



Create a RAV submitter ID

ROVER guide

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This guide will take you through the steps on how to create a RAV submitter ID, which will enable you to submit a vehicle on the Register of Approved Vehicles (RAV) via the email submission method.

Before you can create a RAV submitter ID on behalf of a company or individual, you will need an [authority to act](#) on their behalf in ROVER with 'Account Admin' functionality. This functionality will allow you to view and manage account details, authorities to act, and RAV submitters of the organisation or individual.

Recommended browsers: [Chrome](#), [Firefox](#) and [Microsoft Edge](#).

Create a RAV submitter ID

To **create a RAV submitter ID**, ensure you are signed in to ROVER (navigate to [Welcome to ROVER](#) and select the **Sign in** button) and complete the following steps.

1. Select the **Authority to act** icon.
2. Select the name of the company or individual from the **My current authorities** list.
3. Select **RAV Submitters** from the menu.

4. Select the **Add RAV Submitter** button.
5. Enter the **Email address** that will be used to submit vehicles to the RAV.
6. Read the **Declaration** and select the **checkbox** to acknowledge you have read and understood the declaration.
7. Select the **Submit** button.

The screenshot shows the ROVER RAV Submitters interface. At the top, there is a navigation bar with the Australian Government logo, the ROVER logo, and the RAV Submitters title. Below the navigation bar, there is a sidebar menu with options like Account details, Payment and billing details, Authorities to Act, Applications, Approvals, RAV Submitters (highlighted), and Tokens. The main content area displays the RAV Org ID (RAV000003) and a table of RAV Submitters. A modal form titled 'Add RAV Submitter' is open, showing fields for First Name, Last Name, Email, and Phone. Below these fields is a declaration section with a checkbox and a 'Submit' button.

| First Name | Last Name | Email | Phone | Submitter ID |
|------------|-----------|-------|-------|--------------|
| | | | | RS0000008 |
| | | | | RS0000002 |

4 Add RAV Submitter

5 First Name
Last Name
Email*
Phone

6 Declaration
I, being the applicant for an approval, the approval holder, or a person authorised to make this declaration on behalf of the applicant or approval holder, declare that:
 I am responsible for all records submitted to the RAV by each submitter nominated, including for the accuracy and timing of these records.*

7 Submit



You have successfully created a RAV submitter ID and it is listed in the **RAV Submitters** table on the page.

Further information

For further information, please visit [Vehicles | Department's website](#) or submit an online enquiry via the [Contact us—RVS | Department's website](#) page.

Quick links

- [Welcome to ROVER](#)
- [Road Vehicle Standards legislation | Department's website](#)
- [RVS guides and resources | Department's website](#)
- [RVS legislation glossary of terms | Department's website](#)