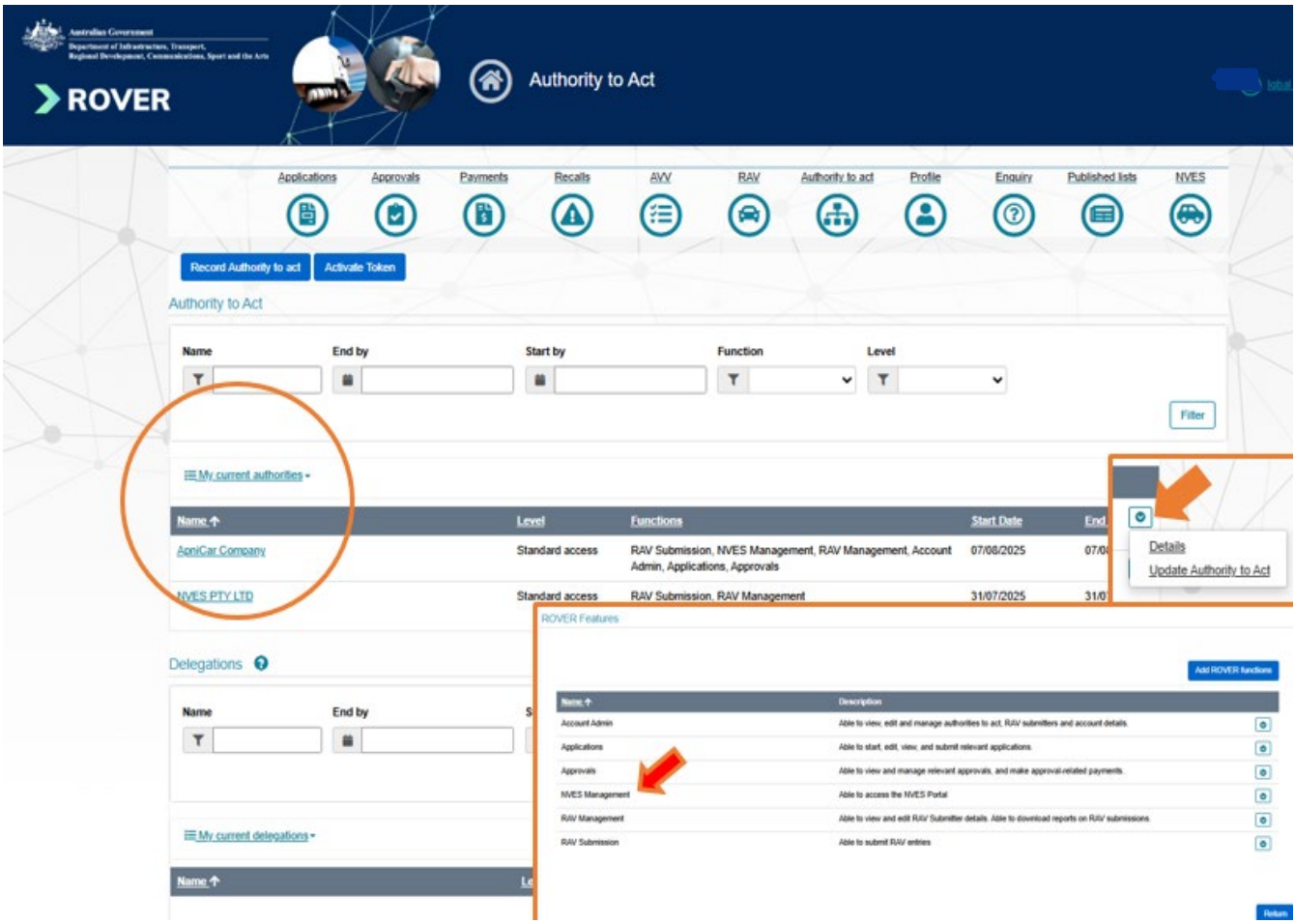
Figure 2: 'Authority to act' icon in ROVER



3. Your ROVER account administrator must assign an NVES authority to act in ROVER by selecting '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.

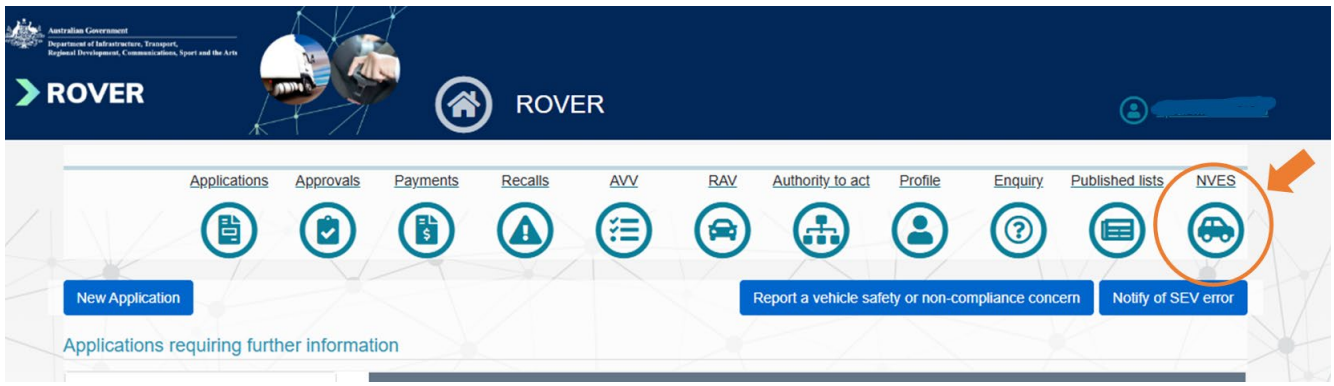
4. Your ROVER account administrator can add the 'NVES management' permission from the authority to act function list to as many user profiles as required. There is no limit to the number of users who can access the portal. See Figure 3 below.

Figure 3: 'NVES management' permission in ROVER



5. Once your ROVER account administrator assigns your NVES management permission, you will see the NVES icon on the far right of the ROVER banner and become an authorised user in the portal. If the icon doesn't appear, contact the ROVER support team. See Figure 4 below.

Figure 4: NVES icon in ROVER



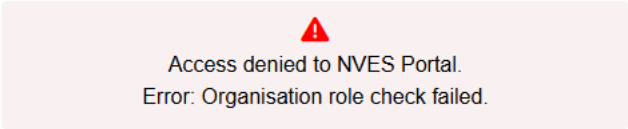
6. Select the NVES icon to access the portal.

Troubleshooting for ‘access denied’ error messages

If an ‘Access denied to the NVES Portal’ error message appears, there are 3 potential causes:

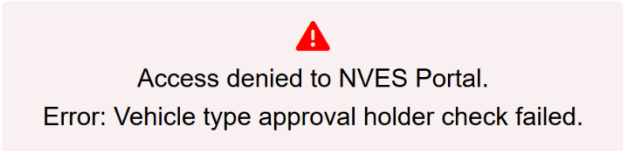
1. **Organisation role check failed**
   This is when a ROVER user who does not have the ‘NVES management’ permission enabled for an entity is given a direct link to the portal. If you receive this message, contact your organisation’s ROVER account administrator to check if you are authorised to receive it. See Figure 5 below.

Figure 5: Organisation role check failed



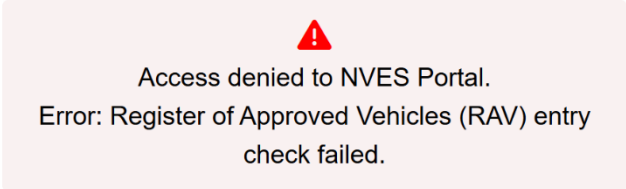
2. **Vehicle type approval holder check failed**
   Only regulated entities have access to the portal. If your organisation is not recognised in ROVER as an NVES regulated entity, you will receive this message. See Figure 6 below.

Figure 6: Vehicle type approval holder check failed



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 receive this message. See Figure 7 below.

Figure 7: Register of Approved Vehicles (RAV) entry check failed



Contact us if you need help

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

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

Navigating the portal

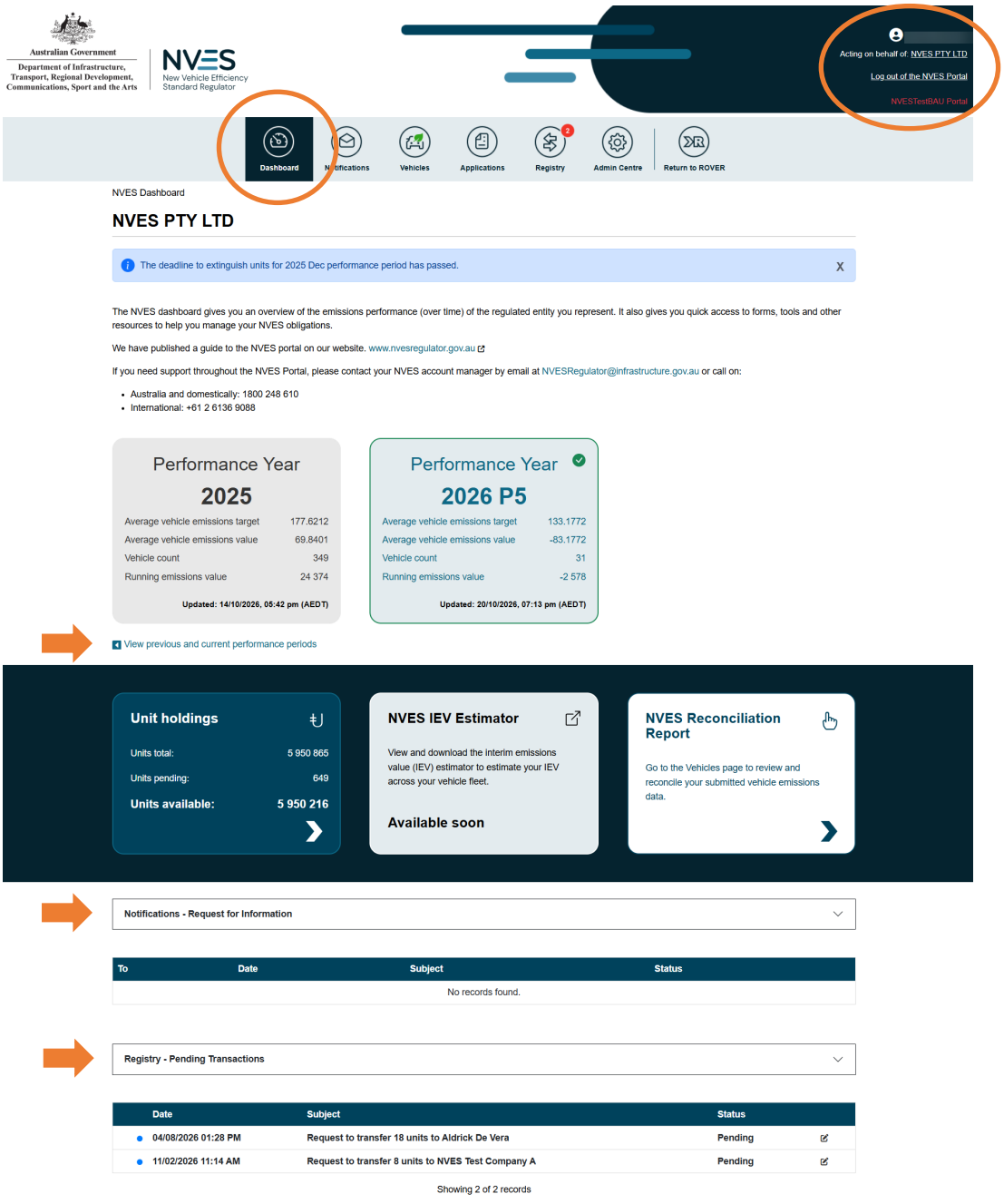
Dashboard

Once you and your authorised users have access to the portal, you can view the portal dashboard.

Your name and the regulated entity you represent appear in the top-right corner. See Figure 8 below.

> **Note:** Your organisation's dashboard will look different from the screenshot below, as it displays information relevant to your organisation's current status.

Figure 8: NVES Portal dashboard



In the portal you will be able to:

- apply for a unit registry account
- view how your entity's fleet is performing against emissions targets for the current performance period, including the vehicle count and the date and time of the latest data update
- view the temporary running emissions value for the previous performance period before we issue the interim emissions value (IEV), including the date and time of the latest data update
- view your entity's unit holdings
- view requests for information and pending registry notifications
- access the NVES reconciliation report for your submitted vehicle emissions data
- see notifications.

Current and previous performance periods

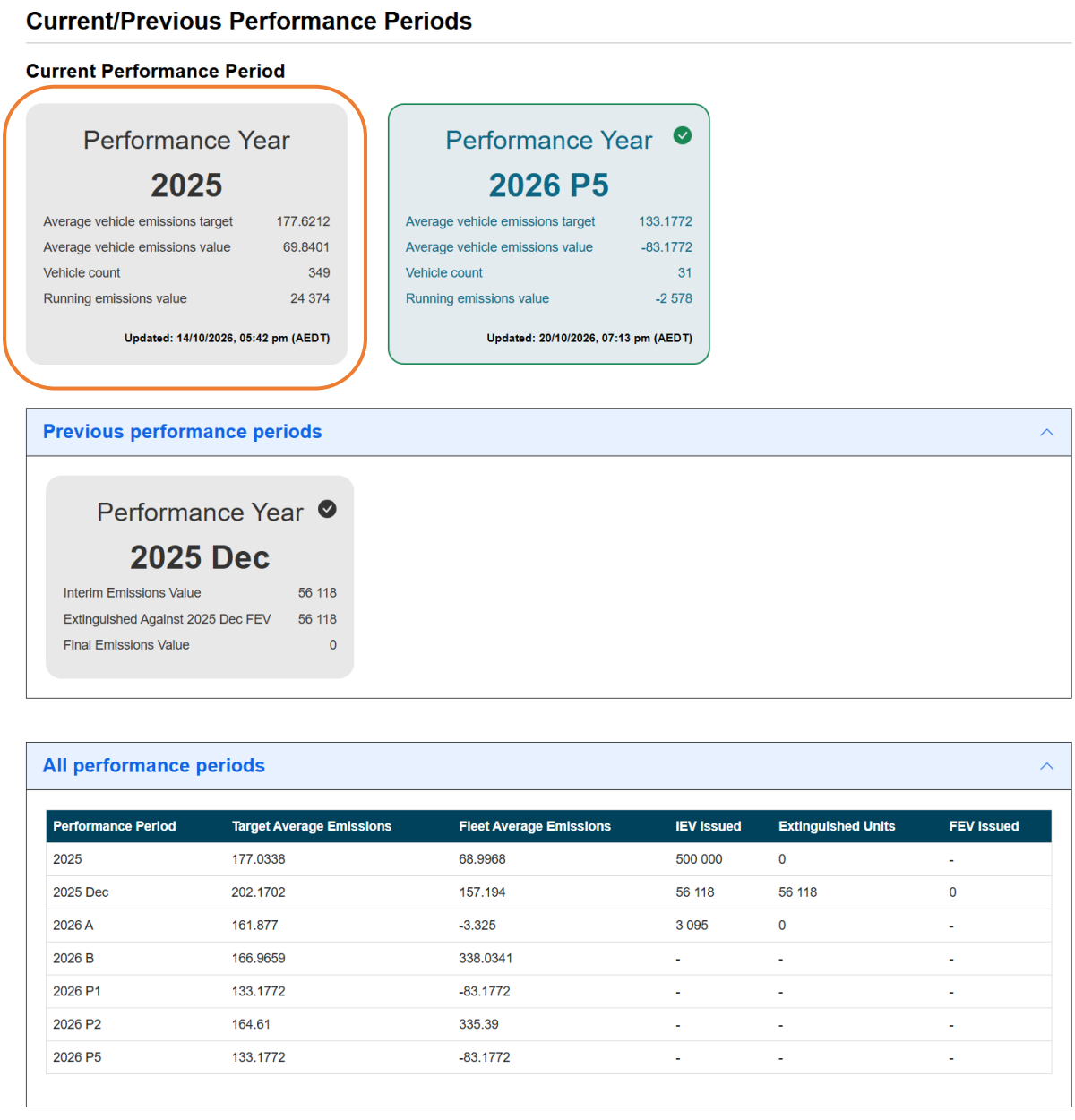
You can view information about all performance periods, including the number of units extinguished against a final emissions value (FEV) for a previous performance period.

Under your current performance period, a temporary tile shows your running emissions value (REV) for the previous performance period before we issue the IEV. It also shows the date and time of the latest data update. The tile, which will disappear once the IEV for the previous performance year is issued, is highlighted in orange. See Figure 9 below.

What is a REV?

Your REV shows how your organisation is tracking for the current performance period. The portal updates it daily based on the covered vehicles you have entered on the RAV to date.

Figure 9: Current and previous performance periods



Switch profiles (act for different entities)

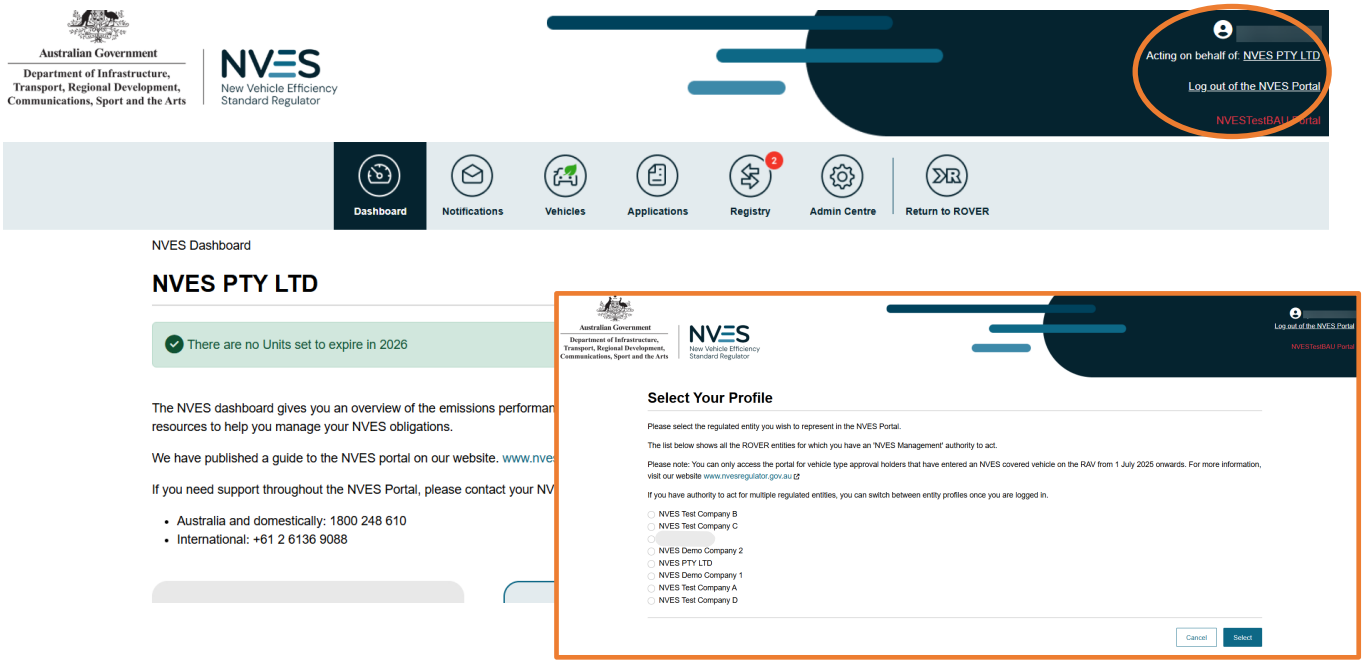
If you have an NVES authority to act for multiple regulated entities (for example, if you are an agent), select the entity name in the top-right corner of the page to switch profiles. See Figure 10 below.

Important: You must have an NVES authority to act for an entity

You can only access **an entity's** portal profile if you have an **NVES authority to act for that entity.**

The entity must also have entered an NVES covered vehicle on the RAV since 1 July 2025.

Figure 10: Switch profiles to act for a different entity



The 'Select Your Profile' page will appear and show the ROVER entities you have an NVES authority to act for.

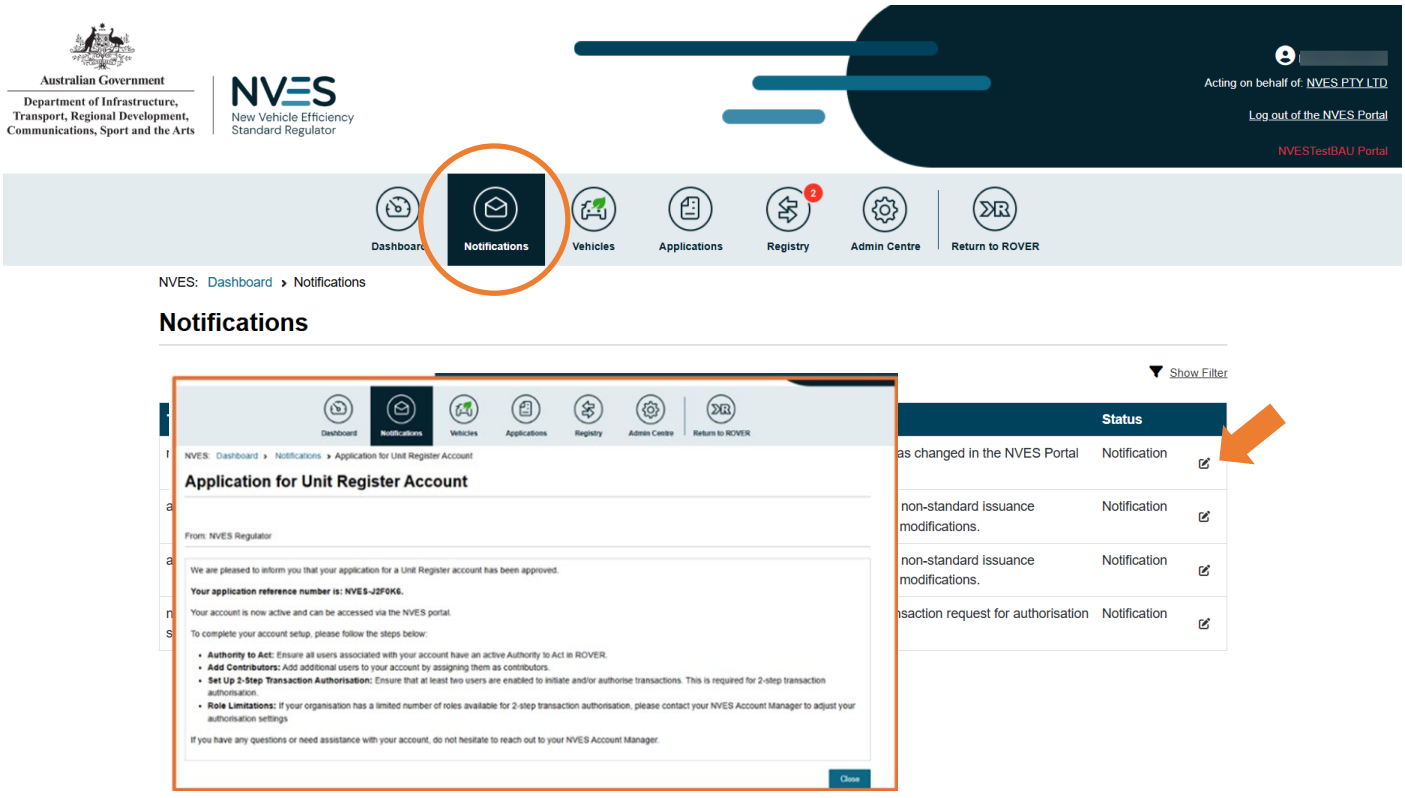
If you are missing an entity you represent, check you have an NVES authority to act for that entity in ROVER. If an entity is still missing, you can contact your NVES account manager or email NVESRegulator@infrastructure.gov.au.

Notifications

To open the Notifications page, select the second icon in the portal banner.

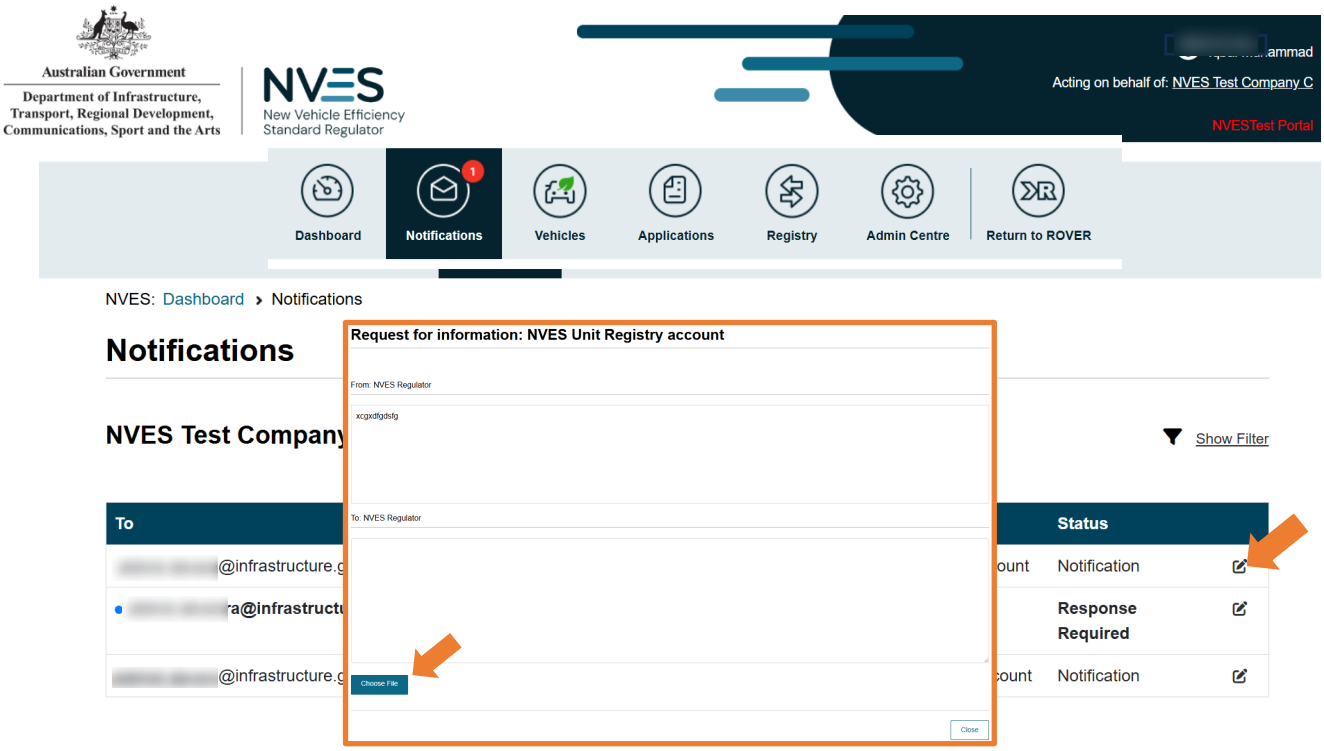
On this page, you and your authorised users can view notifications and requests for information (RFIs) from the regulator. See Figure 11 below.

Figure 11: Notifications from the regulator



You can also respond to RFIs from the regulator in the portal and upload documents with your response. See Figure 12 below.

Figure 12: Respond to a request for information



Vehicles

To open the Vehicles page, select the third icon in the portal banner. See Figure 13 below.

Figure 13: Vehicles page in the portal



This page shows the NVES vehicles your entity has entered on the RAV. You can track and reconcile these vehicles here.

On this page and under the heading 'NVES data from RAV entries' you can view information about each covered vehicle, such as:

- NVES vehicle type
- carbon dioxide (CO_2) emissions
- mass in running order (MIRO)
- vehicle emissions value
- emissions target
- RAV batch ID

The table displays up to 50 records on a page and shows the total number of records at the bottom. See Figure 14 below.

Figure 14: NVES data from RAV entries

NVES data from RAV entries

Show Filter

VIN	RAV Entry Date	Approval Number	Vehicle Type	Make	Model	CO_2	MIRO	Vehicle Emissions Value	Emissions Target	RAV Batch ID
ADV20438946280337	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV68427339022014	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV75170934365494	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV57868131848782	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV81003700261235	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV20581502562205	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV18223779972706	20/10/2026	VTA-000072	Type 1	NVES MAKE MA	NVES MODEL MA	50	1 967	-83.1772	133.1772	25962350-1acc-f111-aad2-00224894e816
ADV91818119166185	30/09/2026	VTA-000053	Type 2	NVES MAKE NB1	NVES MODEL NB1	500	1 500	341.2220	158.7780	

1 2 3 4 5 6 7 8 9 10 Next

Showing 1 - 50 of 2187 records

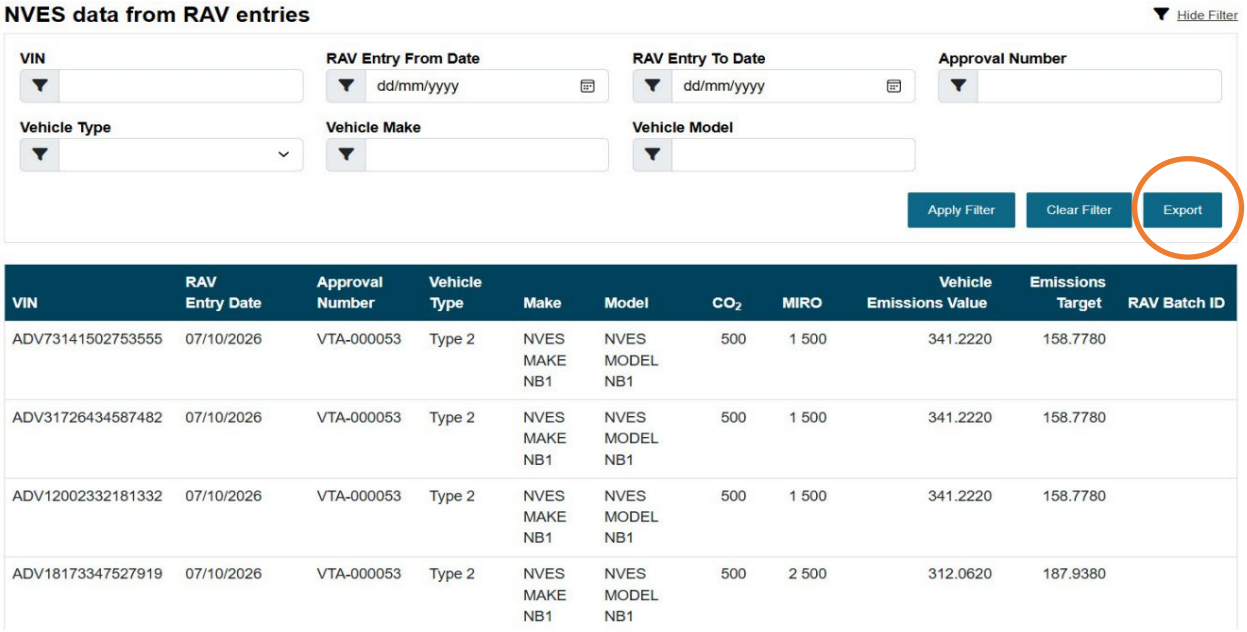
You can also sort and filter the vehicles shown in the table by:

- vehicle identification number (VIN)
- RAV entry date range
- approval number
- vehicle type
- make
- model

Select ‘Show filter’ above the table on the right, then choose how to filter your search. See Figure 15 below.

If you need data for a specific period, filter by date to narrow your results.

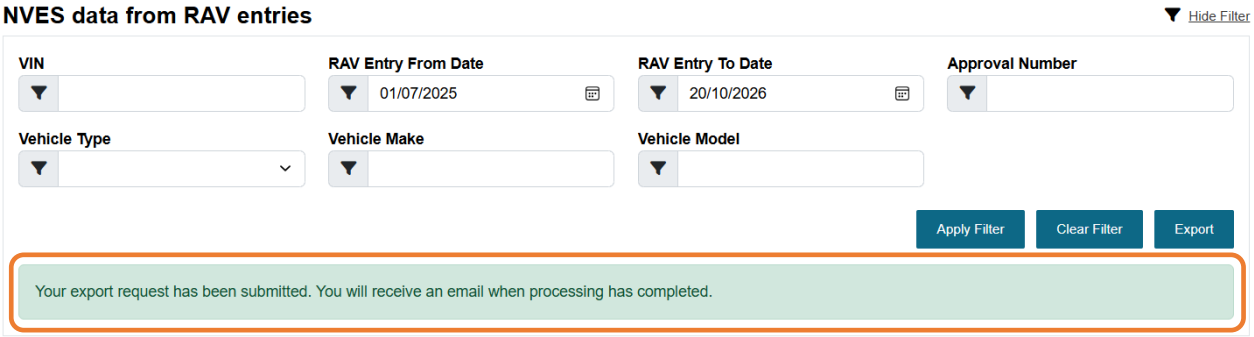
Figure 15: Filter NVES data from RAV entries



VIN	RAV Entry Date	Approval Number	Vehicle Type	Make	Model	CO_2	MIRO	Vehicle Emissions Value	Emissions Target	RAV Batch ID
ADV73141502753555	07/10/2026	VTA-000053	Type 2	NVES MAKE NB1	NVES MODEL NB1	500	1 500	341.2220	158.7780	
ADV31726434587482	07/10/2026	VTA-000053	Type 2	NVES MAKE NB1	NVES MODEL NB1	500	1 500	341.2220	158.7780	
ADV12002332181332	07/10/2026	VTA-000053	Type 2	NVES MAKE NB1	NVES MODEL NB1	500	1 500	341.2220	158.7780	
ADV18173347527919	07/10/2026	VTA-000053	Type 2	NVES MAKE NB1	NVES MODEL NB1	500	2 500	312.0620	187.9380	

You can export up to 5,000 rows of data to an Excel file. For reports containing between 5,000 and 100,000 rows, you will receive the report as an email attachment. See the screenshot below.

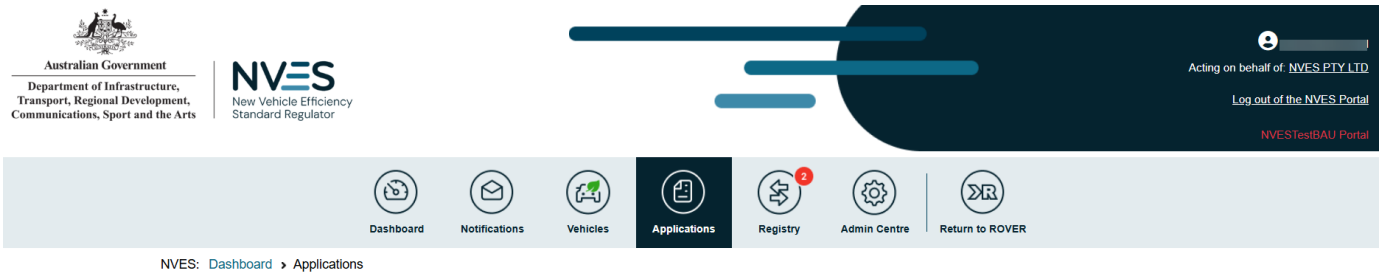
Figure 16: Export NVES data from RAV entries



Applications

To open the Applications page, select the fourth icon in the portal banner. See Figure 17 below.

Figure 17: Applications page in the portal



The Applications page shows all NVES applications in one place.

On this page, you can apply for:

- a unit registry account
- non-standard issuance of units (RAV correction after the IEV was issued)
- non-standard issuance of units (vehicle destroyed after the IEV was issued).

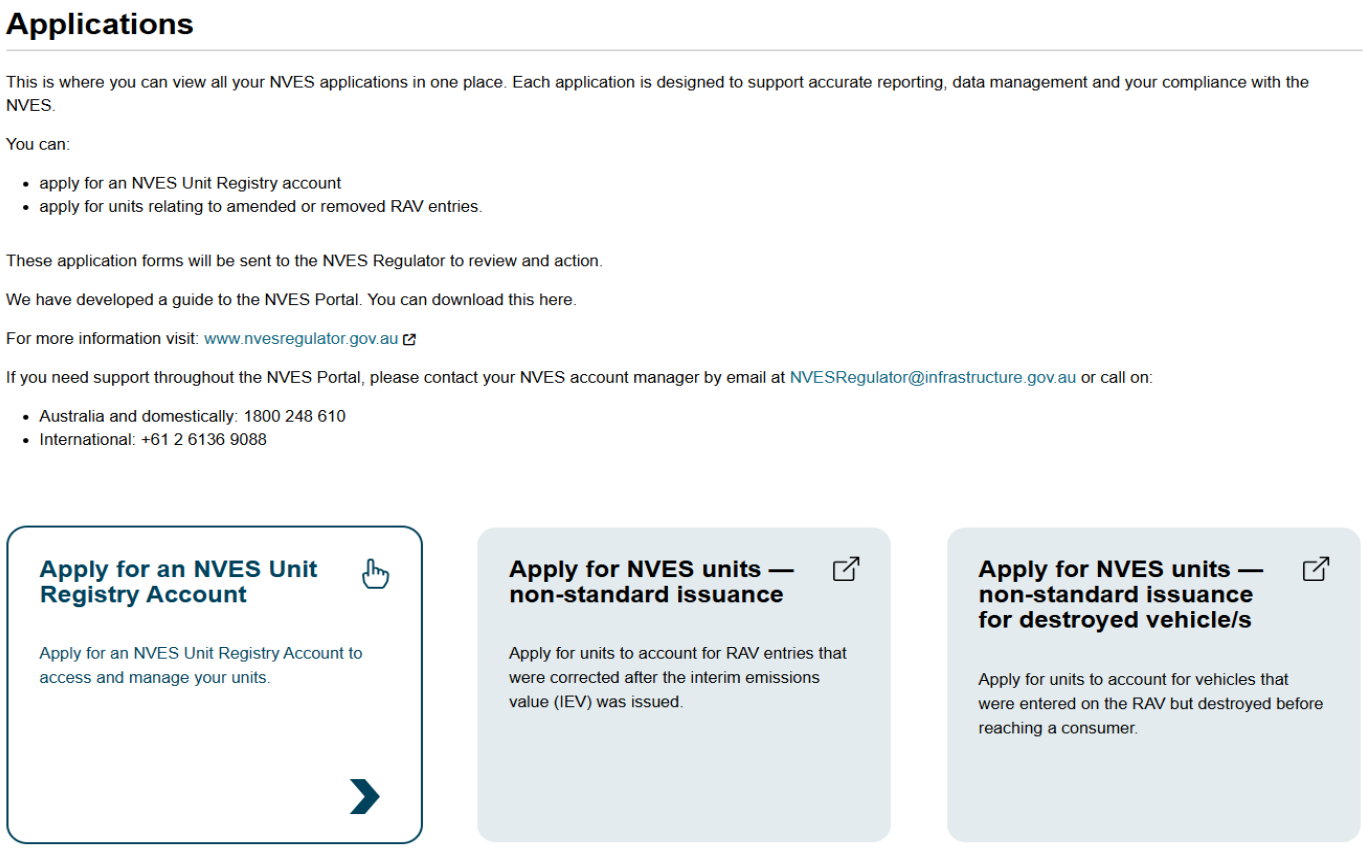
Apply for a unit registry account

To apply for a unit registry account, navigate to the 'Apply for an NVES Unit Registry Account' tile. This will take you to the application page. See Figure 18 below.

Important: You can only apply for a unit registry account once.

Only **one user** can apply for a unit registry account for each entity.

Figure 18: 'Apply for an NVES Unit Registry account' tile



The application page has 4 sections you will need to complete:

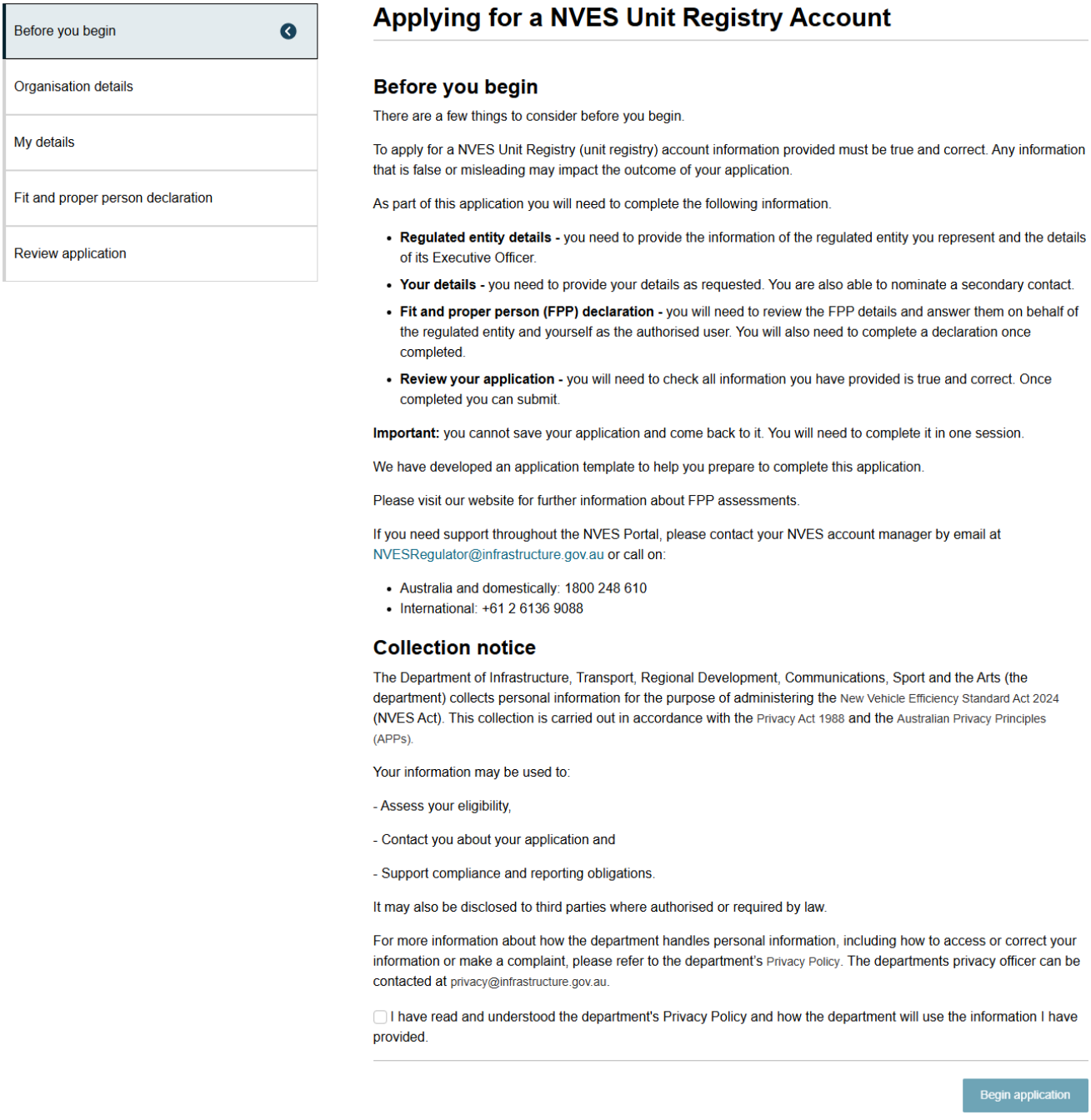
1. Check your organisation's details, including its executive officer.
2. Enter your contact details and an optional secondary contact.
3. Complete the fit and proper person (FPP) declaration about you and your organisation.
4. Review and submit your application.

Before you begin the application

Before you apply, have your organisation's details, nominated executive officer's details and your contact details ready. You can also provide a secondary contact. See Figure 19 below.

Read the fit and proper person guidance before completing the declarations.

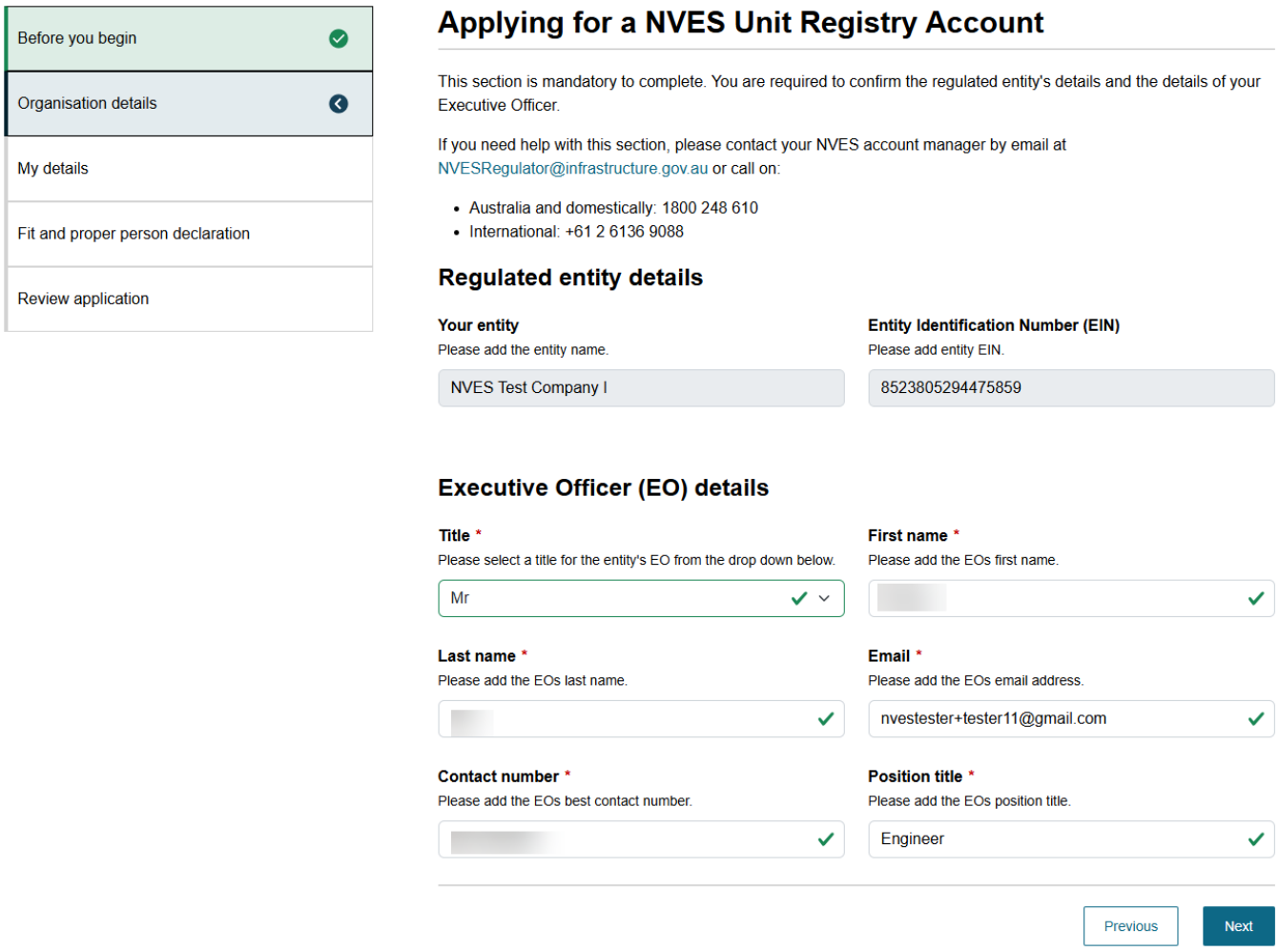
Figure 19: Apply for an NVES Unit Registry account



Section 1: Check your organisation's details

The portal fills in this page using your organisation's existing records. If you change your nominated executive officer's details here, you also update our records. See Figure 20 below.

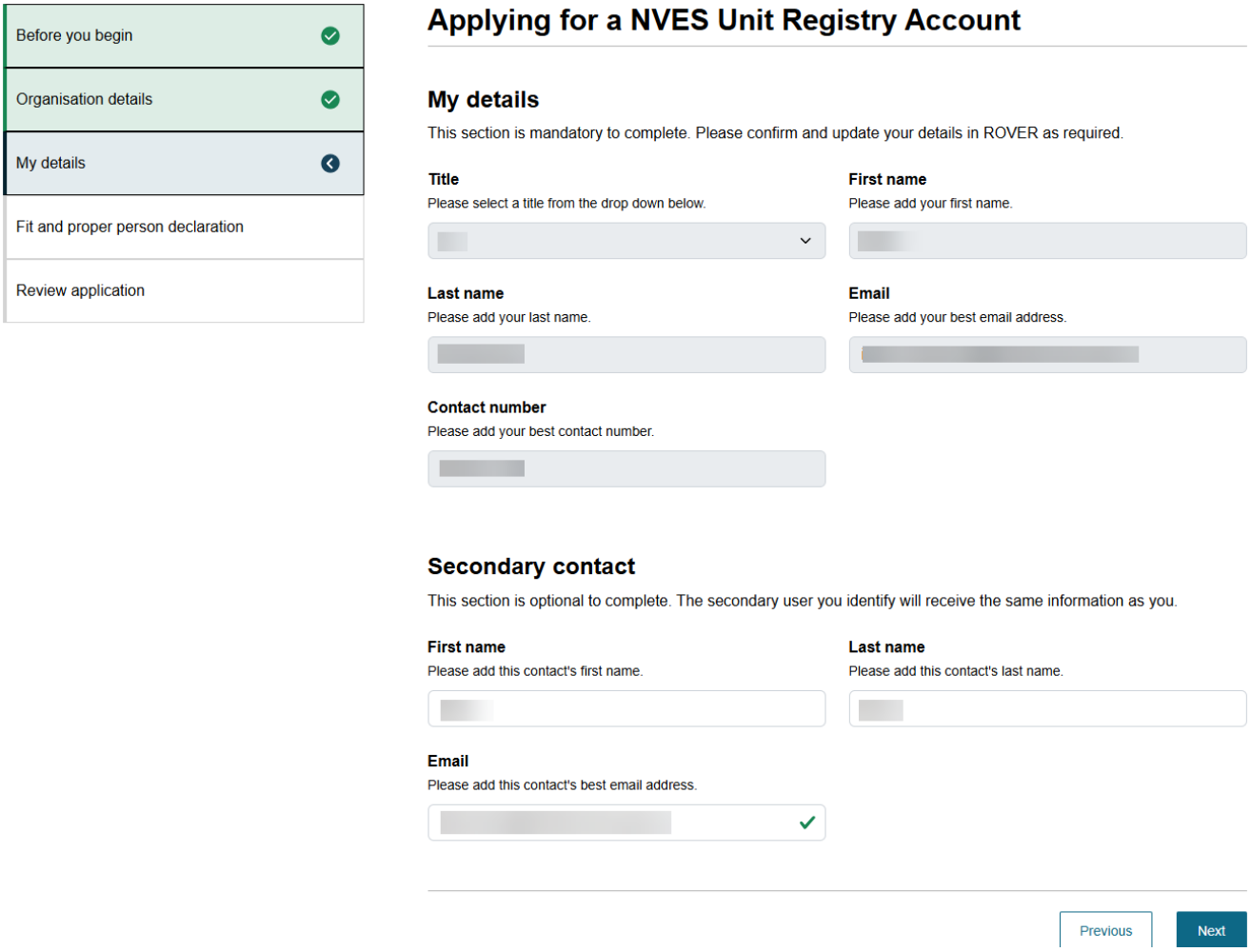
Figure 20: Organisation details in the unit registry account application



Section 2: Enter the applicant's details

You need to provide your contact details. You may also include details for a secondary contact, if applicable. See Figure 21 below.

Figure 21: Applicant details in the unit registry account application



Important: How we use your information to communicate with you

We use contact information provided by regulated entities to communicate important information about the administration and operation of the New Vehicle Efficiency Standard (NVES), including information that may affect regulated entities and their obligations under the NVES Act.

For information about how the department collects, uses and protects personal information, see the department's Privacy Policy.

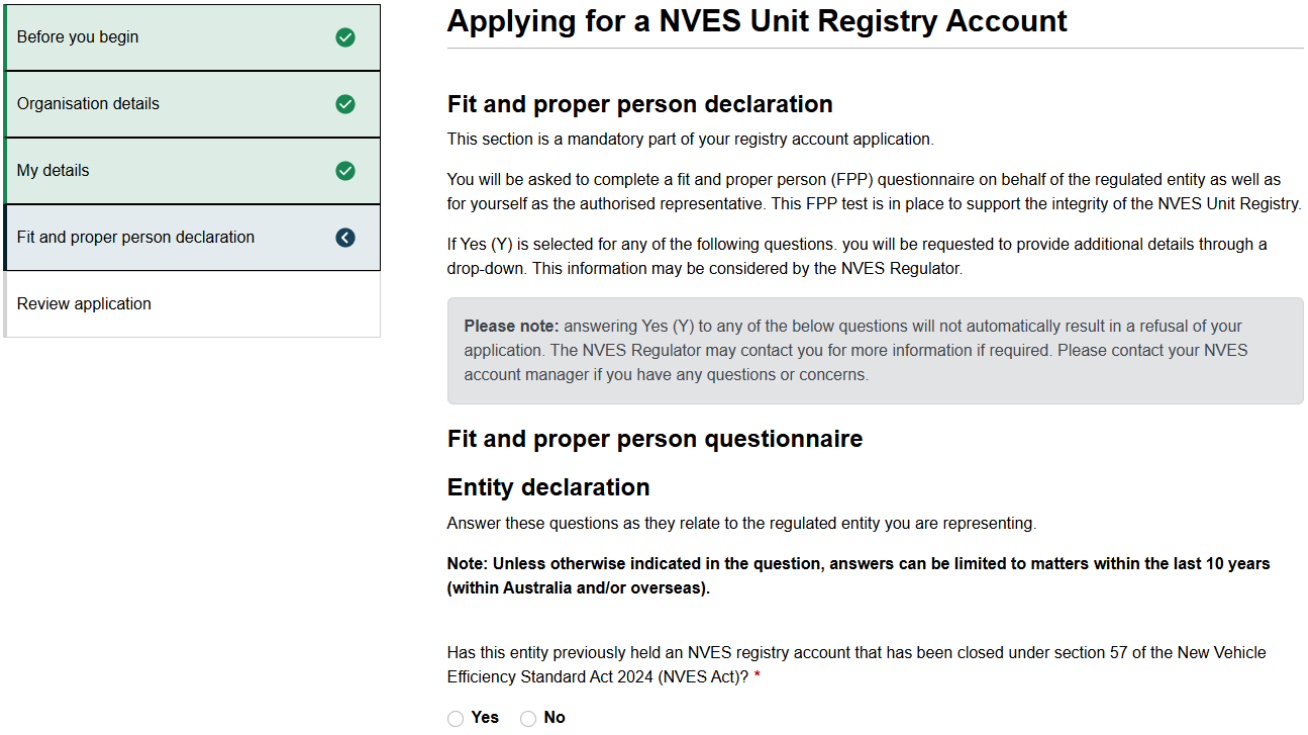
Section 3: Complete the fit and proper person declaration

The fit and proper person declaration is a mandatory part of your registry account application.

You will be asked to complete a fit and proper person (FPP) questionnaire on behalf of the regulated entity and yourself as the authorised representative. This test supports the integrity of the unit registry.

To complete this section, read the fit and proper person guidance on the NVES Regulator website. See Figure 22 below.

Figure 22: Fit and proper person declaration

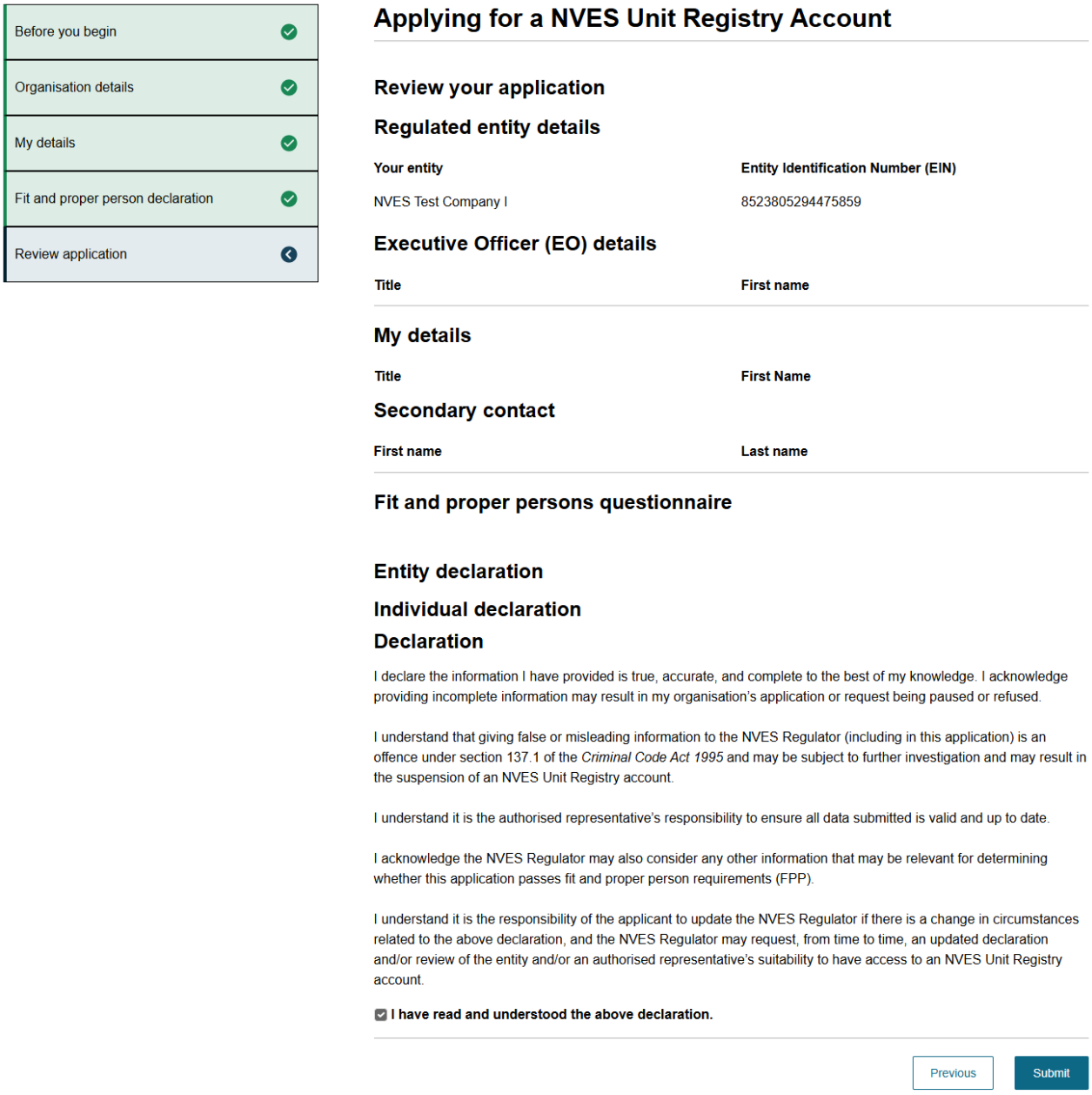


Section 4: Review and submit your application

Review your completed application, including the **entity declaration**, **Individual declaration** and final **declaration**. Check that all information is correct before submitting it.

Note: Figure 23 is for illustration only and does not show completed application details.

Figure 23: Review the unit registry account application



Apply for non-standard issuance of units

You can apply for non-standard issuance of units after you receive your IEV for a performance period, if you meet the following eligibility criteria.

Non-standard unit issuance allows you to apply for additional units because of a vehicle correction or destroyed vehicle after we issue your IEV for a performance period.

This application is different from the standard issuance of units. We issue standard units after an entity beats its emissions target and receives an IEV below zero.

We will assess your application for non-standard units and notify you of our decision on the 'Notifications' page in the portal.

If the decision results in additional units being issued, the units will be deposited into your unit registry account within 24 hours and your unit holdings will be updated.

Eligibility criteria

Non-standard issuance: RAV adjustment

You can only make this application if you meet all the following criteria:

- The entity has an active unit registry account.
- The entity has made RAV corrections for NVES covered vehicles that were first entered on the RAV in a previous performance period. The corrections must:
  - be approved on the RAV with evidence
  - have occurred after their IEV for that period was issued
  - have affected their NVES performance if they had been made before the IEV was released.

Non-standard issuance: destroyed vehicles

You can only make this application if you meet all the following criteria:

- your organisation has an active unit registry account
- your organisation has NVES covered vehicles that were entered on the RAV in a previous performance period but were destroyed before:
  - the final reconciliation day for that year
  - these vehicles were not, at any time, provided to a consumer. This includes by sale, exchange, gift, loan, hire or hire-purchase.
- . See Figure 24 below.

Figure 24: Unit holdings tile



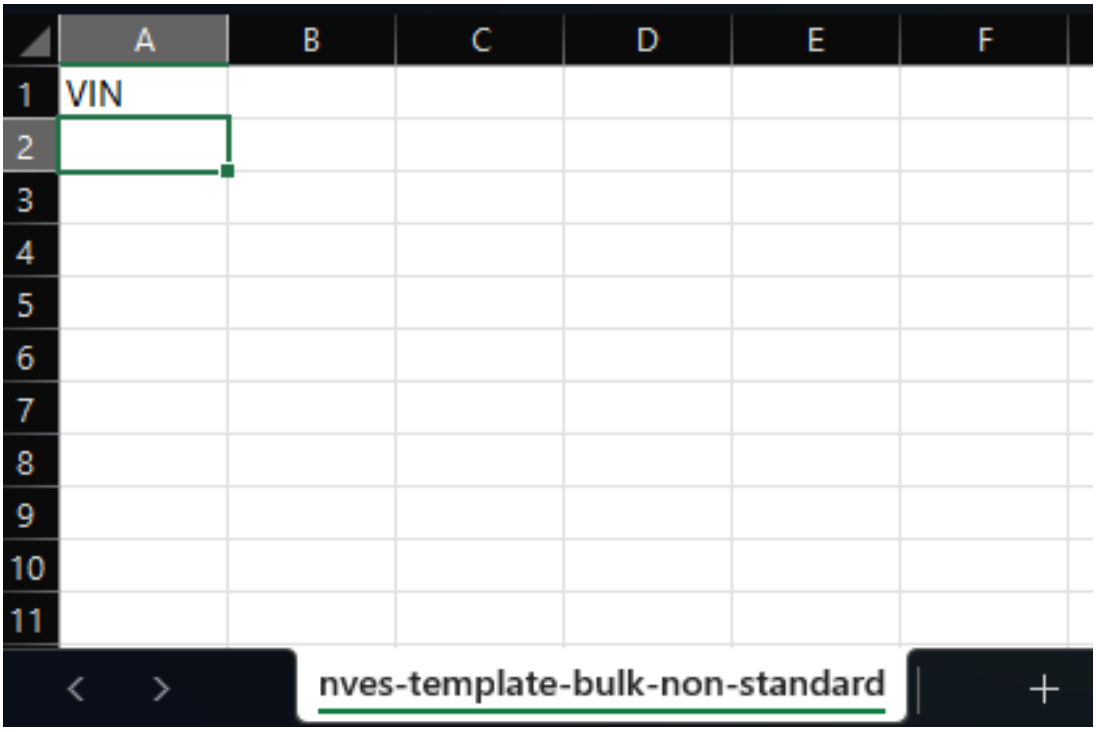
How to apply

1. Log in to the portal and go to the ‘Registry’ page
2. Select the appropriate tile:
   - Apply for NVES units — non-standard issuance
   - Apply for NVES units — non-standard issuance for destroyed vehicle/s.
3. You will be taken to the relevant non-standard unit issuance application page. Fill in the application details, including:
   - the number of units you are applying for
   - the relevant VINs, entered manually or uploaded using the CSV template
   - the performance period when they were entered onto the RAV
4. Review application details and final submission.

Uploading VINs using the CSV template

1. Download the ‘Bulk upload for non-standard unit issuance application template’ (CSV 1 KB) from the ‘How to apply for bulk non-standard unit issuance’ section on Online Systems.
2. Open the CSV file using a compatible program, such as Microsoft Excel. An example of the bulk upload CSV file is shown in Figure 25 below.
3. In the first column, list one Vehicle Identification Number (VIN) per row, starting from the second row.
   - Only include VINs that meet the criteria for the application.
   - Do not change the text in the first row. If the text in the first row is changed, the file will fail validation and cannot be uploaded.
4. Save the completed file as a CSV file.
5. Use a clear file name, for example: **Non-standard units bulk upload - Bottle Brush Motors - April 2026.csv**.
6. Return to the portal application page and upload the CSV file using the ‘File upload’ option.

Figure 25: Example CSV file for a non-standard unit issuance application



Before uploading, check that your file:

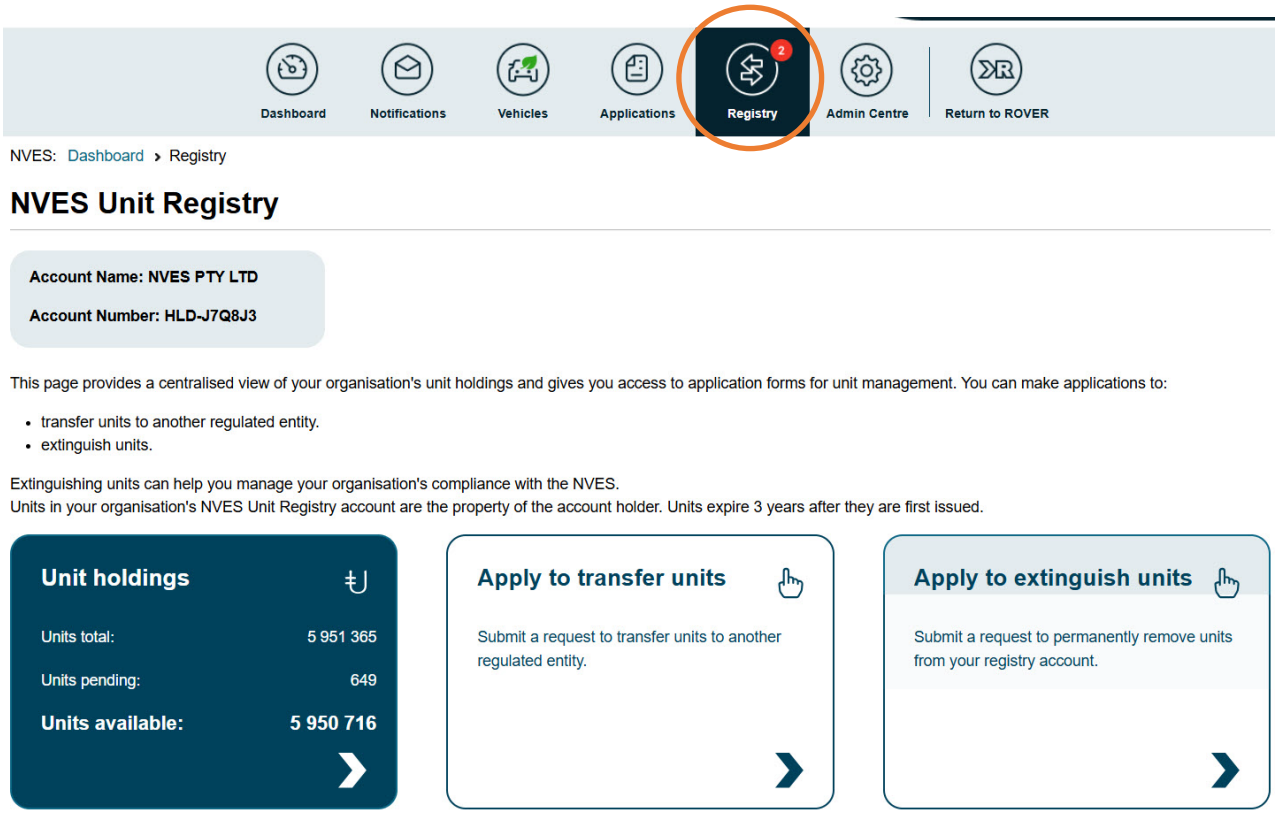
- is saved as a CSV file
- is no larger than 1 MB
- includes only one VIN per row
- has not had the first row changed.

If you have any issues or questions, contact your NVES Account Manager at NVESRegulator@infrastructure.gov.au.

Registry

To open the registry page, select the fifth icon from the left in the portal banner. See Figure 26 below.

Figure 26: Registry page in the portal



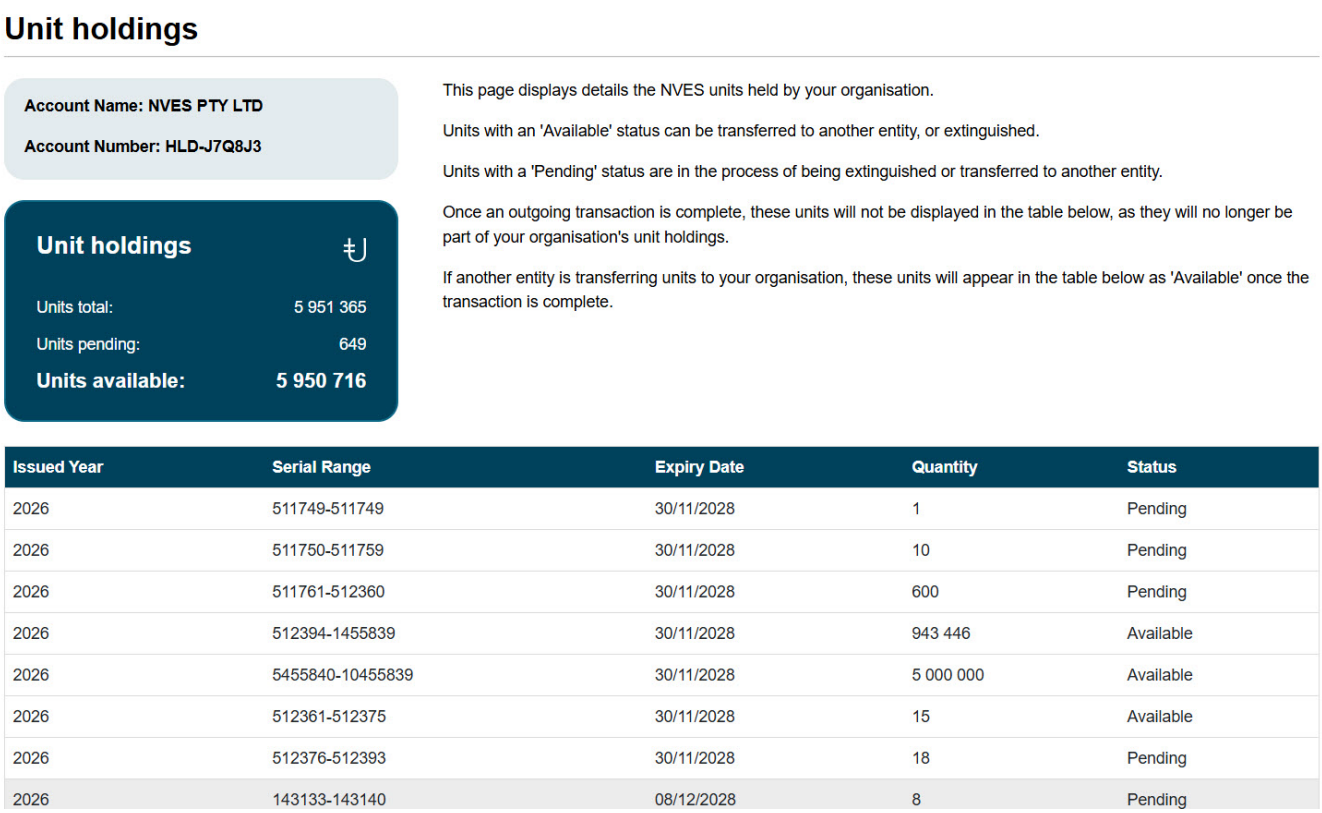
On the registry page, you can:

- check your entity's unit holdings, including pending and available units
- apply to transfer or extinguish units if you have the appropriate role (such as 'transfer initiator')
- see your entity's recent and pending transactions and emissions performance.

Unit holdings

To access more information about units, navigate to the ‘Unit holdings’ tile on the registry page. See Figure 27 below.

Figure 27: Unit holdings tile on the registry page

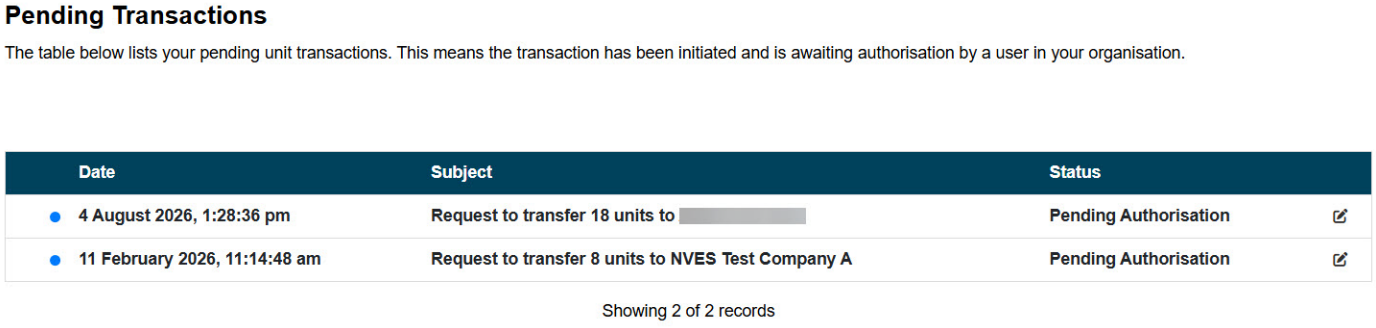


Issued Year	Serial Range	Expiry Date	Quantity	Status
2026	511749-511749	30/11/2028	1	Pending
2026	511750-511759	30/11/2028	10	Pending
2026	511761-512360	30/11/2028	600	Pending
2026	512394-1455839	30/11/2028	943 446	Available
2026	5455840-10455839	30/11/2028	5 000 000	Available
2026	512361-512375	30/11/2028	15	Available
2026	512376-512393	30/11/2028	18	Pending
2026	143133-143140	08/12/2028	8	Pending

Pending transactions table

On the registry page, you will see a ‘pending transactions’ table. It lists transactions that have been initiated and are awaiting authorisation by a user in your organisation. See Figure 28 below.

Figure 28: Pending transactions table



Emissions performance table

Further down the registry page, you will see an emissions performance table. See the screenshot below.

It displays information about your organisation's compliance status for each performance period. It includes:

- performance period
- interim emissions value (IEV)
- (units) pending extinguishment
- extinguished units
- current balance
- performance period status
- final reconciliation date
- action.

Important: Performance period status symbols

If your emissions performance for a performance period exceeds the emissions target, you will see a red triangle with an exclamation mark and the action you need to take by the final reconciliation date.

If your emissions performance is on track, you will see a tick in a green circle.

Figure 29: Emissions performance table

Emissions Performance

Performance Year	Interim Emissions Value (IEV)	Pending Extinguishment	Extinguished Units	Current Balance	Performance Year Status	Final Reconciliation Date	Action
2025 Dec	56 118	0	56 118	0	On Target	05/06/2026	Reduce
2025	500 000	0	0	500 000	Exceeds Target	09/06/2026	Reduce

Recent transactions table

The 'recent transactions' table on the registry page lists recent unit issuances by the regulator, transfers and extinguishments. See Figure 30 below.

Figure 30: Recent transactions table

Recent Transactions

Show Filter

ID (Serial Range)	Quantity	Transfer Type	Sender	Recipient	Transaction Status	Last Updated	Action
11331588-11331686	99	Issued	NVES Regulator	NVES PTY LTD	Complete	21/08/2026	View
11331488-11331587	100	Issued	NVES Regulator	NVES PTY LTD	Complete	21/08/2026	View
512376-512393	18	Transfer	NVES PTY LTD		Pending Authorisation	04/08/2026	View
311345-311439	95	Transfer	NVES Test Company A	NVES PTY LTD	Complete	21/07/2026	View
139621-139621	1	Extinguish	NVES PTY LTD	NVES Regulator	Complete	05/06/2026	View
143253-149620	6 368	Extinguish	NVES PTY LTD	NVES Regulator	Ceased to Consider	10/06/2026	View
11330597-11330774	178	Extinguish	NVES PTY LTD	NVES Regulator	Ceased to Consider	10/06/2026	View
143014-143019, 511747-511748	8	Extinguish	NVES PTY LTD	NVES Regulator	Complete	05/06/2026	View
11330575-11330596	22	Extinguish	NVES PTY LTD	NVES Regulator	Complete	04/06/2026	View

Apply to transfer units

To apply to transfer units, you will need to navigate to the ‘Apply to transfer units’ tile on the registry page. This will take you to the application page.

The application page has 4 sections you will need to review and complete:

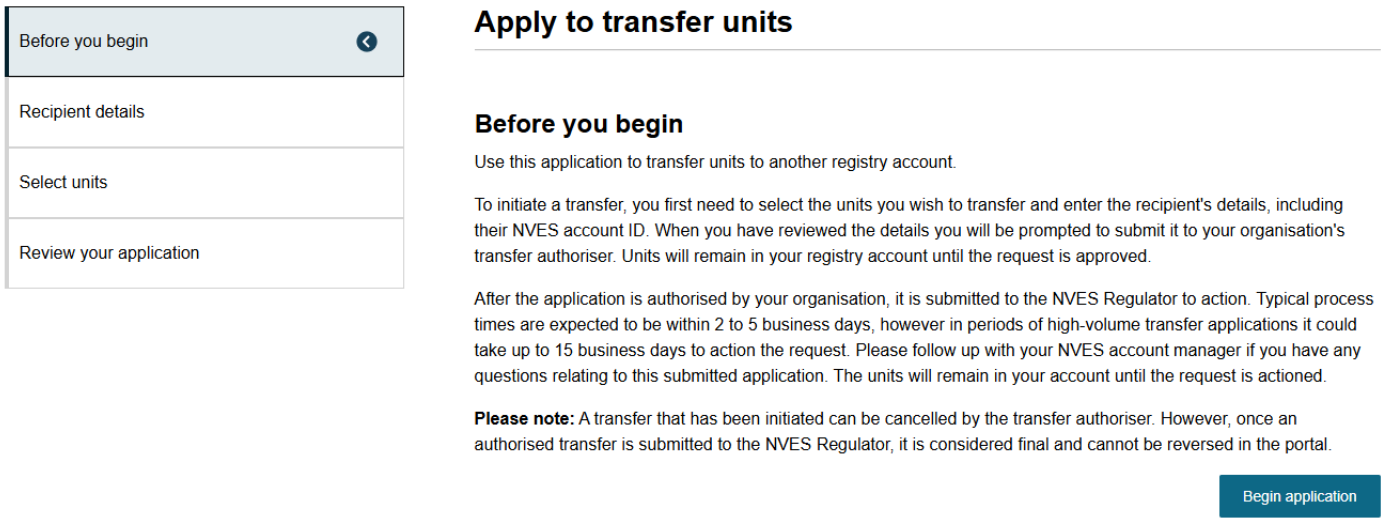
1. **Before you begin:** review important information about initiating a transfer.
2. **Recipient details:** provide the details of the entity receiving the units.
3. **Select units:** select the units you want to transfer.
4. **Review and submit:** check your application before submitting it.

You must have a ‘transfer initiator’ permission for your entity to apply to transfer units.

Before you begin

Read the information on this page before starting your transfer application. You must have a ‘transfer initiator’ permission for your entity to apply. Have the recipient entity’s details ready and identify the units you want to transfer. A different user with a ‘transfer authoriser’ permission must authorise the transaction. See Figure 31 below.

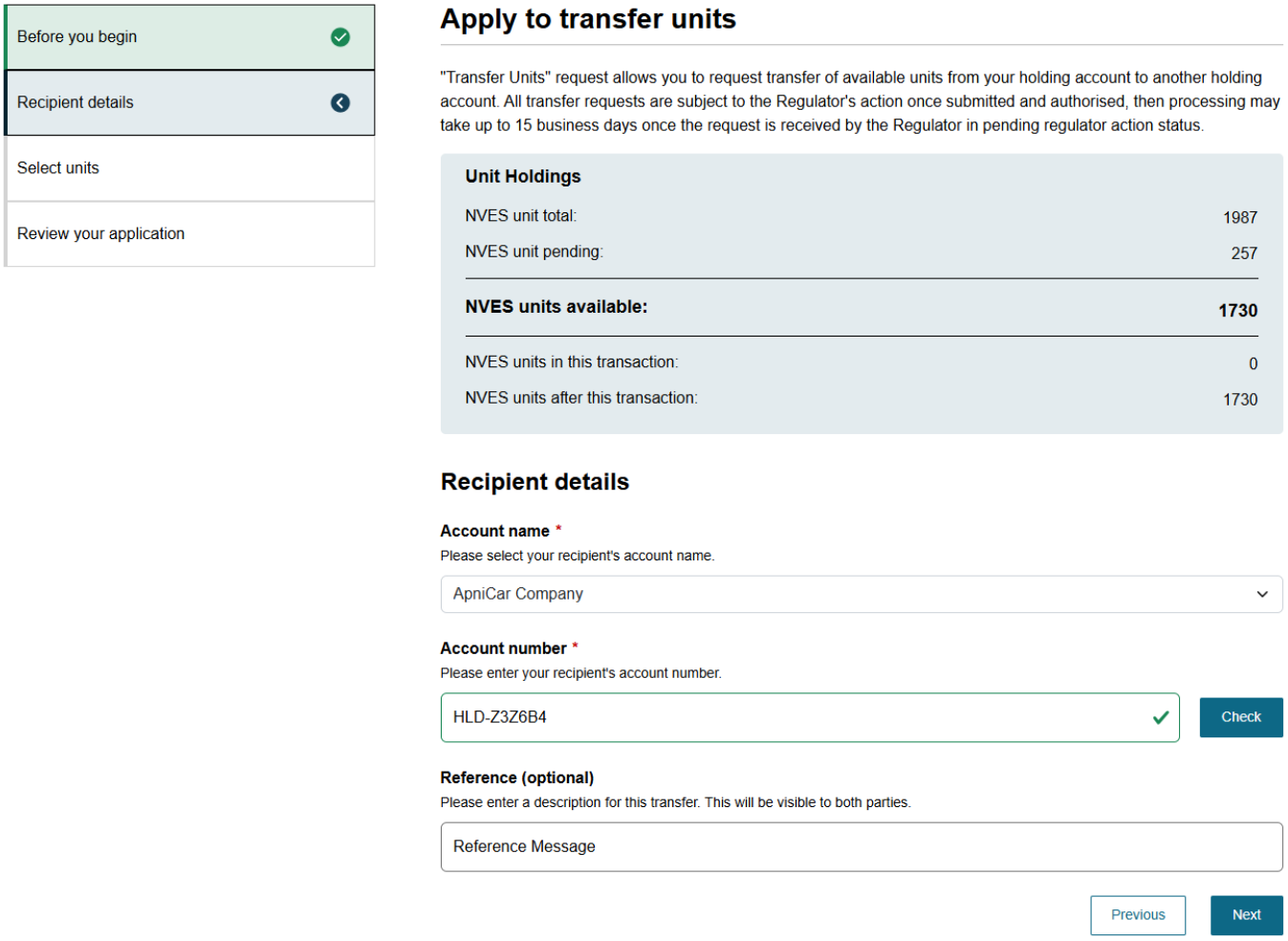
Figure 31: ‘Before you begin’ section of the unit transfer application



Section 1: Enter the recipient's details

Enter the details of the entity that will receive the units. Check that the recipient details are correct before selecting the units to transfer. See Figure 32 below.

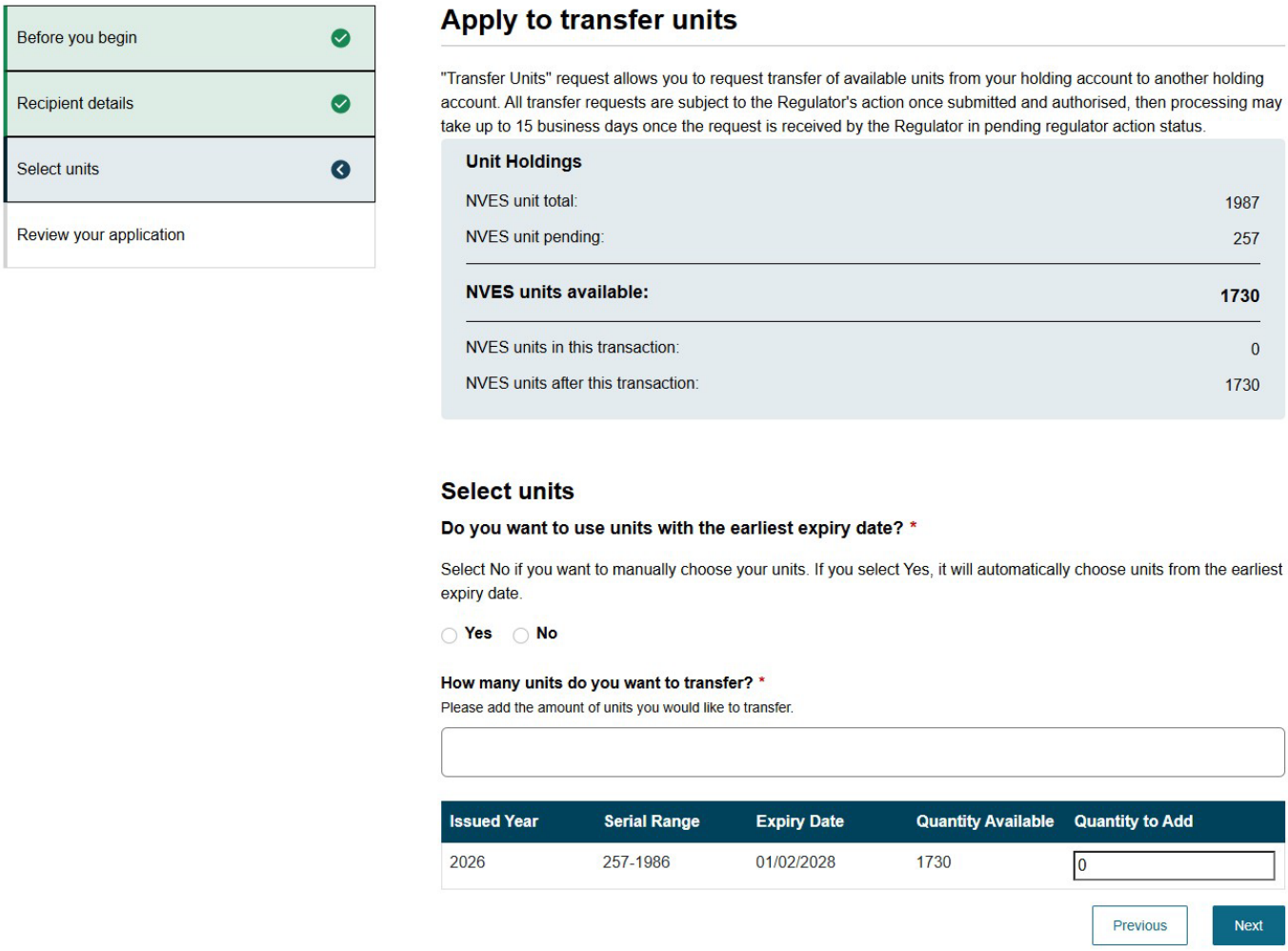
Figure 32: Recipient details in the unit transfer application



Section 2: Select units

Select the units you want to transfer to the recipient entity. Check your selection before continuing to the application review. See Figure 33 below.

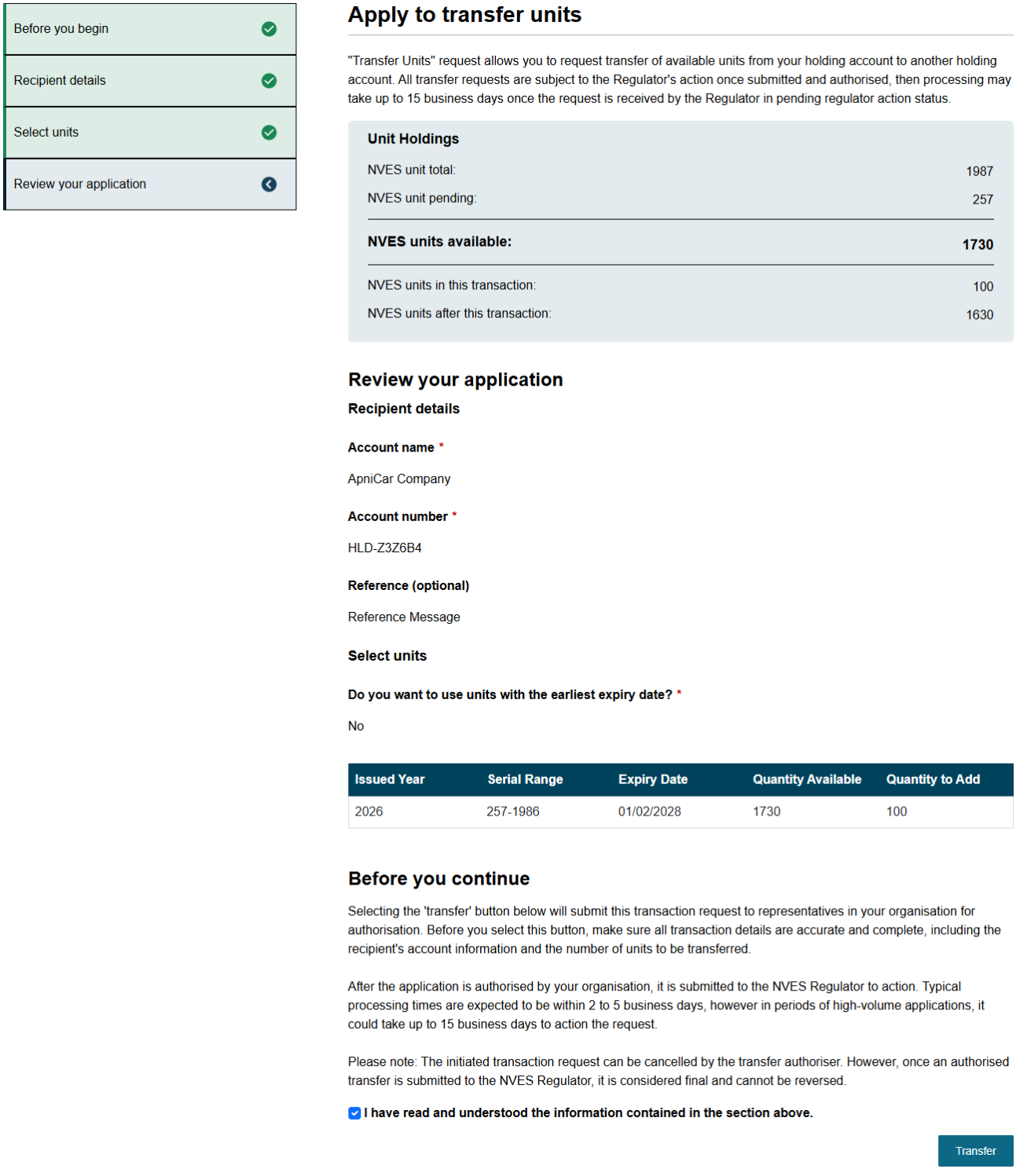
Figure 33: Select units in the unit transfer application



Section 3: Review and submit your application

Review the recipient details and the units you have selected. Check that the information is correct before submitting your transfer application for authorisation. See Figure 34 below.

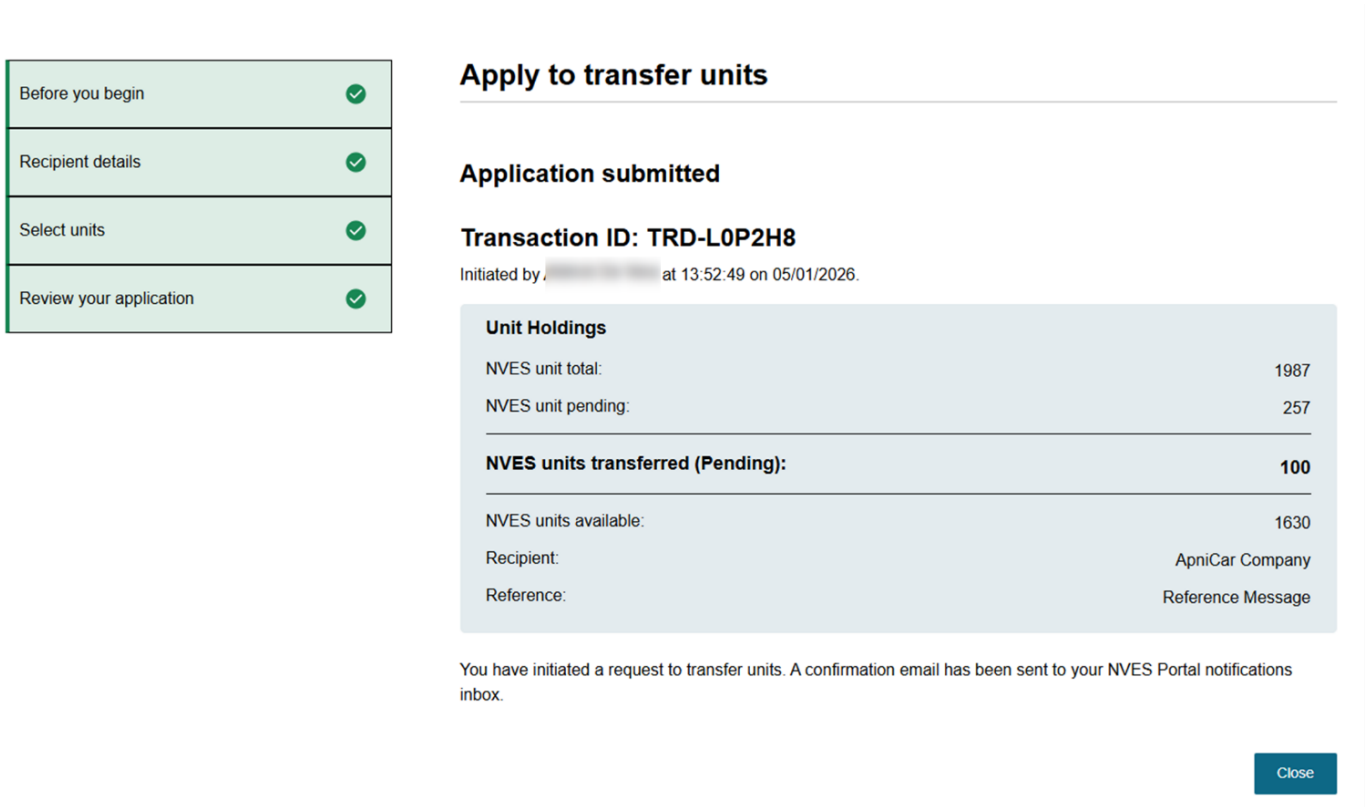
Figure 34: Review the unit transfer application



Section 4: After you submit your application

Your transfer transaction will appear in the ‘pending transactions’ table on the registry page. A different user with a ‘transfer authoriser’ permission must review and authorise it. Once authorised, the transaction request is sent to the regulator for action. See Figure 25 below.

Figure 35: Unit transfer application confirmation

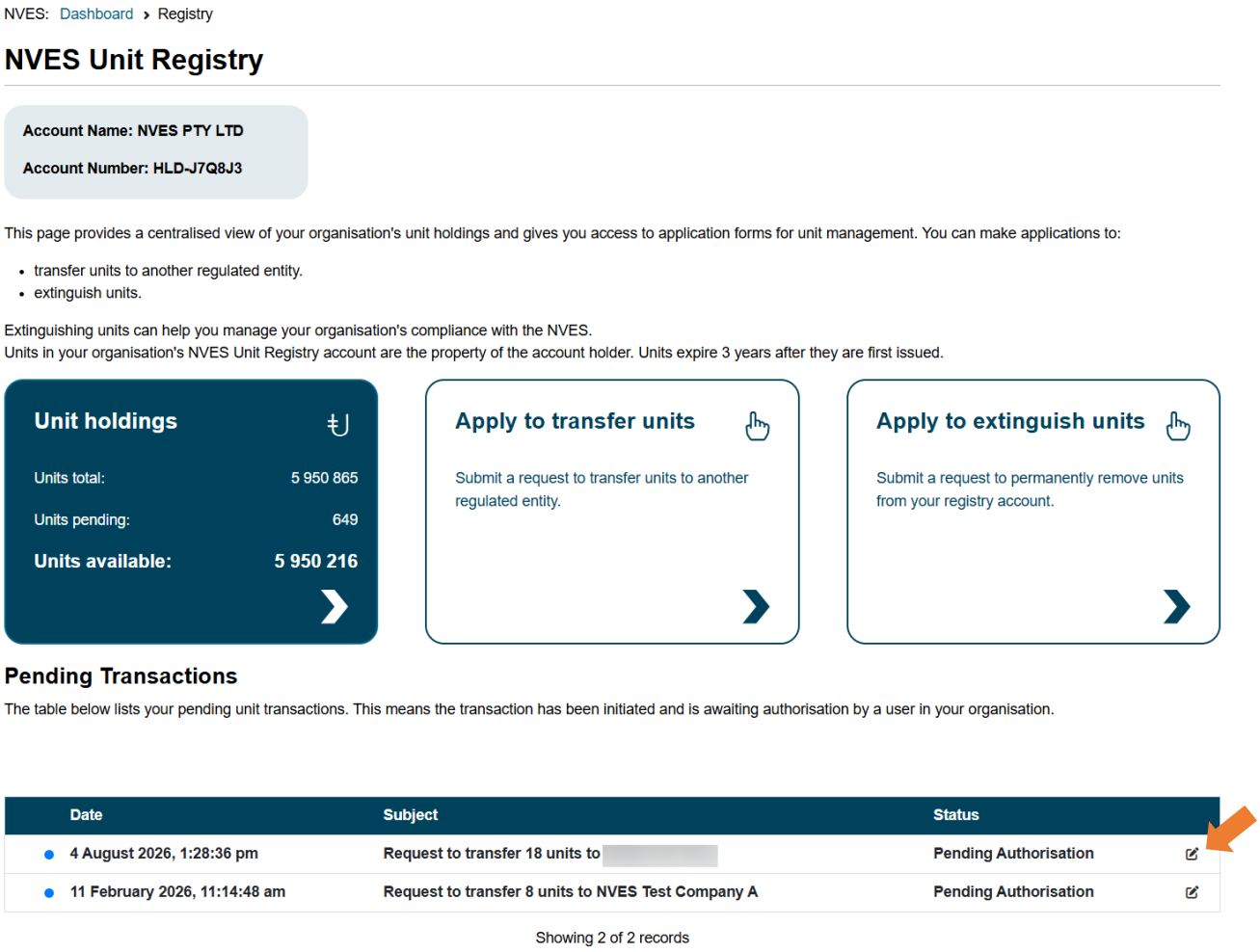


Authorising a unit transfer

You must have a ‘transfer authoriser’ permission for your entity to authorise a unit transaction initiated by another user in the same entity. You cannot authorise a transaction you initiated.

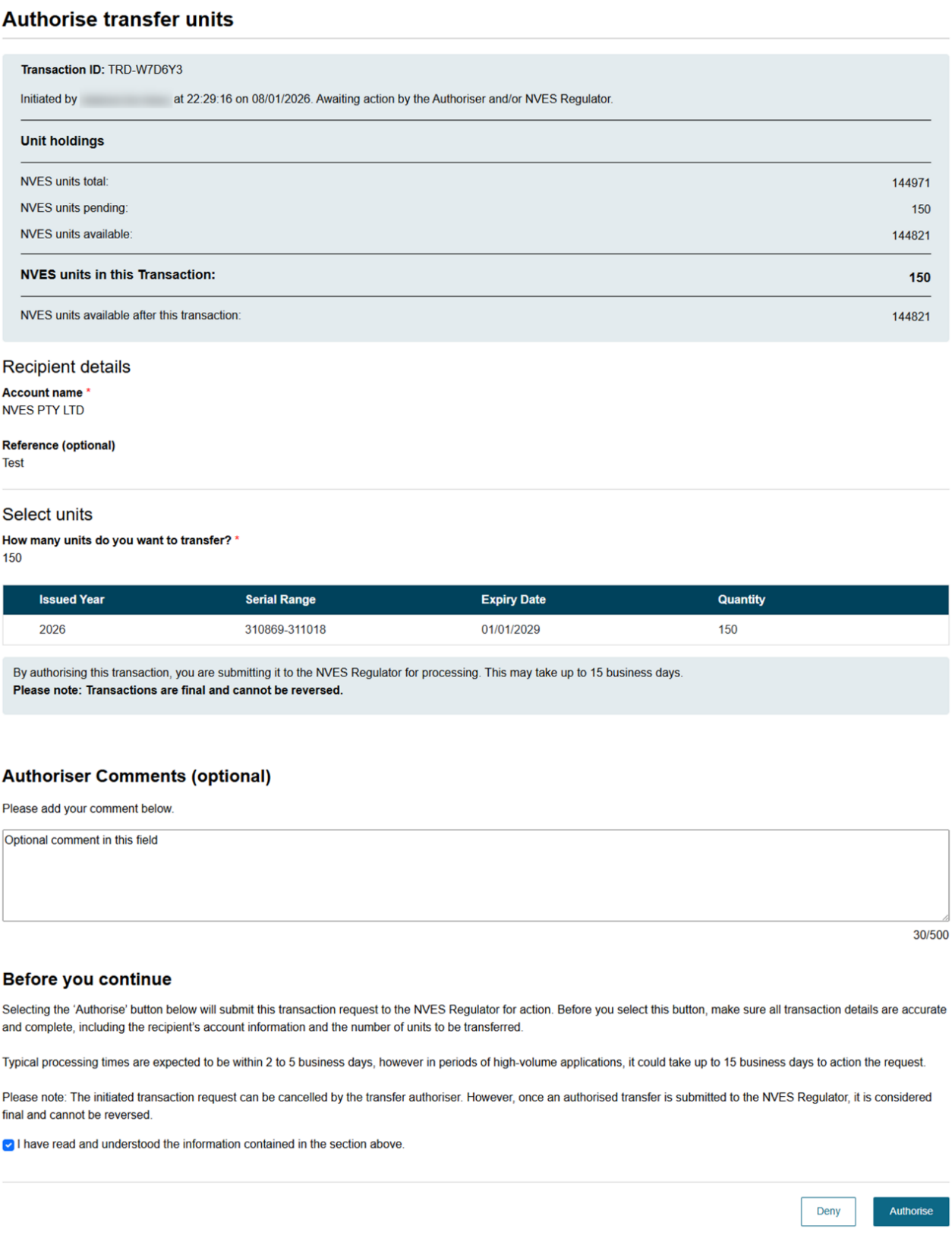
To open a pending authorisation application, navigate to it under ‘pending transactions’ on the registry page. See Figure 36 below.

Figure 36: Open a pending unit transfer



After checking the transaction details, you can either authorise or deny the transfer request. See Figure 37 below.

Figure 37: Authorise or deny a unit transfer



Once authorised, the transaction request will be sent to the regulator for action.

Apply to extinguish units

To apply to extinguish units, navigate to the ‘Apply to extinguish units’ tile on the registry page. This will take you to the application page.

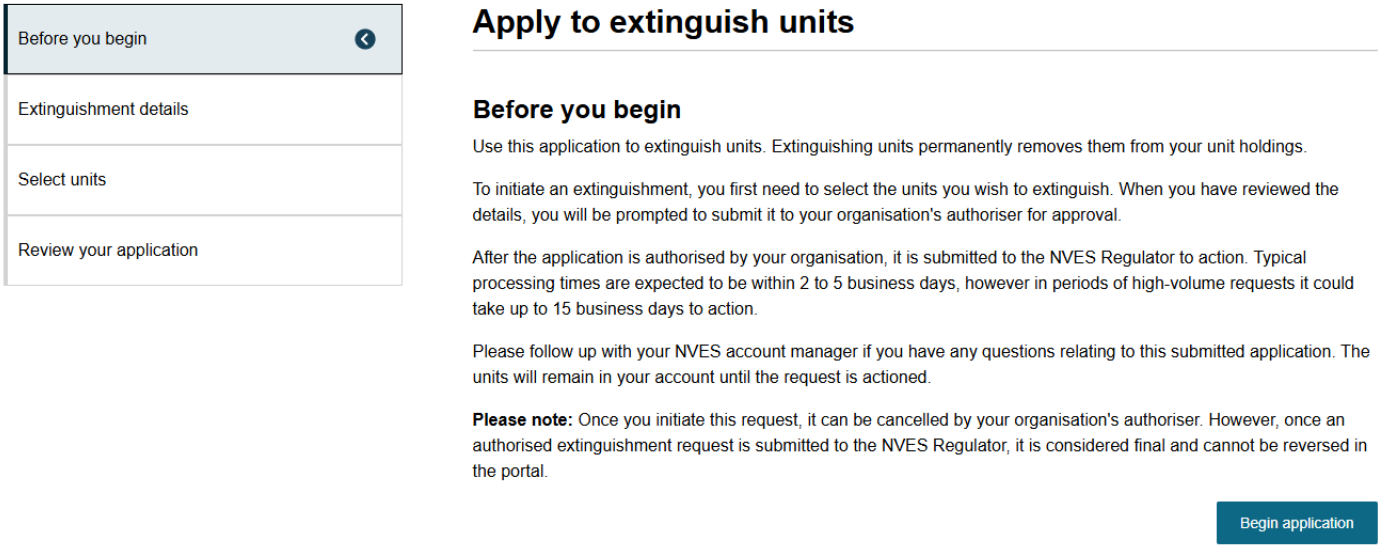
The application process is similar to the ‘Apply to Transfer Units’ process. The application has 4 sections for you to review and complete:

1. **Before you begin:** review important information about initiating an extinguishment.
2. **Enter extinguishment details:** select the performance period.
3. **Select units:** choose the units to extinguish.
4. **Review and submit:** check your application before submitting it for authorisation.

Before you begin

Read the information on this page before starting your extinguishment application. You must have a ‘transfer initiator’ permission to initiate the transaction. Identify the performance period and the units you want to extinguish. A different user with a ‘transfer authoriser’ permission must authorise the transaction. See Figure 38 below.

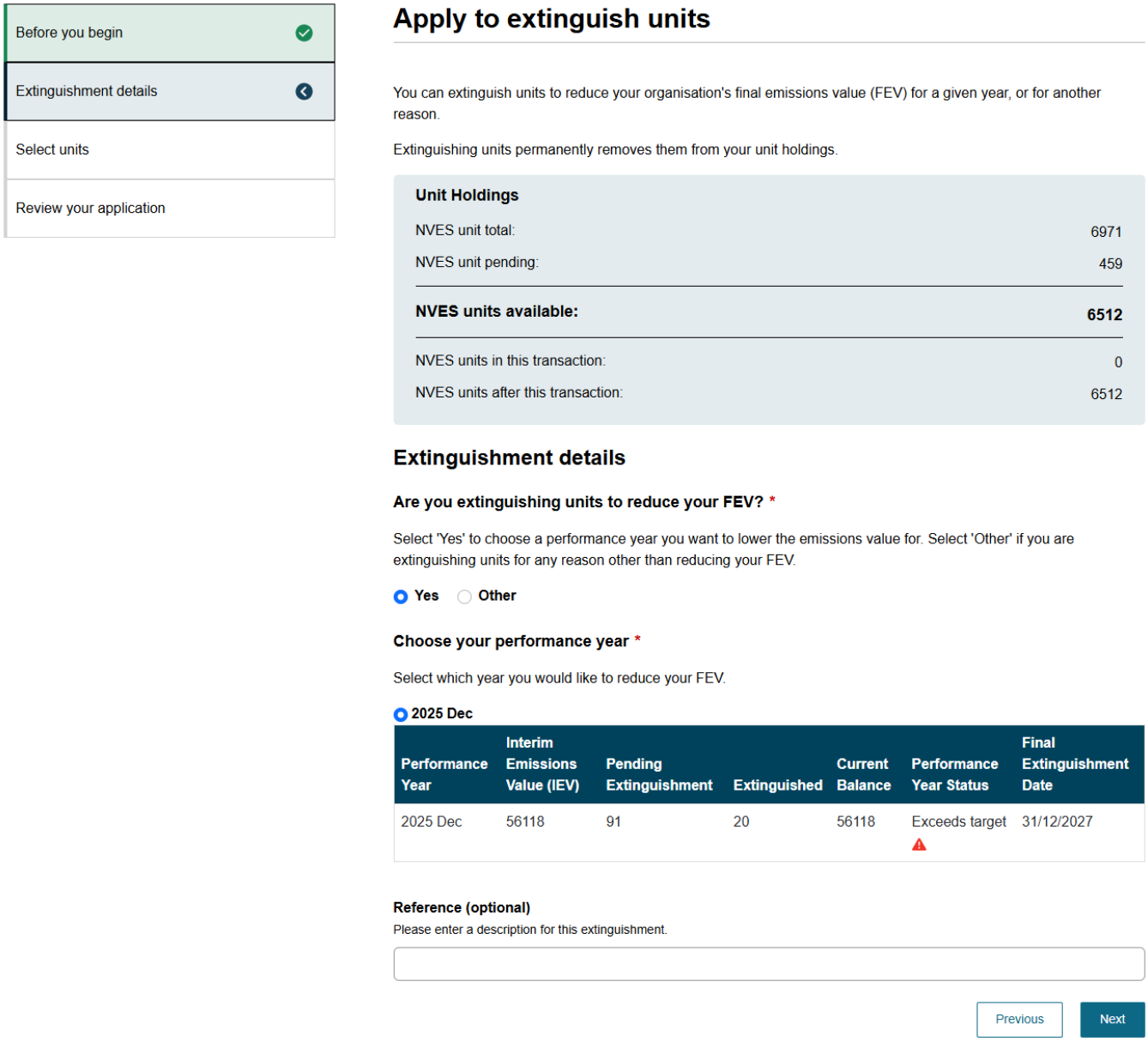
Figure 38: ‘Before you begin’ section of the unit extinguishment application



Section 1: Enter the extinguishment details

Review your available units and select the performance period you want to extinguish units against. Check these details before choosing the units to extinguish. See Figure 39 below.

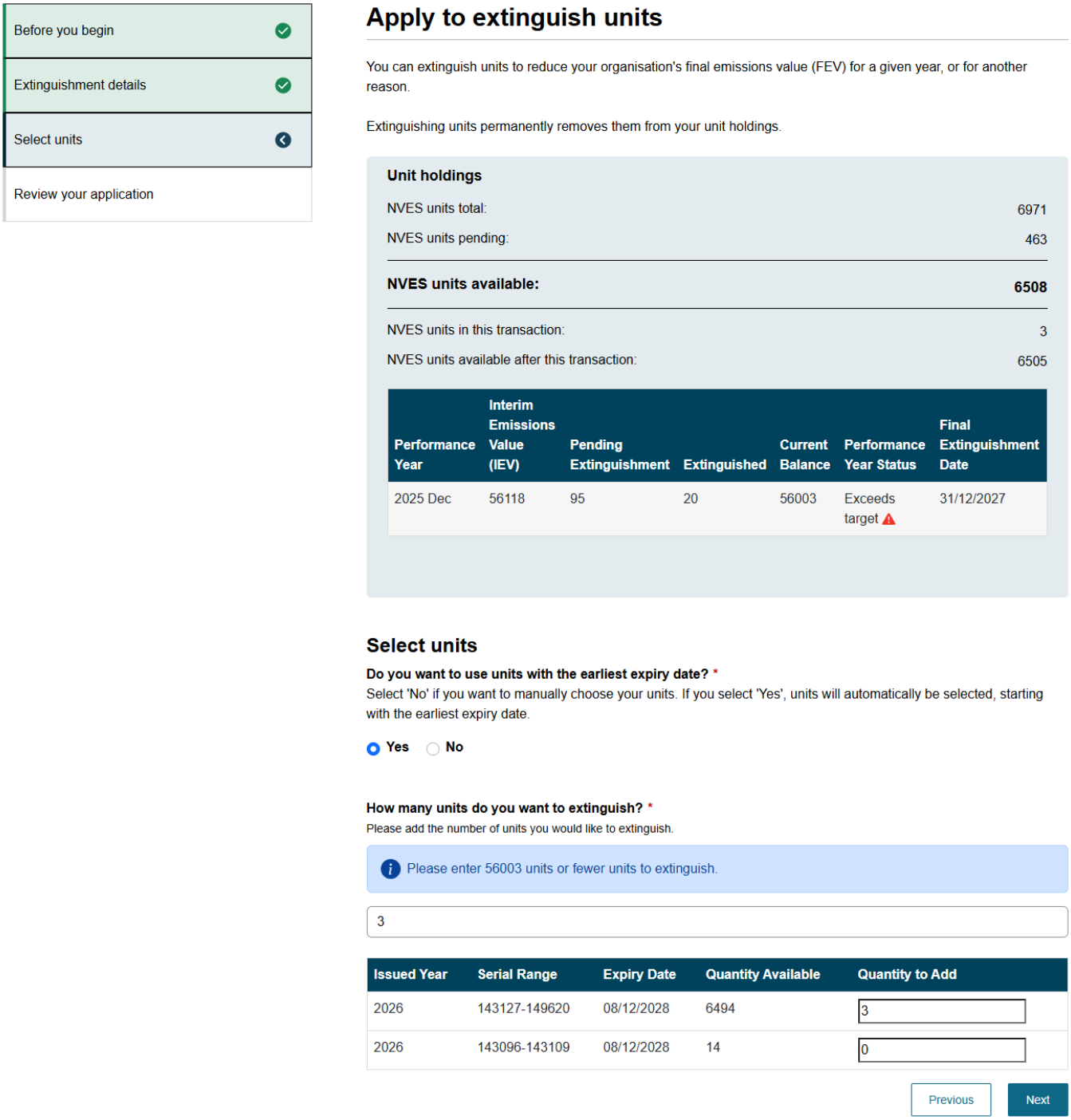
Figure 39: Enter details in the unit extinguishment application



Section 2: Select the units

Select the units you want to extinguish against the performance period identified in your application. Check your selection before continuing to the application review. See Figure 40 below.

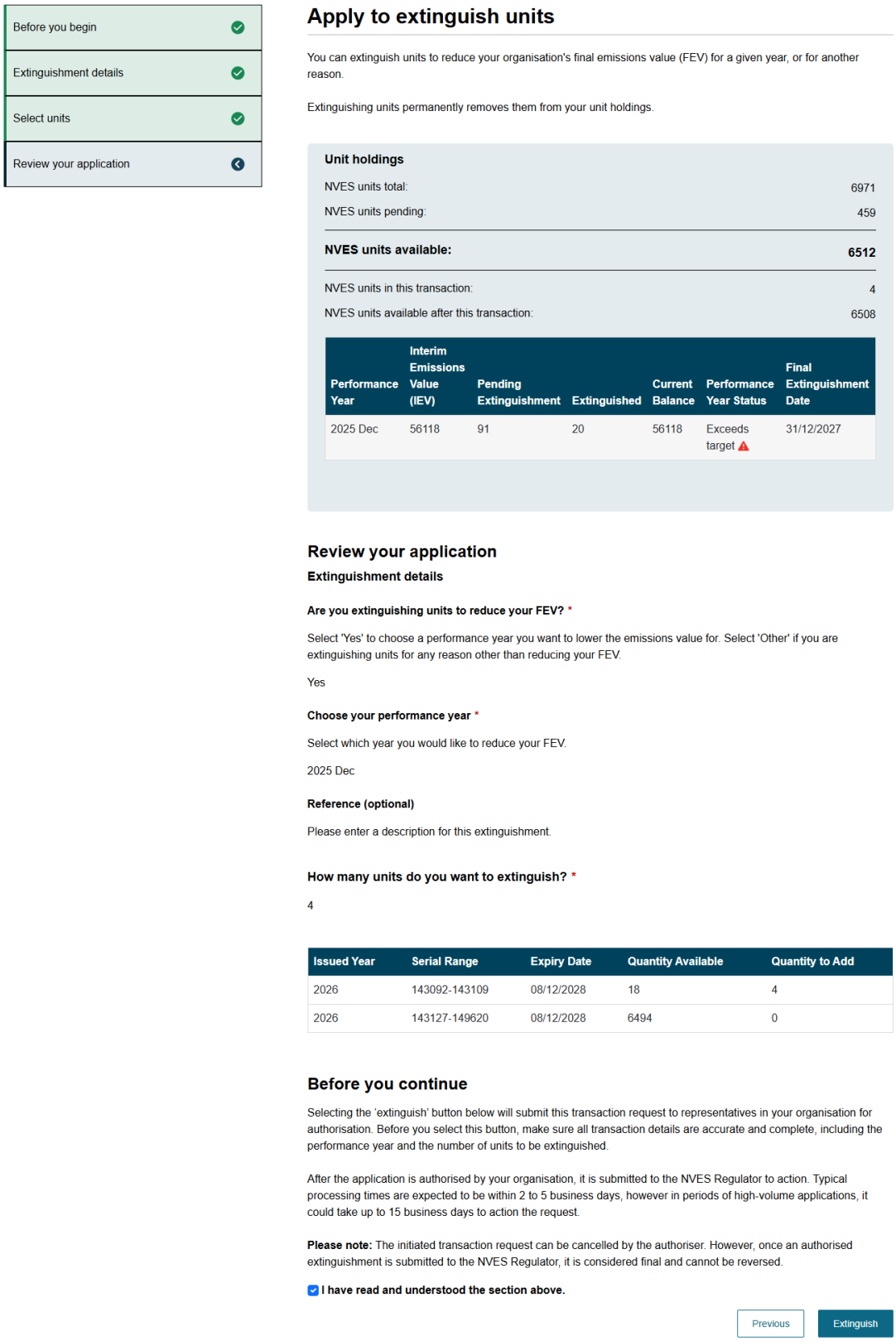
Figure 40: Select units in the unit extinguishment application



Section 3: Review your application

Review the extinguishment details, including the performance period and the units you have selected. Check that the information is correct before submitting your application for authorisation. See Figure 41 below.

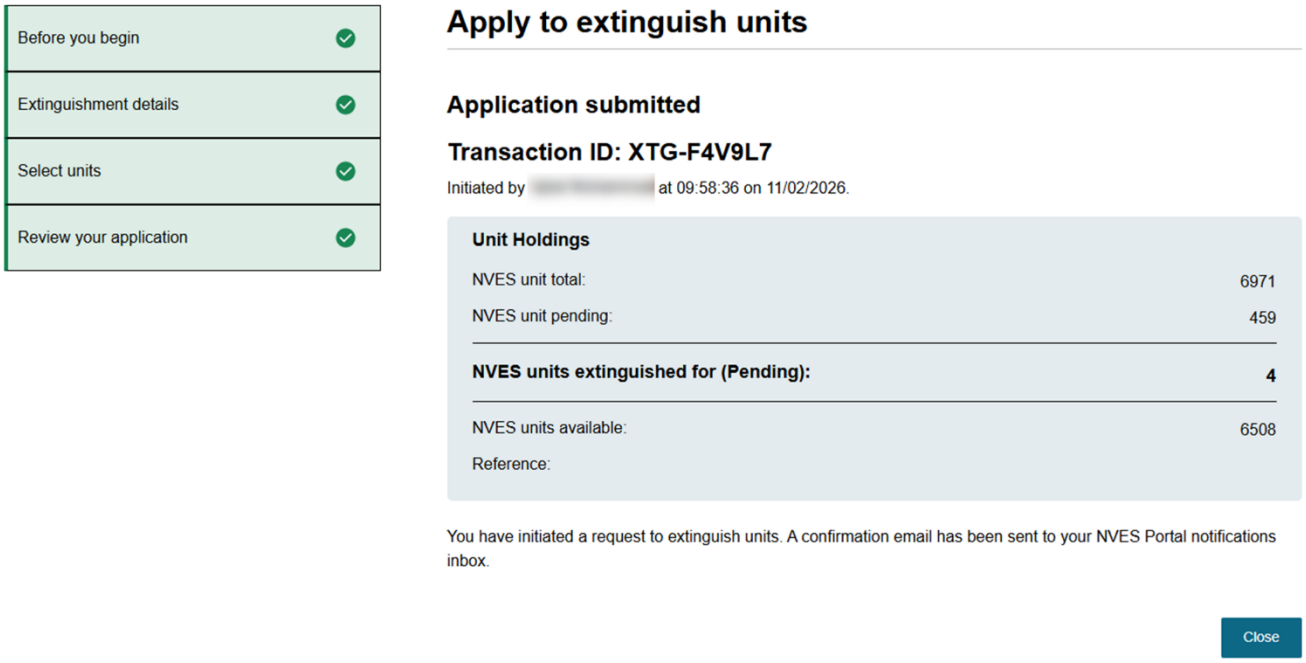
Figure 41: Review the unit extinguishment application



Section 4: After you submit your application

A different user with a ‘transfer authoriser’ permission must review and authorise your extinguishment transaction. You cannot authorise a transaction you initiated. The following section explains the authorisation process. See Figure 42 below.

Figure 42: Unit extinguishment application confirmation



Authorise unit extinguishment

You must have a ‘transfer authoriser’ permission for your regulated entity to authorise a unit extinguishment initiated by another user. You cannot authorise a transaction you initiated.

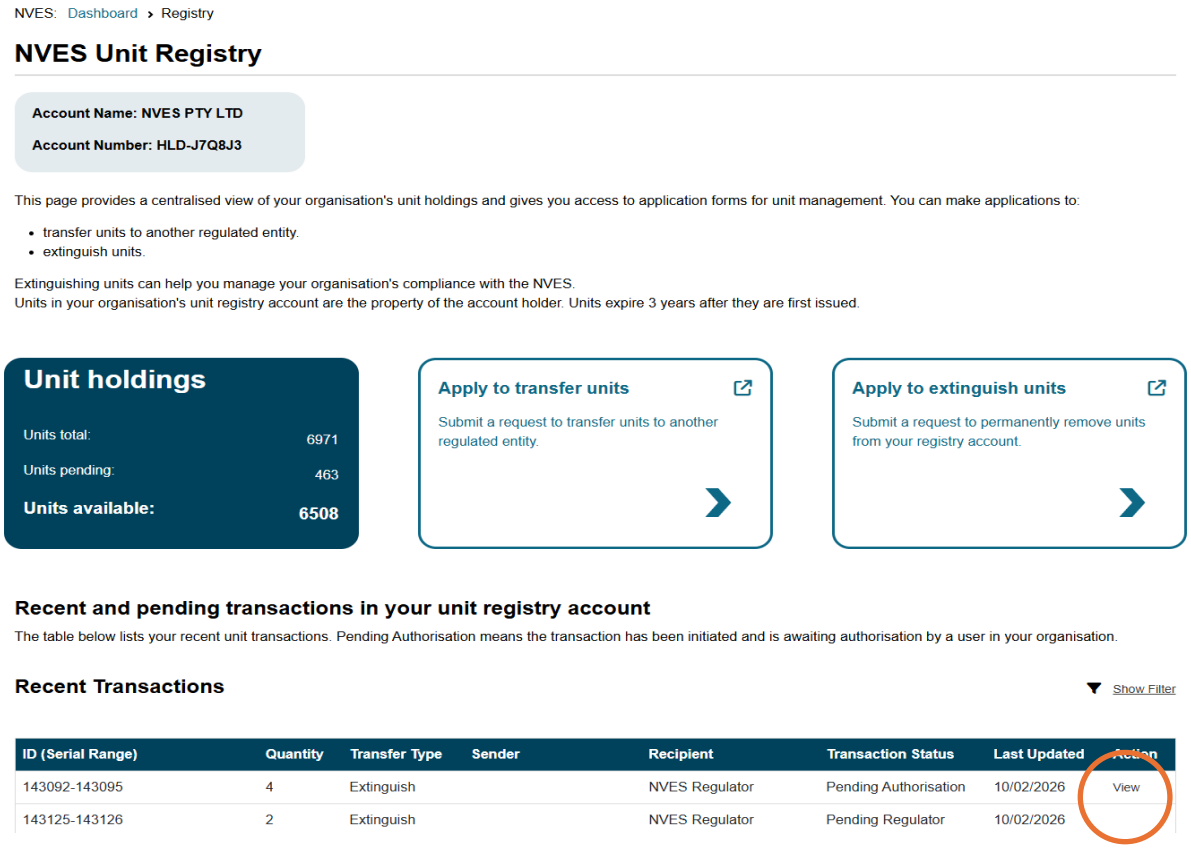
To open a pending authorisation application, navigate to ‘recent transactions’ on the registry page and view the transaction to be authorised. See Figure 43 below.

Important: Pending transactions authorisation change

Pending transactions with the regulator will be marked as ‘ceased to consider’ if the ‘transfer initiator’ or ‘transfer authoriser’ permissions are revoked or changed while the transaction is still in progress.

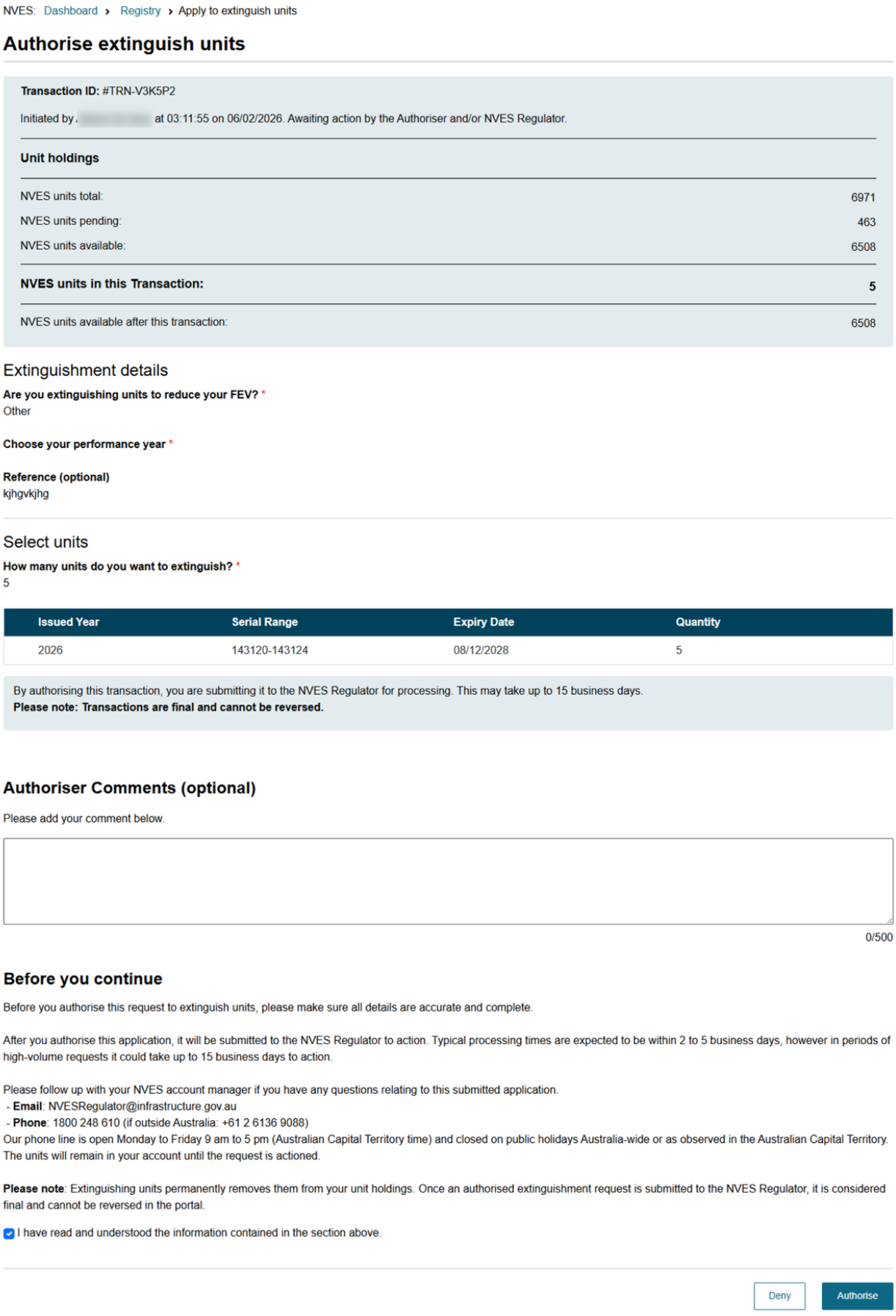
If an initiated transaction is still with a ‘transfer authoriser’ within the entity, they can reject the pending transaction and may initiate a new transaction.

Figure 43: Open a unit extinguishment for authorisation



If you have a ‘transfer authoriser’ permission, you can review the application and authorise the extinguishment. See Figure 44 below.

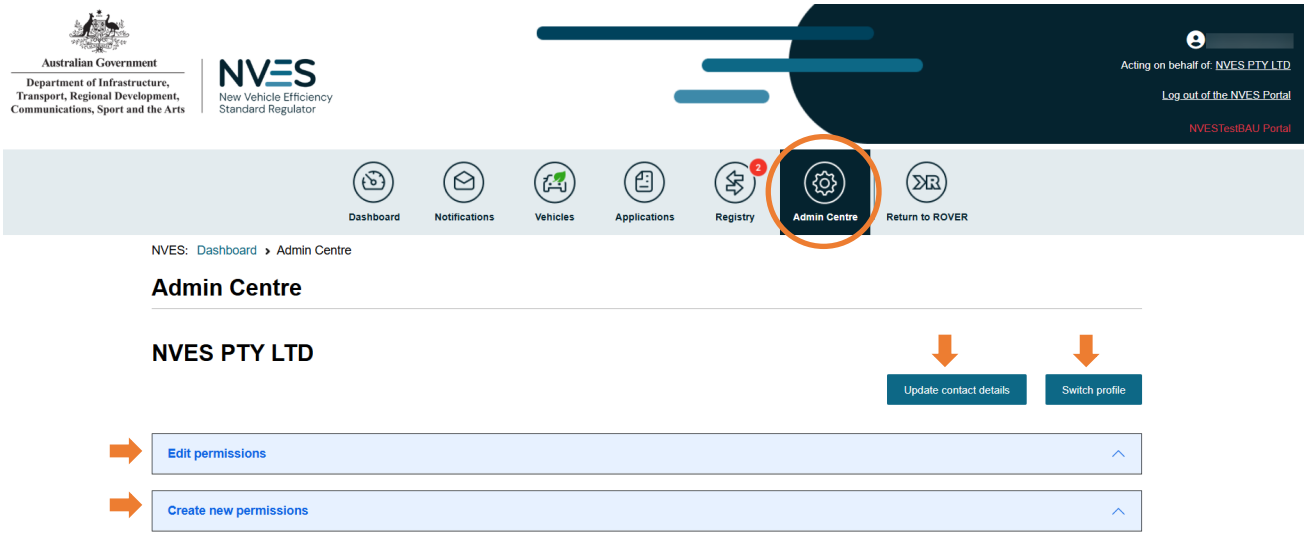
Figure 44: Review and authorise a unit extinguishment



Admin Centre

To open the Admin Centre page, select the sixth icon in the portal banner. See Figure 45 below.

Figure 45: Admin Centre page



On the Admin Centre page, you can update contact details for the regulated entity, its nominated executive officer or an optional secondary contact, and switch profiles (act for different entities).

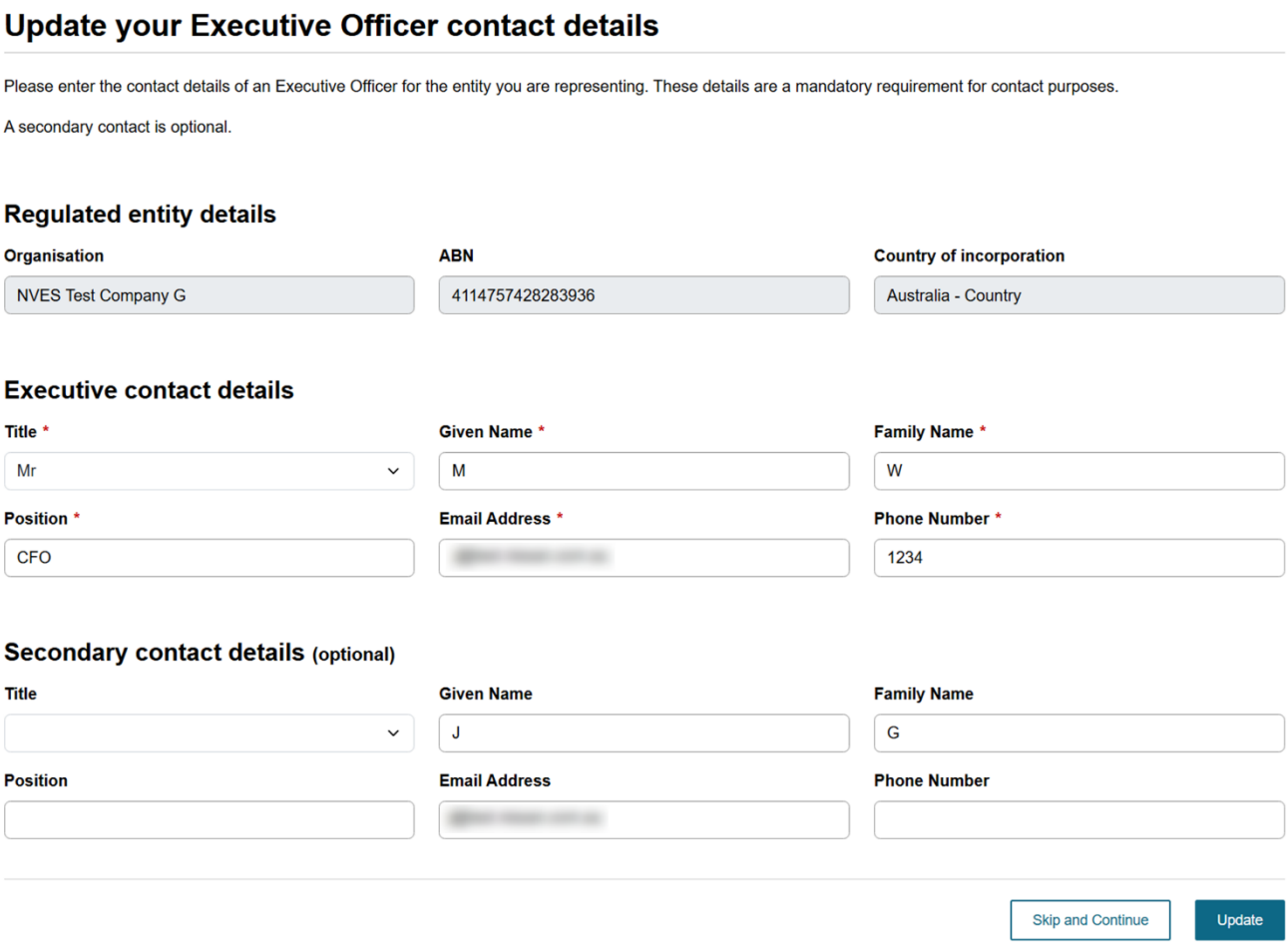
If you have a 'registry account administrator' role, you can use this page to assign and manage other authorised users' permissions and close your own user account.

If you provide a secondary contact for an entity, then email notifications will also be sent to the entity's secondary contact.

Update your nominated executive officer's contact details

Use the 'Admin Centre' page to update your entity's nominated executive officer's contact details. Check that the details are current, so the regulator has the correct contact information for your entity. See Figure 46 below.

Figure 46: Update executive officer details



Important: How we use your information to communicate with you

We use contact information provided by regulated entities to communicate important information about the administration and operation of the New Vehicle Efficiency Standard (NVES), including information that may affect regulated entities and their obligations under the NVES Act.

For information about how the department collects, uses and protects personal information, see the department's Privacy Policy.

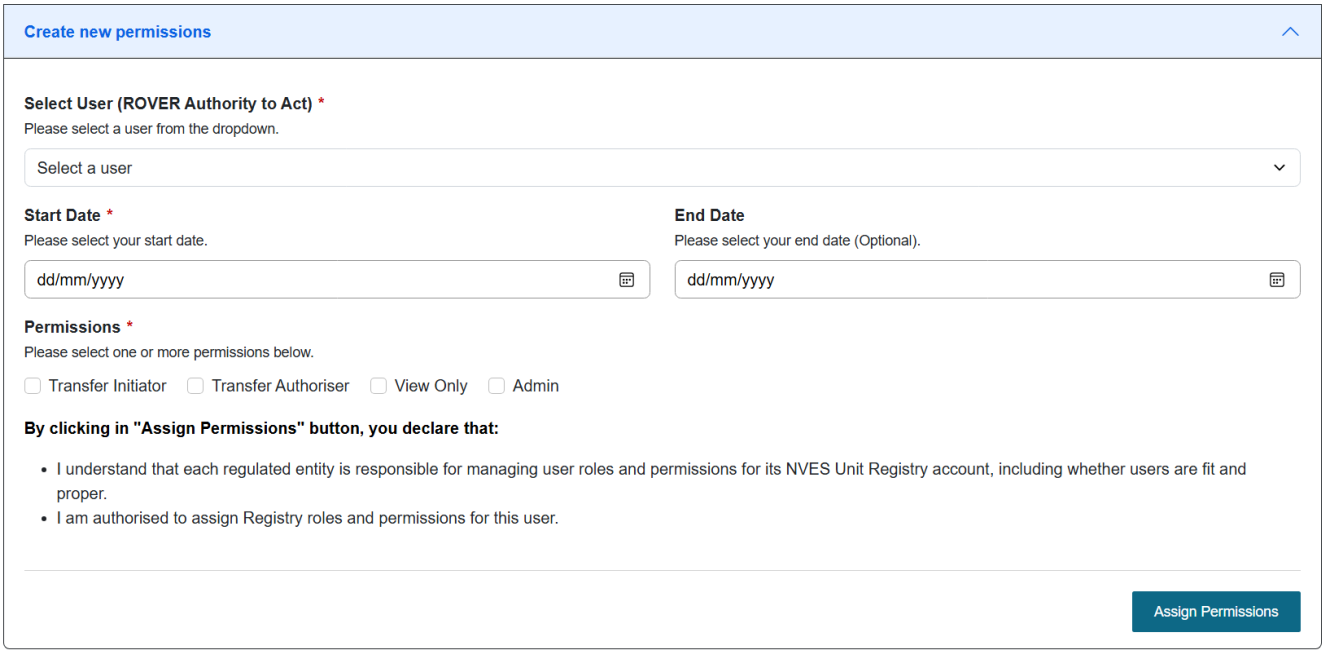
Manage an existing user's account permissions

If you have a 'registry account administrator' role for an approved registry account, you can assign permissions to an existing user with authority to act for your regulated entity. Each permission has a start date and an optional end date. You can assign one or more of these roles, except that a user with 'registry viewer' permission cannot hold any other permission:

- transfer initiator
- transfer authoriser
- registry viewer
- registry account administrator

See Figure 47 below.

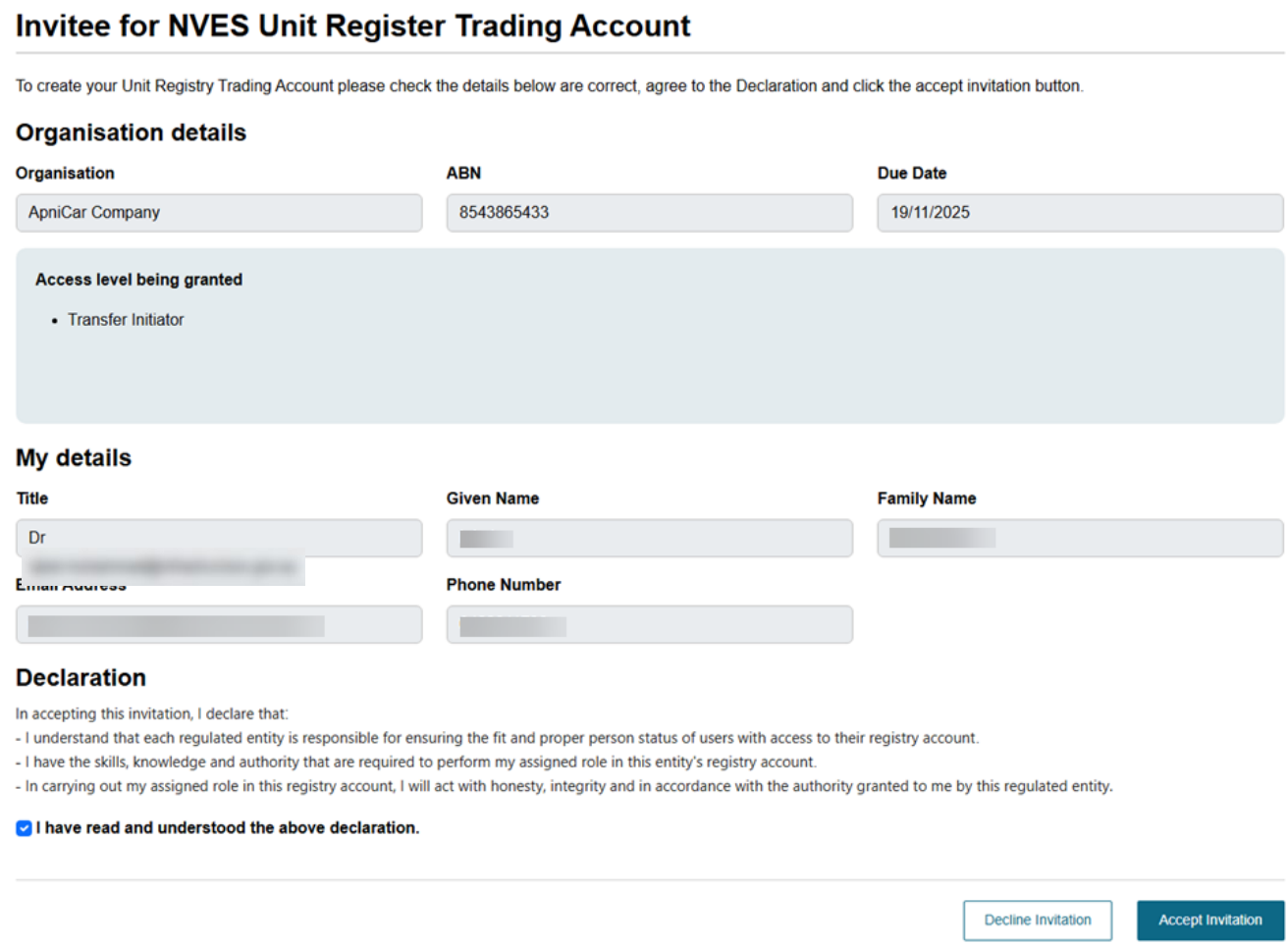
Figure 47: Manage an existing user's permissions



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

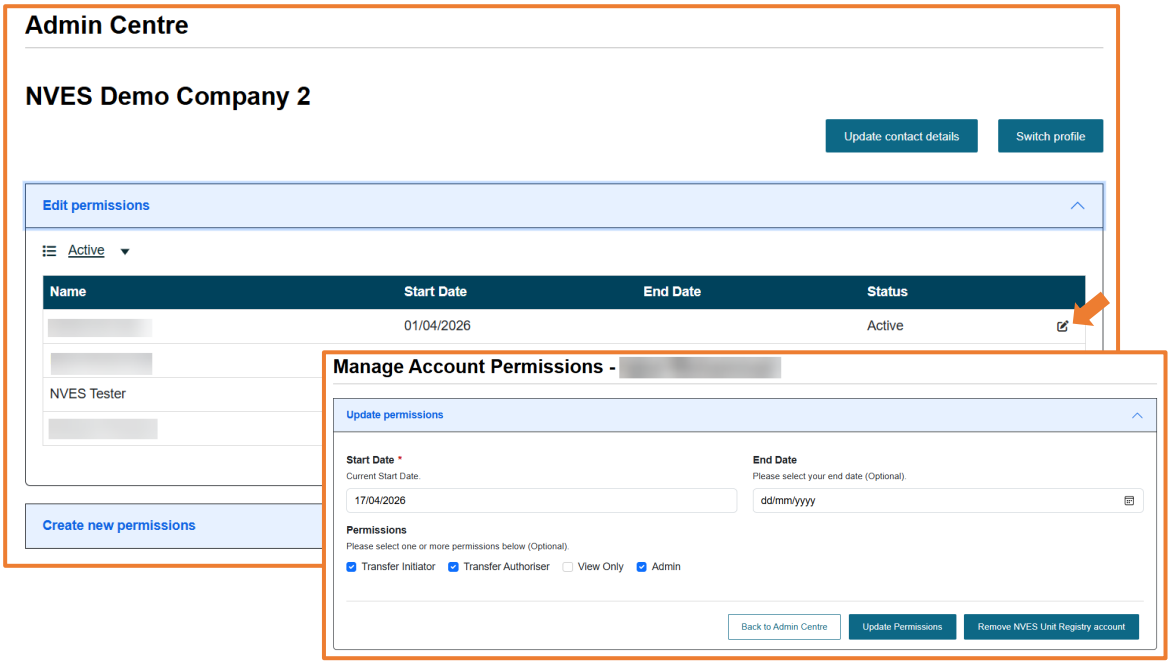
The invitee can accept the invitation to gain access to the profile of the entity. See Figure 48 below.

Figure 48: Accept an invitation to access a unit registry account



If you have a 'registry account administrator' role for an approved registry account, you can manage existing authorised users' account permissions. See Figure 49 below.

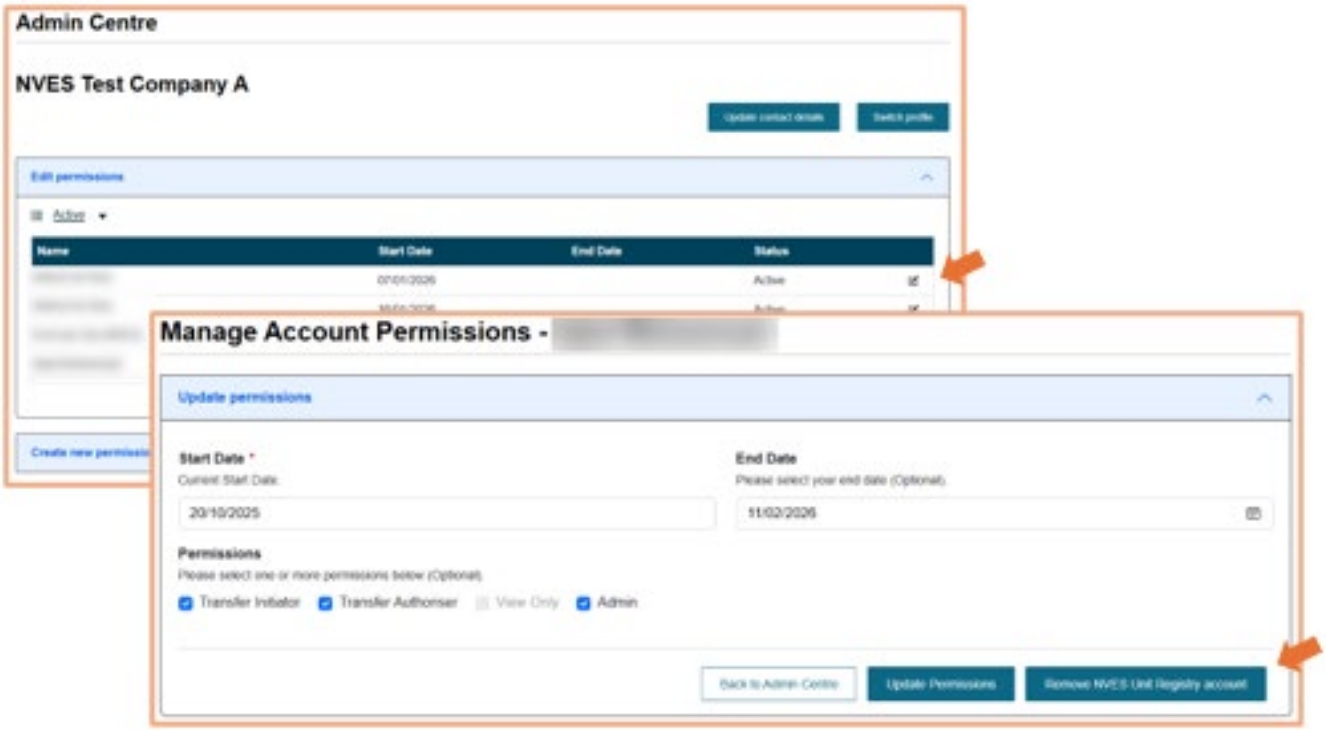
Figure 49: Manage an authorised user's permissions



Close your own registry account administrator user account

If you have a ‘registry account administrator’ role, you can also close your own user account. See Figure 50 below.

Figure 50: Close your registry account administrator account



If you’re the only authorised user with a ‘registry account administrator’ role, you will see a warning message about managing your organisation’s registry permissions. See Figure 51 below.

Figure 51: Confirm removal of your unit registry access

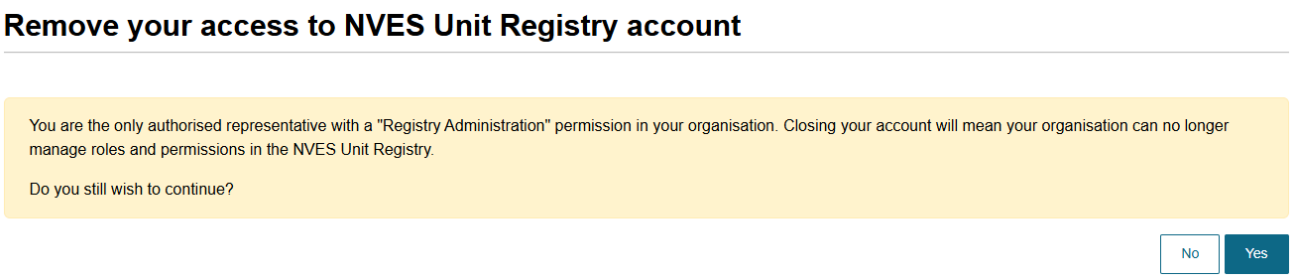


Figure reference list

Figure 1: Roles and access in ROVER, the portal and unit registry

Figure 2: ‘Authority to act’ icon in ROVER

Figure 3: ‘NVES management’ permission in ROVER

Figure 4: NVES icon in ROVER

Figure 5: Organisation role check failed

Figure 6: Vehicle type approval holder check failed

Figure 7: Register of Approved Vehicles (RAV) entry check failed

Figure 8: NVES Portal dashboard

Figure 9: Current and previous performance periods

Figure 10: Switch profiles to act for a different entity

Figure 11: Notifications from the regulator

Figure 12: Respond to a request for information

Figure 13: Vehicles page in the portal

Figure 14: NVES data from RAV entries

Figure 15: Filter NVES data from RAV entries

Figure 16: Export NVES data from RAV entries

Figure 17: Applications page in the portal

Figure 18: ‘Apply for an NVES Unit Registry account’ tile

Figure 19: Apply for an NVES Unit Registry account

Figure 20: Organisation details in the unit registry account application

Figure 21: Applicant details in the unit registry account application

Figure 22: Fit and proper person declaration

Figure 23: Review the unit registry account application

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Document control

The following table lists the versions of this guide.

Version	Release date	Reason for update
1.0	September 2025	Initial release of document for NVES Portal release 1, which included how entities: • apply to open a unit registry account, including submitting their FPP declaration • view their NVES vehicle data as entered on the Register of Approved Vehicles (RAV) • view their emissions performance over time (referred to as their running emissions value) • view requests for information from us.
1.1	October 2025	Update for NVES Portal release 2.1 on how: • entities can access the new 'Admin Centre' in the portal allowing them to: › update their executive officer and secondary contact details – switch profiles (if they act on behalf of more than one regulated entity) – update/give unit registry permissions to other users (only for a unit registry account).
1.2	December 2025	Update to fit and proper person content.
1.3	January 2026	Update for NVES Portal release 3.1 on how: • we can issue interim emissions values (IEVs) and any associated units to entities from February 2026. • entities can manage (transfer or extinguish) their units from February 2026 • entities can self-manage their unit registry permissions through the portal dashboard.
1.4	February 2026	Minor updates for NVES Portal release 3.2.
1.5	April 2026	Update for NVES Portal release 4 on how entities: • can apply for additional units after interim emissions value (IEV) issuance through the portal when they have an approved correction for a Register of Approved Vehicles (RAV) entry. Applications must include appropriate evidence. • receive notifications to help manage their NVES compliance activities • can manage their obligations by uploading documents in response to a request for information (RFI) and accessing more

Version	Release date	Reason for update
		information about unit transactions, emissions performance and unit expiry.
1.6	June 2026	Update for NVES Portal release 5 to include content on how a registry account administrator can close their own user account in the Admin Centre of the portal.
1.7	August 2026	Minor updates to the section on applying for a unit registry account.
1.8	August 2026	Minor update to the section on downloading a reconciliation report.
1.9	October 2026	Minor update for NVES Portal release 6, re-branding and re-formatting for better accessibility.
1.10	November 2026	Minor update to instructions on how to apply for non-standard issuance of units.