



Australian Government

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



# ROVER guide: Authority to act

September 2024

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# Authority to act

The authority to act feature in ROVER gives organisations the control and flexibility to set access levels and assign functions.

An authority to act allows one user to take actions in ROVER on behalf of another user. Depending on their level of access, a user with an authority to act may create and submit applications, manage recalls or make payments.

The most common type of authority to act is between a ROVER account holder and an organisation.

Authorities to act protect ROVER users' data by allowing them to control:

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

There are no inherited permissions. For example, if you have an authority to act for Organisation A and your employee can act for you, that does not mean your employee can also act for Organisation A. They need to establish their own relationship with Organisation A to do so.

## How does it work?

ROVER allows whoever issues an authority to set access levels and assign functions to ROVER users. This gives you and your organisation more control and flexibility when managing and delegating authorities in ROVER.

Organisations and individuals can self-manage their authorities to act in ROVER without needing the department's intervention. This flexibility allows a variety of links – for example, between employees and their companies, or between agents and their clients.

Using the authority to act function in ROVER lets you record and self-manage as many relationships with organisations and individuals as you need. Each relationship is independent of any others you may have.

## Acting for more than one organisation

ROVER allows an individual to act on behalf of multiple organisations or other individuals.

Each association is separately managed with the relevant organisation or client, and can be created or updated without needing to change your personal ROVER account.

If an individual needs an authority to act for an additional organisation, they can be set that up by:

- having it assigned from someone with the account admin function for the new organisation, or
- by requesting an authority for a new organisation.

## Levels of access and associated functions

### Levels of access

There are 2 levels of access:

- standard access.
- limited access.

Users with standard access can see everything belonging to the organisation or individual for each function they are assigned.

Only certain functions are available for limited access users. With limited access, the user can only see the specific records they are assigned within a function.

Each authority relationship will only have one level, but can include multiple functions as required.

## Functions

Functions let users see or perform actions such as **create, read, update** or **submit**.

Each individual and organisation is responsible for ensuring they have assigned the right permissions to the right people, renewing permissions and for removing them when they are no longer required.

**Table 1. Levels of access and associated functions.**

Level of access	Function	Description
Standard access	Account admin	Can view and <a href="#">manage account details</a> , authorities to act and RAV submitters of the organisation or individual.
Standard access	Applications	Can create, view, edit and submit applications for the related party. Cannot view approval information.
Standard access	Approvals	Can view and manage approvals and make approval-related payments for the related party.
Standard access	Non-compliance	Can submit relevant <a href="#">non-compliance reports</a> .
Standard access	RAV management	Can view and edit RAV submitter details and can <a href="#">download reports</a> on RAV submissions.
Standard access	RAV submission	Can submit RAV entries in ROVER.
Standard access	Recalls	Can view, submit, manage and report on recalls for the related party.
Limited access	Application contributor	Can view and edit specific applications where they have been added as a contributor. Does not give the ability to create or submit applications.
Limited access	Approvals	Can view, manage and make payments for specific approvals where they have been added as a contributor.

**Important:** ROVER account holders with an authority to act on behalf of an organisation, who have standard access with the account admin function, can extend authorities to act to other ROVER account holders on behalf of that organisation.

## What should an authority to act include?

If you are the first representative seeking authority to act on behalf of an organisation or individual, you will need to upload a letter from them in ROVER authorising you to do so, as well as the ASIC registration certificate for an Australian company or company registration certificate for overseas organisations.

An authority to act letter must be:

- on the letterhead of the approval holder and signed by a key management personnel office holder
- an original or electronic copy.

It must include:

- the signature, name, position and contact details of the person signing the letter
- the Australian Business Number (ABN), Australian Company Number (ACN) or Company registration number (if the company is an overseas company)
- the date
- wording that authorises the ROVER user to act on behalf of the organisation (Note: the letter cannot restrict the scope of the approval in any way but it may include a cessation date).

In addition to the conditions above, an authority to act letter must:

- not have been altered in any way
- be in English, or if the letter is in a language other than English, it must have enough English to identify all of the above or be accompanied by a professional translation.

**Note:** An example of a professional translator is the National Accreditation Authority for Translators and Interpreters (NAATI).

# Establishing an authority to act

This section includes step-by-step instructions on how to record, assign and request authorities to act. To establish an authority to act for an organisation or individual, you will need a ROVER account (see [How to create your ROVER account](#)).

**Important:** Red asterisk \* in ROVER are mandatory fields. You must complete those fields before continuing.

## How to record an authority to act for a new organisation

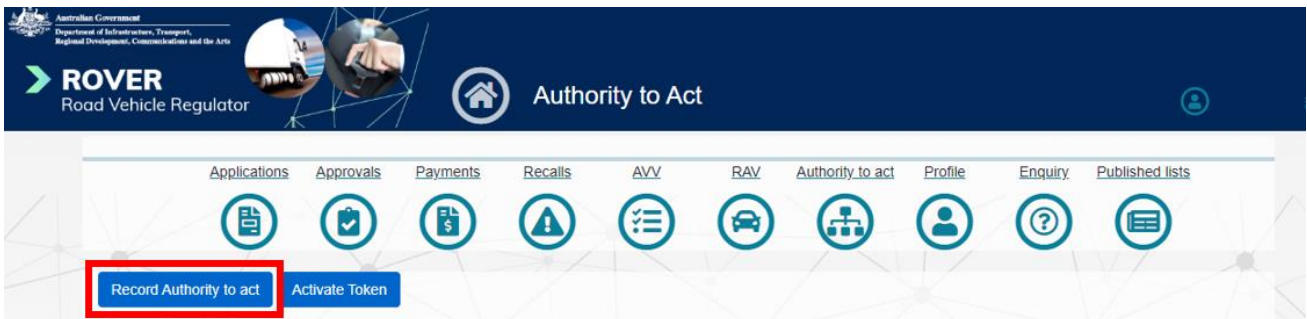
### Step 1.

Sign in to [ROVER](#). Then click on the **Authority to act** icon to go to the **Authority to Act** page.



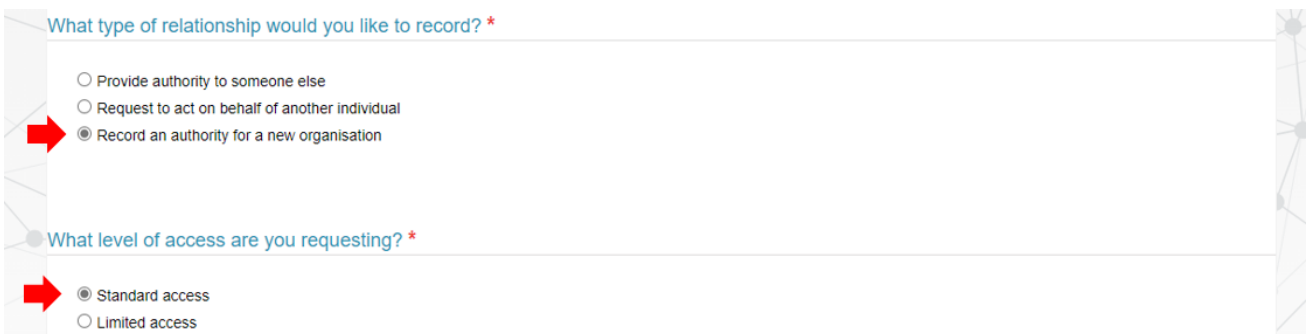
### Step 2.

On the **Authority to Act** page, click the **Record Authority to act** button to open a new form.



### Step 3.

In the **Record an authority to act** form, click on the tick boxes next to **Record an authority for a new organisation** and **Standard access**.

A screenshot of the 'Record an authority to act' form. The first question is 'What type of relationship would you like to record? \*'. It has three radio button options: 'Provide authority to someone else', 'Request to act on behalf of another individual', and 'Record an authority for a new organisation'. A red arrow points to the selected option, 'Record an authority for a new organisation'. The second question is 'What level of access are you requesting? \*'. It has two radio button options: 'Standard access' and 'Limited access'. A red arrow points to the selected option, 'Standard access'.

**Important:** Please do not select **Limited access** initially because if you do, it will not allow the person to have account admin functions, which is needed to view, edit and manage authorities to act. You can change access to Limited at a later stage.

## Step 4.

Click on the **calendar icon** and select an end date. If you don't nominate an end date for the authority, the date will default to 2 years.

Then, enter **Primary Contact Details** for the new organisation. You must provide an **Email** address and **Phone** number.

End date

03/09/2026

Primary Contact Details

Email\*

Phone\*

## Step 5.

You will need to confirm if the organisation has an Australian Business Number (ABN) or Australian Company Number (ACN). Depending on your answer, the information you need to provide will differ.

### If the organisation has an ABN or ACN

Click on the tick box next to **Yes**. Enter the ABN, ACN or name of the organisation into the search field and click the **Search** button.

Does the organisation have an Australian Business Number (ABN) or an Australian Company Number (ACN)? \*

No  Yes

Search by ABN, ACN or name

Search

Then, select the organisation from the dropdown menu of search results and ROVER will then fill in the entity details.

Does the organisation have an Australian Business Number (ABN) or an Australian Company Number (ACN)? \*

No  Yes

Select from search results for Organisation name \*


Search Again



## If the organisation does not have an ABN or ACN

Click on the tick the box next to **No** and provide the organisation's **Legal/Trading Name**, **Entity Identification Number** and **Country of Incorporation**. Then, you will need to provide a certificate of registration or incorporation. Click the **Upload New** button to open a mini-form, select a file saved on your computer and click the **Upload** button.

Does the organisation have an Australian Business Number (ABN) or an Australian Company Number (ACN)? \*

  No  Yes

Legal/Trading Name\*

Entity Identification Number\*

Country of Incorporation\*

Please upload a certificate of registration or incorporation (or equivalent) from the relevant authority \*

**Upload New**

**Note:** The uploaded file must be a PDF.

## Step 6.

You will need to select the functions you want to perform in ROVER. As a minimum, we recommend selecting **Account Admin** to allow access to view, edit and manage authorities to act, RAV submitter and account details.

Click the **Add ROVER functions** button to open a mini-form. Tick the boxes next to the functions you want to perform. Next, click the **Add** button to save and close the mini-form.

Which ROVER functions are you requesting access to? \*

**Add ROVER functions**

<input checked="" type="checkbox"/> Name ↑	Description
<input type="checkbox"/> Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.
<input type="checkbox"/> Applications	Able to start, edit, view, and submit relevant applications.
<input type="checkbox"/> Approvals	Able to view and manage relevant approvals, and make approval-related payments.
<input type="checkbox"/> Non-Compliance	Able to view and manage relevant compliance report.
<input type="checkbox"/> RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.
<input type="checkbox"/> RAV Submission	Able to submit RAV entries
<input type="checkbox"/> Recalls	Able to view and manage relevant recalls.

## Step 7.

In the **Address Details** section, enter details for the principal place of business in the fields provided.

If the postal or registered office address is different to the principle place of business, click the box next to the address to untick it, then add the address details in the fields provided.

### Address Details

#### Principal Place of Business

**Address Line 1\***

**Address Line 2**

**Town/Suburb\***

**Country\***

**State/Province**

**Post/Zip Code**

### Postal Address

Same as Principal Place of Business

### Registered Office Address

Same as Principal Place of Business

## Step 8.

Finally, you will need to upload supporting evidence of your authority to act on behalf of the organisation (see [What should an authority to act include?](#)). For example, a signed letter from a senior representative appointing you to act on behalf of the organisation.

Click the **Upload New** button to open a mini-form, select a file saved on your computer and click the **Upload** button.

### Authorisation

Evidence of authority is a signed letter provided by the applicant (where the applicant is an organisation, a senior representative) appointing you to act on their behalf. This should be on the organisation's letterhead as applicable.

Please provide evidence of authority for **Applicant** to act on behalf of **Organisation**

**Upload New**

**Note:** The uploaded file must be a PDF.

## Step 9.

To submit your authority to act, read the declaration. Next, click the tick box to acknowledge the declaration, then click the **Record Authority to Act** button.

I declare that: \*



- the information provided is true and correct
- Applicant** has been granted authority to act on behalf of **Organisation**

Record Authority to Act

**Note:** As you are recording a new organisation, the department will need to check the details of the organisation and the authority to act. This may take up to **5 business days**. Once this has been approved, the details of the authority to act will be clickable and appear under your list of authorities.

The definition of a **business day** under section 5 of the Rules is a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.

**Important:** Once an authority to act with the **Account Admin** feature is approved by the department, you will be able to add further authorities to act for the organisation without the department's involvement. You can do this on the **Record an authority to act** page in ROVER.

# How to assign an authority to act to another ROVER user

Providing authorities to act within an organisation helps to control access and submission rights. As an organisation's authorised user, you may want to assign other ROVER users (such as employees or representatives) an authority to act.

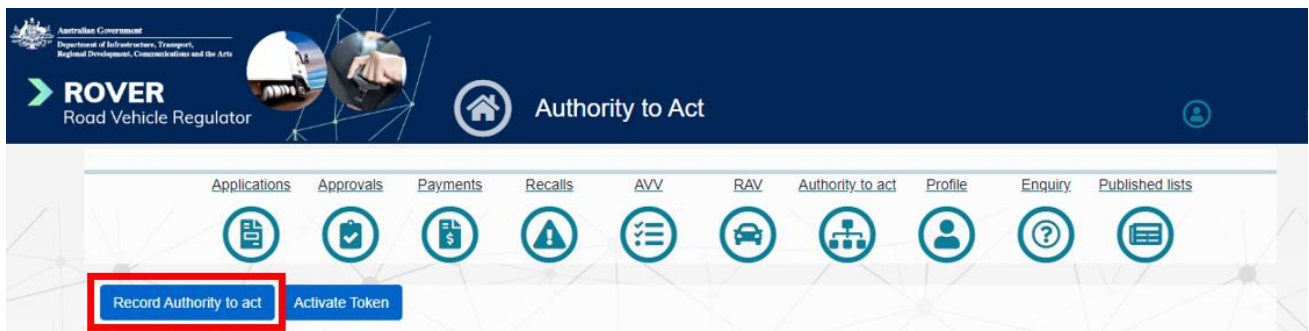
## Step 1.

Sign in to [ROVER](#). Then click on the **Authority to act** icon to go to the **Authority to Act** page.



## Step 2.

On the **Authority to Act** page, click the **Record Authority to act** button to open a new form.

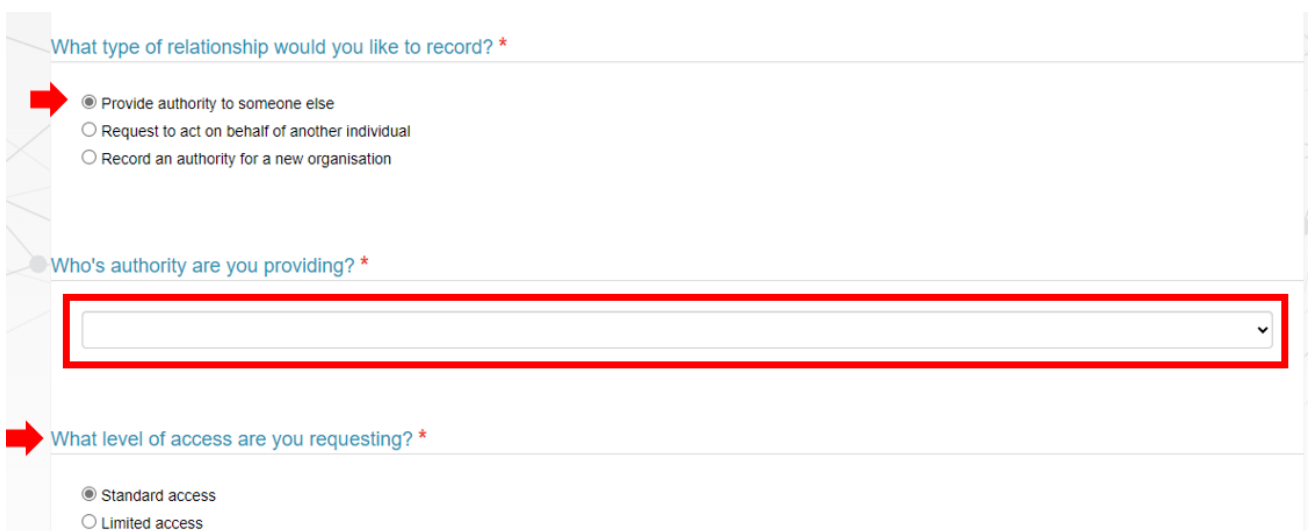


## Step 3.

In the **Record an authority to act** form, click on the tick box next to **Provide authority to someone else**.

**At Who's authority are you providing?** Select the relevant entity from the dropdown menu. All organisations and individuals (including yourself), that you have permission to provide an authority to act for will be listed.

**At What level of access are you requesting?** click on the tick box next to the level of access you want to assign the user.

A screenshot of the 'Record an authority to act' form. The form has three main sections. The first section is titled 'What type of relationship would you like to record? \*' and has three radio button options: 'Provide authority to someone else' (which is selected and has a red arrow pointing to it), 'Request to act on behalf of another individual', and 'Record an authority for a new organisation'. The second section is titled 'Who's authority are you providing? \*' and features a dropdown menu that is highlighted with a red rectangular box. The third section is titled 'What level of access are you requesting? \*' and has two radio button options: 'Standard access' (which is selected and has a red arrow pointing to it) and 'Limited access'.

## Step 4.

Next, you will need to assign functions you want the user to be able to perform in ROVER. Click the **Add ROVER functions** button to open a mini-form. Tick the boxes next to the functions you want to assign the user. Then, once you have added all the functions you want to assign, click the **Add** button to save and close the mini-form.

Which ROVER functions are you requesting access to? \*

Add ROVER functions

### Lookup records

<input checked="" type="checkbox"/> Name ↑	Description
<input type="checkbox"/> Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.
<input type="checkbox"/> Applications	Able to start, edit, view, and submit relevant applications.
<input type="checkbox"/> Approvals	Able to view and manage relevant approvals, and make approval-related payments.
<input type="checkbox"/> Non-Compliance	Able to view and manage relevant compliance report.
<input type="checkbox"/> RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.
<input type="checkbox"/> RAV Submission	Able to submit RAV entries
<input type="checkbox"/> Recalls	Able to view and manage relevant recalls.

Selected records

## Step 5.

At **Who are you providing access to?** click the **Add User** button to open a mini-form. Then, enter the ROVER user's name and email address into the appropriate fields. Finally, select an end date and click the **Add** button.

Who are you providing access to? \*

Please provide the email address of the user who will have authority to act, as well as the planned end date. If no email address is entered, blank tokens will be generated that you will need to distribute yourself.

Add User

Add User
✕

**Name of User**

**Email**

**End Date**

**Note:** Repeat this step to assign the same level of access and functions to another ROVER user for an entity.

## Step 6.

Read the declaration, click the tick box to acknowledge the declaration, then click the **Record Authority to Act** button.

Name of User	Email	End Date	
Users name	<a href="mailto:ROVERuser@companyname.com.au">ROVERuser@companyname.com.au</a>	04/09/2026	<input type="checkbox"/>

I declare that: \*

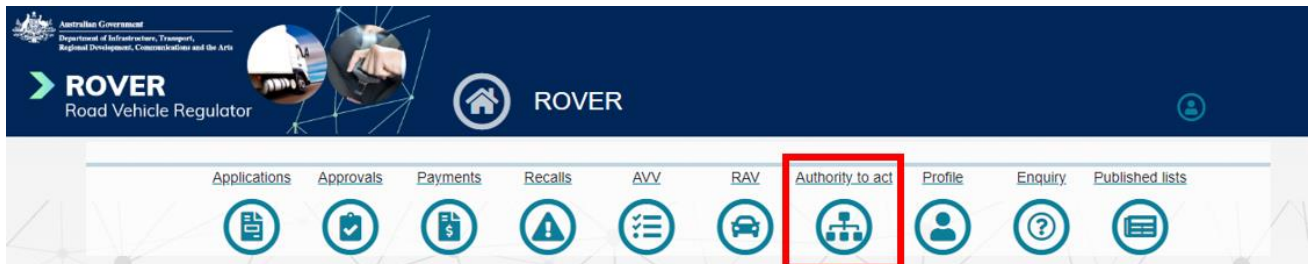
- I understand that each organisation/individual is responsible for managing who has an active authority to act for them.
- I am authorised to record this authority to act.

**Note:** Once you have clicked on **Record Authority to Act**, a token will be generated. Tokens are viewable in your organisation account view and are automatically sent to the email addresses provided (see: [How to view tokens in ROVER](#)).

# How to request to act on behalf of another individual

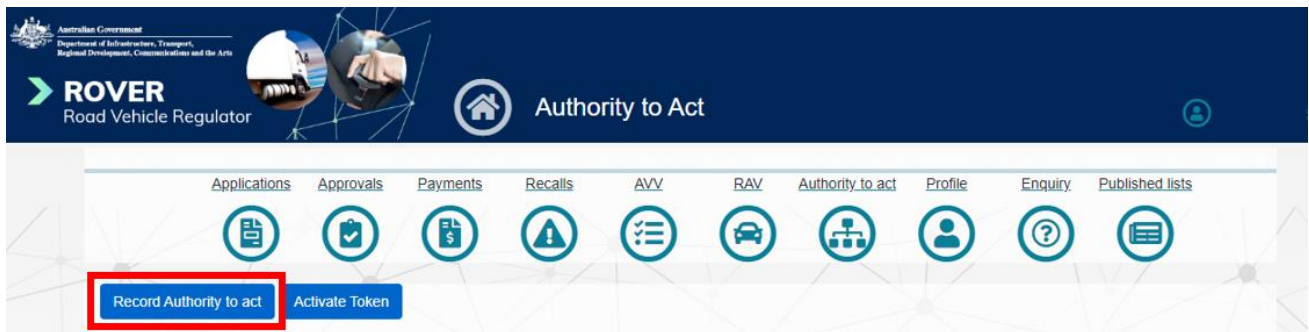
## Step 1.

Sign in to [ROVER](#) and click on the **Authority to act** icon to go to the **Authority to Act** page.



## Step 2.

On the **Authority to Act** page, click the **Record Authority to act** button to open a new form.



## Step 3.

In the **Record an authority to act** form, select **Request to act on behalf of another individual**.

At **Who are you requesting to act on behalf of** enter relevant person's details.

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.

What type of relationship would you like to record? \*

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

Who are you requesting to act on behalf of \*

<b>Email</b>	<input type="text"/>
<b>Name</b>	<input type="text"/>

## Step 4.

At **What level of access are you requesting?** click on the tick box next to the level you are requesting access to. Then, click on the **calendar icon** and select an end date from the dropdown calendar. If you don't nominate an end date for the authority, the date will default to 2 years.

### ➔ What level of access are you requesting? \*

- Standard access  
 Limited access

### End date

06/09/2026



## Step 5.

Next, you will need to select the functions you want to be able to perform in ROVER. Click the **Add ROVER functions** button to open a mini-form. Tick the boxes next to the functions you want perform on behalf of the individual. Then, click the **Add** button to save and close the mini-form.

### Which ROVER functions are you requesting access to? \*

Add ROVER functions

<input checked="" type="checkbox"/> Name ↑	Description
<input type="checkbox"/> Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.
<input type="checkbox"/> Applications	Able to start, edit, view, and submit relevant applications.
<input type="checkbox"/> Approvals	Able to view and manage relevant approvals, and make approval-related payments.
<input type="checkbox"/> Non-Compliance	Able to view and manage relevant compliance report.
<input type="checkbox"/> RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.
<input type="checkbox"/> RAV Submission	Able to submit RAV entries
<input type="checkbox"/> Recalls	Able to view and manage relevant recalls.

Selected records

Add

Cancel



## Step 6.

Click the tick box to acknowledge the declaration, then click the **Record Authority to Act** button.

I declare that: \*



- I understand that each organisation/individual is responsible for managing who has an active authority to act for them.
- I am authorised to record this authority to act.

Record Authority to Act

**Note:** Once you have clicked on **Record Authority to Act**, a token will be generated and sent to the email addresses provided for the person you are requesting to act on behalf of. They can use the token to accept your request. (see: [How to view tokens in ROVER](#)).

# Managing authorities to act for other users

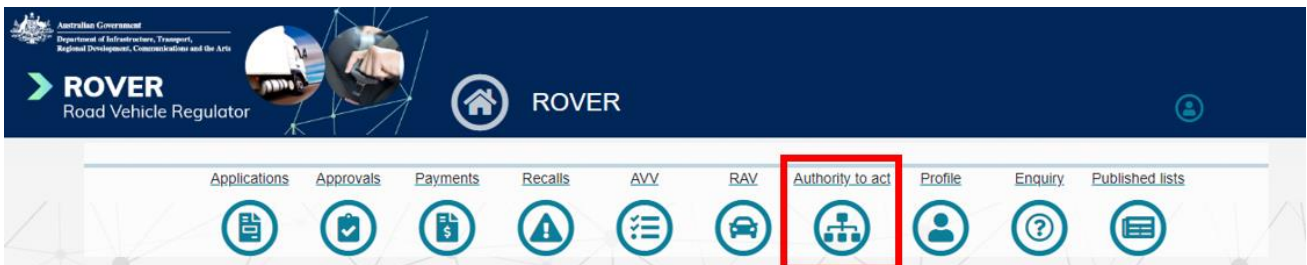
This section includes step-by-step instructions on how to view, update and remove authorities to act in ROVER. To manage authorities to act, you will need a ROVER account (see [How to create your ROVER account](#)).

## How to re-establish an authority to act for an organisation

You will need to have the **Account Admin** feature if you wish to assign roles. This feature can be assigned by another user or if there are no users with the Account Admin feature, a new authority can be established using the same process as for a new organisation (pages 5 to 10).

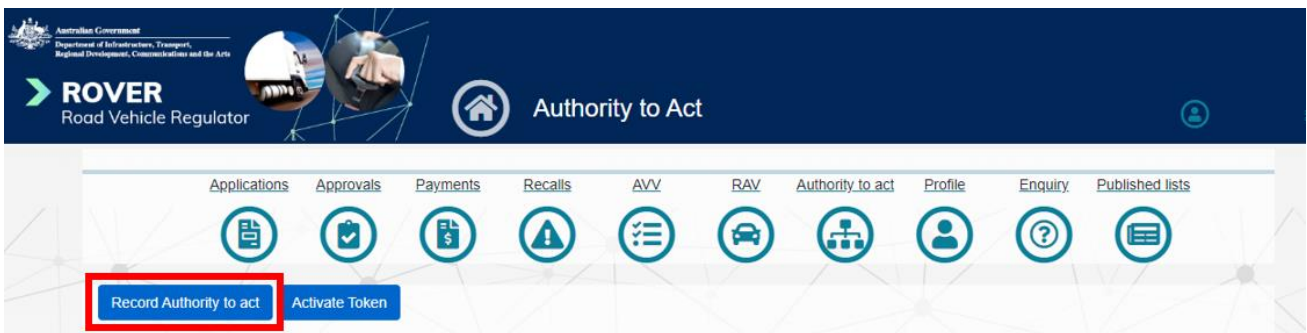
### Step 1.

Sign in to [ROVER](#). Then click on the **Authority to act** icon to go to the **Authority to Act** page.



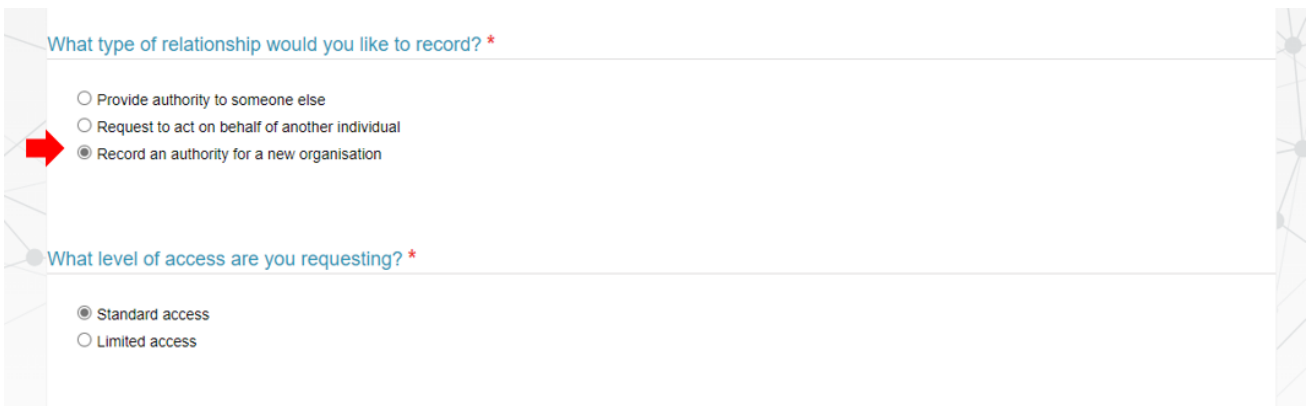
### Step 2.

On the **Authority to Act** page, click the **Record Authority to act** button to open a new form.



### Step 3.

In the **Record an authority to act** form, click the tick box next to **Record an authority for a new organisation**.

A screenshot of the 'Record an authority to act' form. The form has two sections. The first section is titled 'What type of relationship would you like to record? \*' and has three radio button options: 'Provide authority to someone else', 'Request to act on behalf of another individual', and 'Record an authority for a new organisation'. A red arrow points to the 'Record an authority for a new organisation' option, which is selected. The second section is titled 'What level of access are you requesting? \*' and has two radio button options: 'Standard access' and 'Limited access'. The 'Standard access' option is selected.

## Step 4.

Follow the prompts and provide the exact information for your existing organisation.

To record an authority to act, fill out the information required below.

Please note, while your authority to act is being verified you will not be able to save an application form using that authority. For information about how to complete an application, select an application type on the homepage.


What type of relationship would you like to record? \*

- Provide authority to someone else
- Request to act on behalf of another individual
- Record an authority for a new organisation

What level of access are you requesting? \*

- Standard access
- Limited access

End date

04/09/2026 

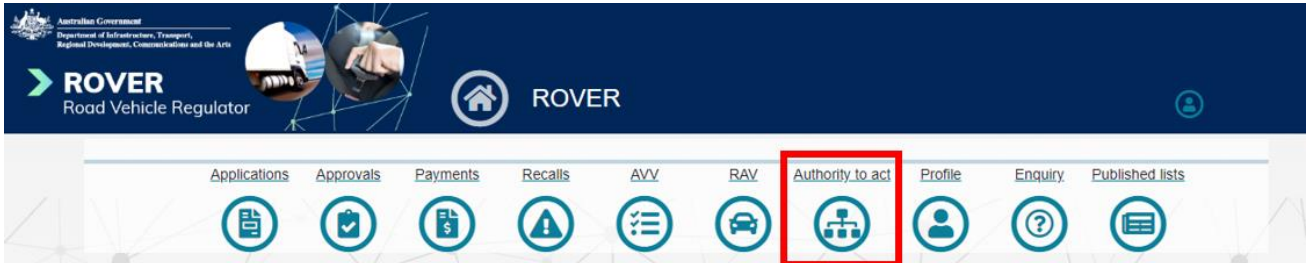
**Important:** Remember to provide a letter to confirm your account admin authority to act for that organisation.

# How to view tokens in ROVER

As an authorised user you can create new authority to act tokens and view available ones.

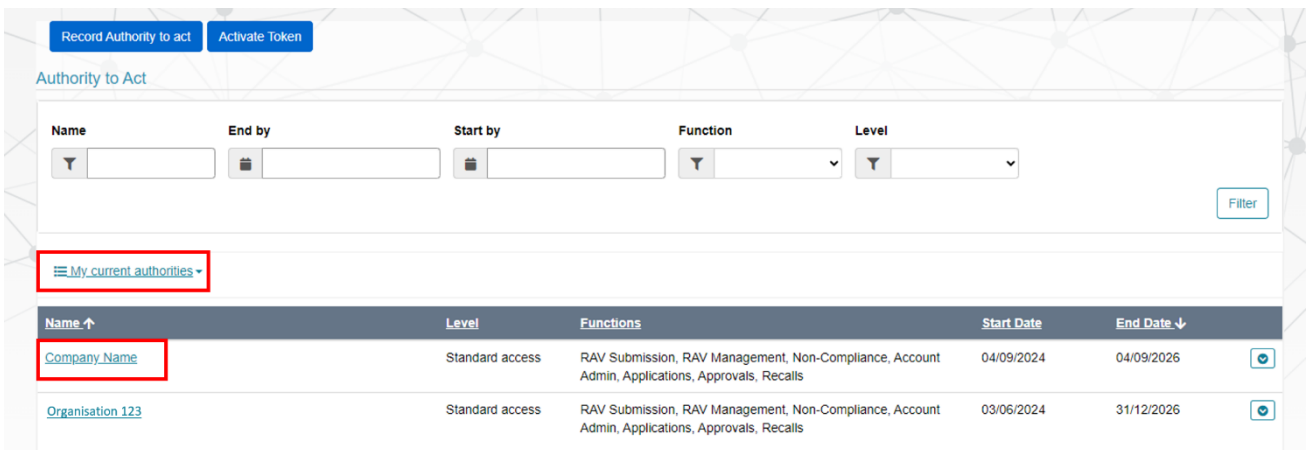
## Step 1.

Sign in to [ROVER](#) and click on the **Authority to act** icon to go to the **Authority to Act** page.



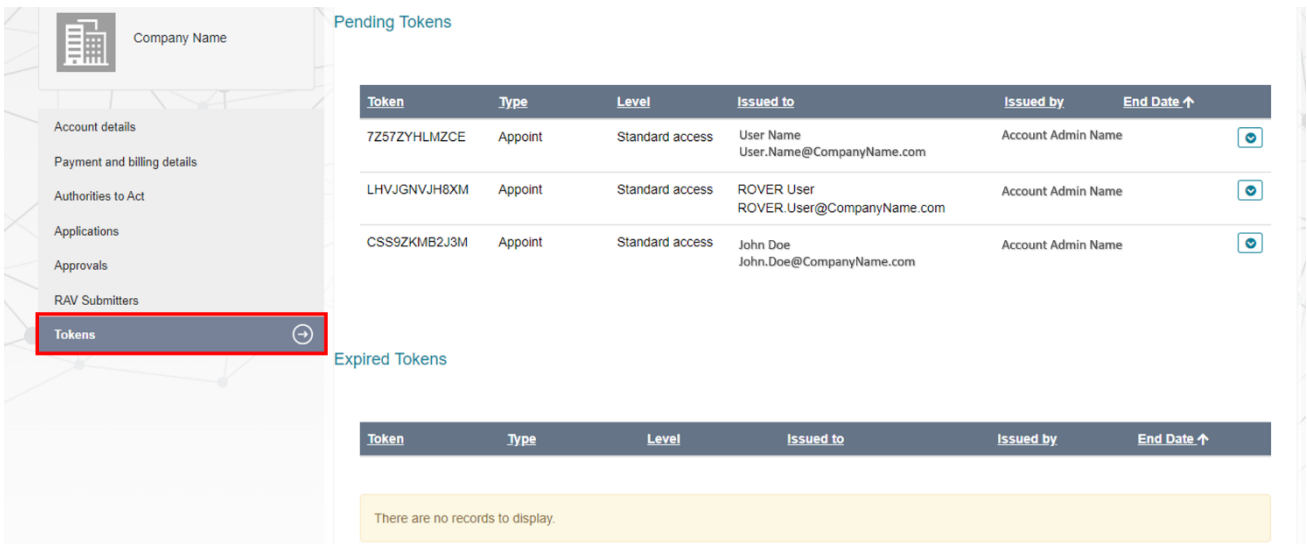
## Step 2.

On the **Authority to Act** page, click on the relevant **Organisation's name** from the **My current authorities** list to go to the organisation's **Account** page.



## Step 3.

In the organisation's **Account Details**, click **Tokens** in the application menu on the left-hand side to go to the **Tokens** page. All pending and expired tokens will be visible from this view.



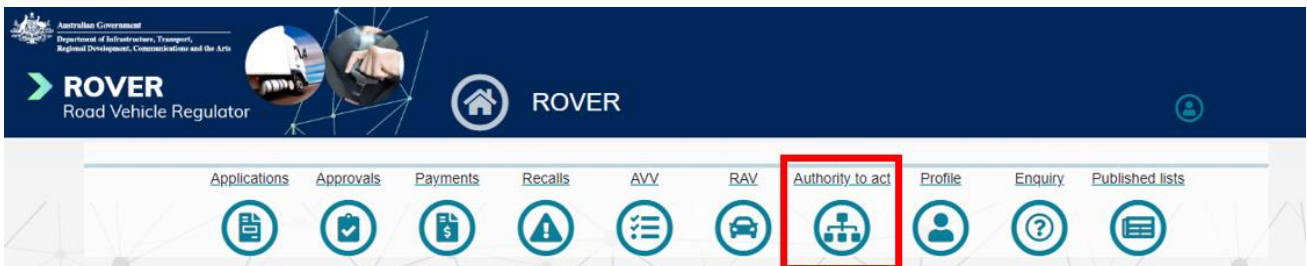
# How to activate a token

To record an authority to act you must be provided with a token. Your token can be received in an email directly from ROVER or provided to you by another ROVER user. This email will contain the token and link to where you can register the token.

**Note:** In most cases, a token must be provided to gain any authority to act for an organisation.

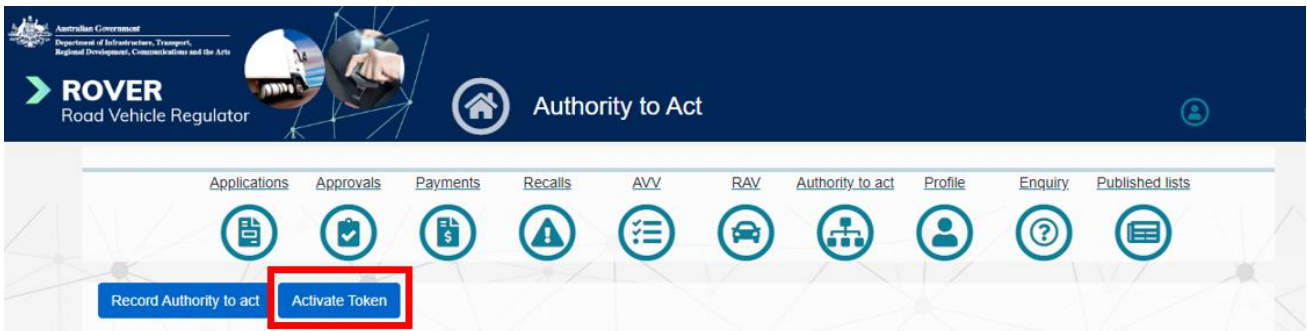
## Step 1.

Once you have received your authority to act token, sign in to [ROVER](#). Then click on the **Authority to act** icon to go to the **Authority to Act** page.



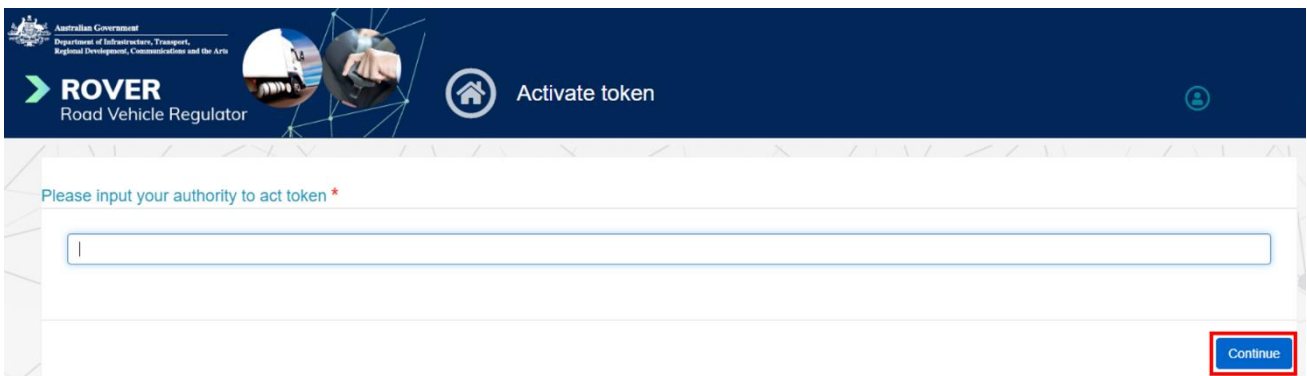
## Step 2.

On the **Authority to Act** page, click the **Activate Token** button to open a new form.



## Step 3.

In the **Activate token** form, enter the token you were emailed in the **Please input your authority to act token** field and click the **Continue** button.



## Step 4.

Check the authority to act details. At **Would you like to accept this authority to act**, click the tick box next to **Accept** and then click the **Continue** button.

Authority to act details

**Name**  
Organisation 123

**Type\***  
Appoint

**Level**  
Standard access

**End Date**

**Features**

Name ↑	Description
Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.
Applications	Able to start, edit, view, and submit relevant applications.
Approvals	Able to view and manage relevant approvals, and make approval-related payments.
Non-Compliance	Able to view and manage relevant compliance report.
RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.
RAV Submission	Able to submit RAV entries
Recalls	Able to view and manage relevant recalls.

Would you like to accept this authority to act? \*

Accept  
 Reject

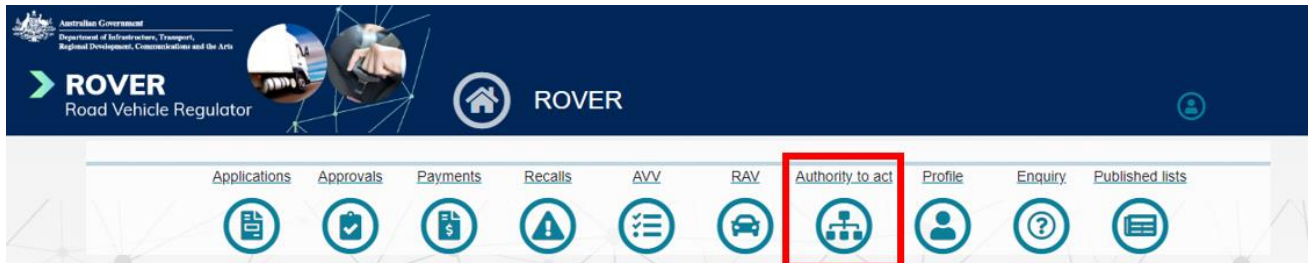
**Continue**

# How to update an organisation's details

Only authorised users can update account details for an organisation.

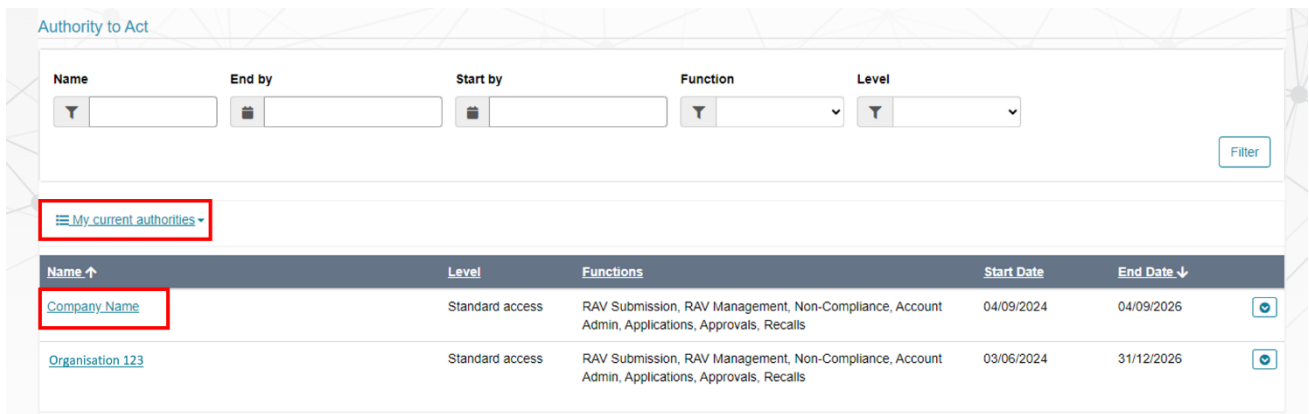
## Step 1.

Sign in to [ROVER](#) and click on the **Authority to act** icon to go to the **Authority to Act** page.



## Step 2.

On the **Authority to Act** page, click on the relevant **Organisation's name** from the **My current authorities** list to go to the organisation's **Account** page.

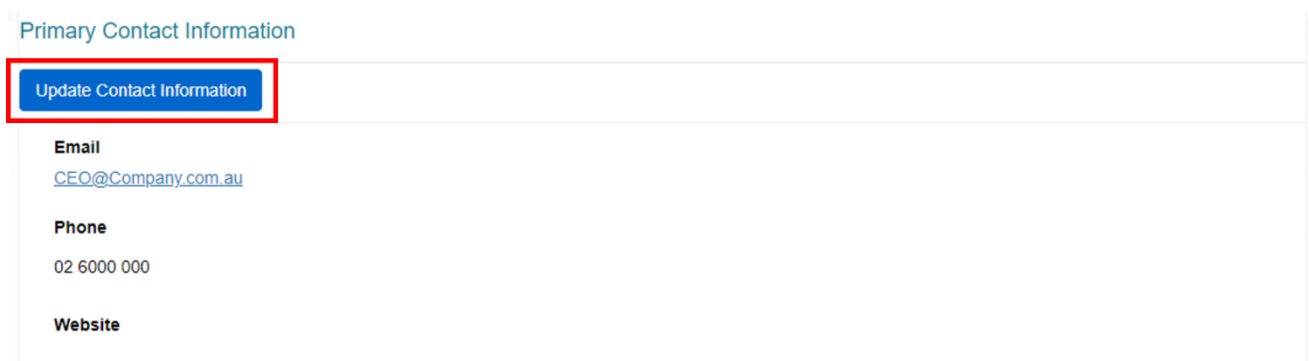


## Step 3.

In the organisation's **Account** page, information may be displayed as individual records (for example, an address) or grouped into a section (for example, the email address, phone number and website are grouped as **Primary Contact Information**).

### Updating grouped information




To update details in a grouped section of information, click on the **Update** button for the section to open a mini-form. When you have entered the relevant details, click the **Update** button to save and close the mini-form.



## Updating individual records

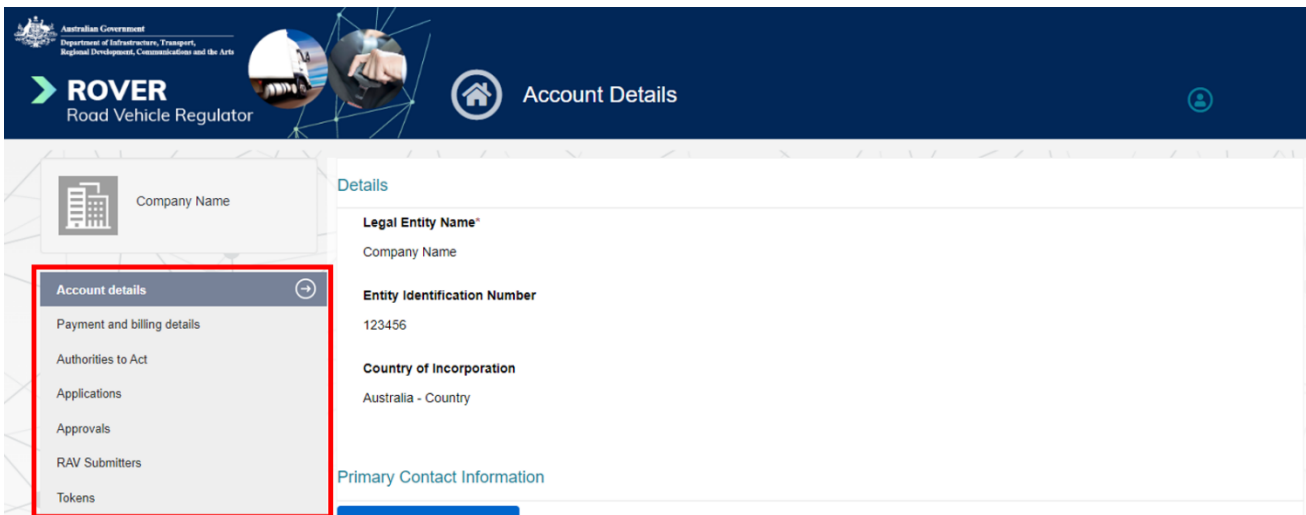
To update an individual record, click on the **down arrow** on the right-hand side and select **Update** from the dropdown menu. To save your changes in the mini-form, click on the **Update** button.

### Address Details

<u>Address Type</u>	<u>Address Line 1</u> ↓	<u>Address Line 2</u>	<u>Town/Suburb</u>	<u>Country Name</u> Calculated	<u>State</u> Territory/Province	<u>Post/Zip Code</u>	
Principal Place of Business	111 Alinga Street		Canberra	Australia	ACT	2601	
						<input type="text" value="View"/>	
Postal Address	111 Alinga Street		Canberra	Australia	ACT	2601	
Registered Office Address	111 Alinga Street		Canberra	Australia	ACT	2601	

## Step 4.

Continue to update the relevant details by working your way through the pages in the application menu on the left-hand side.



The screenshot shows the ROVER (Road Vehicle Regulator) interface. The top navigation bar includes the Australian Government logo and the ROVER logo. The main content area is titled 'Account Details' and shows a list of details on the left and a form on the right. The 'Account details' menu item is highlighted in a red box. The form on the right shows the following details:

- Legal Entity Name\***: Company Name
- Entity Identification Number**: 123456
- Country of Incorporation**: Australia - Country

Below the form, there is a section for 'Primary Contact Information'.

**Note:** Payment and billing details allows you to customise the invoicing details on your ROVER invoices. This includes the payment contact details (including email address, phone number and 'Attention to' details), the postal billing address and customer payment advice. The [ROVER guide: How to customise payment details](#) explains how this works.



# How to update another user's authority to act

Only authorised users can change the functions available or the end date for a user's authority to act.

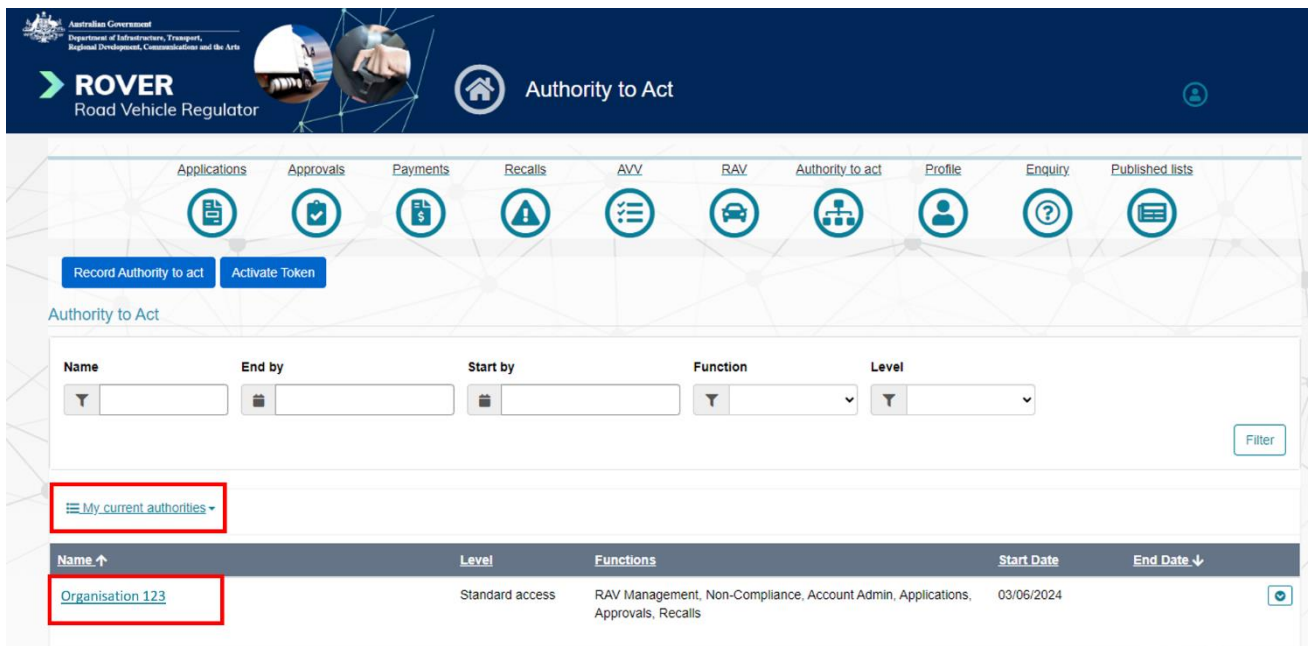
## Step 1.

Sign in to [ROVER](#). Then click on the **Authority to act** icon to go to the **Authority to Act** page.



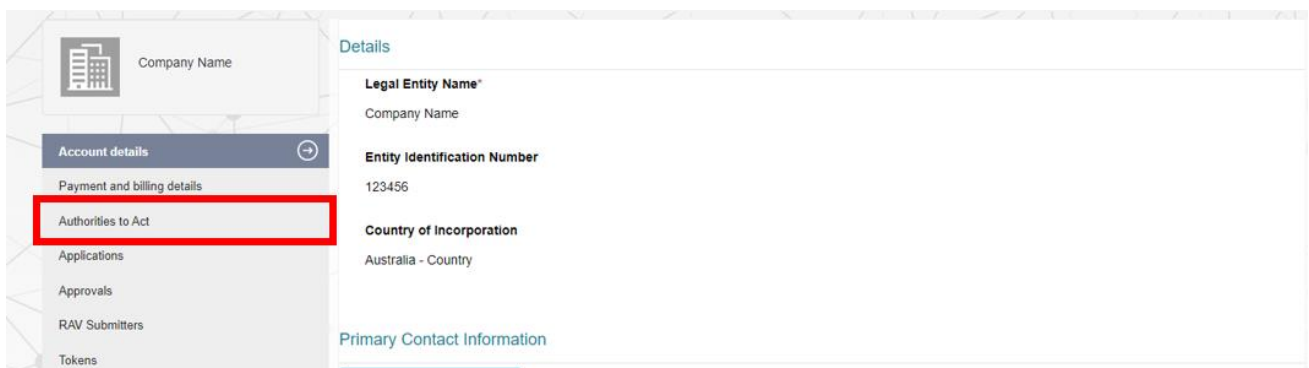
## Step 2.

On the **Authority to Act** page, click on the relevant **Organisation's** name from the **My current authorities** list to go to the organisation's **Account** page.



## Step 3.

On the organisation's **Account details** page, click **Authorities to Act** in the application menu on the left-hand side to go to the organisation's **Authority to Act** page.



## Step 4.

Click on the **down arrow** on the right hand side of the desired user and select **Update Authority to Act** from the dropdown menu.

The screenshot shows the ROVER interface with the 'Authorities to Act' page. The header includes the Australian Government logo and the ROVER Road Vehicle Regulator branding. The main content area displays a table of users with their authority details. A red box highlights the 'Update Authority To Act' button in the 'End Date' column for John Doe.

Name	Level	Features	Start Date	End Date
John Doe	Standard access	RAV Submission, RAV Management, Non-Compliance, Account Admin, Applications, Approvals, Recalls	04/09/2024	04/09/2026
Jane Doe	Standard access	RAV Submission, RAV Management, Non-Compliance, Account	04/09/2024	04/09/2026

To change the end date for a user's authority to act.

On the **Update authority to act** page, click the **Change end date** button to open a mini-form. Click on the **calendar icon** and select a new date from the dropdown calendar. Then, click the **Update** button to save your changes.

The screenshot shows the ROVER interface with the 'Update authority to act' page. The header includes the Australian Government logo and the ROVER Road Vehicle Regulator branding. The main content area displays details for a user's authority. A red box highlights the 'Change end date' button.

Details	
<b>Holder*</b>	<b>Start date</b>
John Doe	04/09/2024
<b>Representing*</b>	<b>Current end date</b>
Company Name	04/09/2026
<b>Type</b>	
Standard access	

The screenshot shows the 'Update End date' mini-form. The form asks 'Would you like to change the end date of the authority to act?' and includes a calendar icon and an 'Update' button. A red box highlights the calendar icon and the 'Update' button.

## To add functions to a user's authority to act.

On the **Update authority to act** page, click the **Add ROVER functions** button to open a mini-form. Tick the boxes next to the functions you want to assign the user. Then, click the **Add** button to save your changes and close the mini-form.

ROVER Features

**Add ROVER functions**

Name ↑	Description	
Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.	<input checked="" type="checkbox"/>
Applications	Able to start, edit, view, and submit relevant applications.	<input checked="" type="checkbox"/>
Approvals	Able to view and manage relevant approvals, and make approval-related payments.	<input checked="" type="checkbox"/>

✓ Name ↑	Description	
<input type="checkbox"/> Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.	
<input type="checkbox"/> Applications	Able to start, edit, view, and submit relevant applications.	
<input type="checkbox"/> Approvals	Able to view and manage relevant approvals, and make approval-related payments.	
<input type="checkbox"/> Non-Compliance	Able to view and manage relevant compliance report.	
<input type="checkbox"/> RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.	
<input type="checkbox"/> RAV Submission	Able to submit RAV entries	
<input type="checkbox"/> Recalls	Able to view and manage relevant recalls.	

Selected records

**Add** Cancel

## To remove functions from a user's authority to act.

On the **Update authority to act** page, click on the **down arrow** of the function you want to remove and select **Remove** from the dropdown menu.

ROVER Features

**Add ROVER functions**

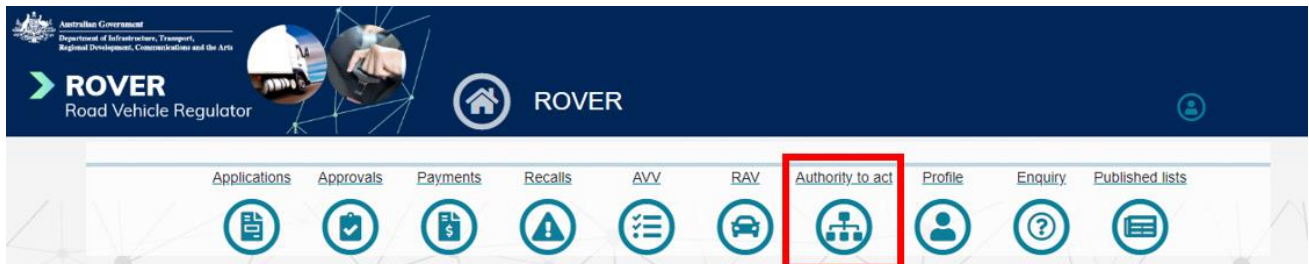
Name ↑	Description	
Account Admin	Able to view, edit and manage authorities to act, RAV submitters and account details.	<input checked="" type="checkbox"/>
Applications	Able to start, edit, view, and submit relevant applications.	<input checked="" type="checkbox"/>
Approvals	Able to view and manage relevant approvals, and make approval-related payments.	<input checked="" type="checkbox"/>
Non-Compliance	Able to view and manage relevant compliance report.	<input checked="" type="checkbox"/>
RAV Management	Able to view and edit RAV Submitter details. Able to download reports on RAV submissions.	<input checked="" type="checkbox"/> Remove
Recalls	Able to view and manage relevant recalls.	<input checked="" type="checkbox"/>

**Note:** You can update the authorities to act that other people have for you from the **My current delegations** list.

# How to remove another user's authority to act

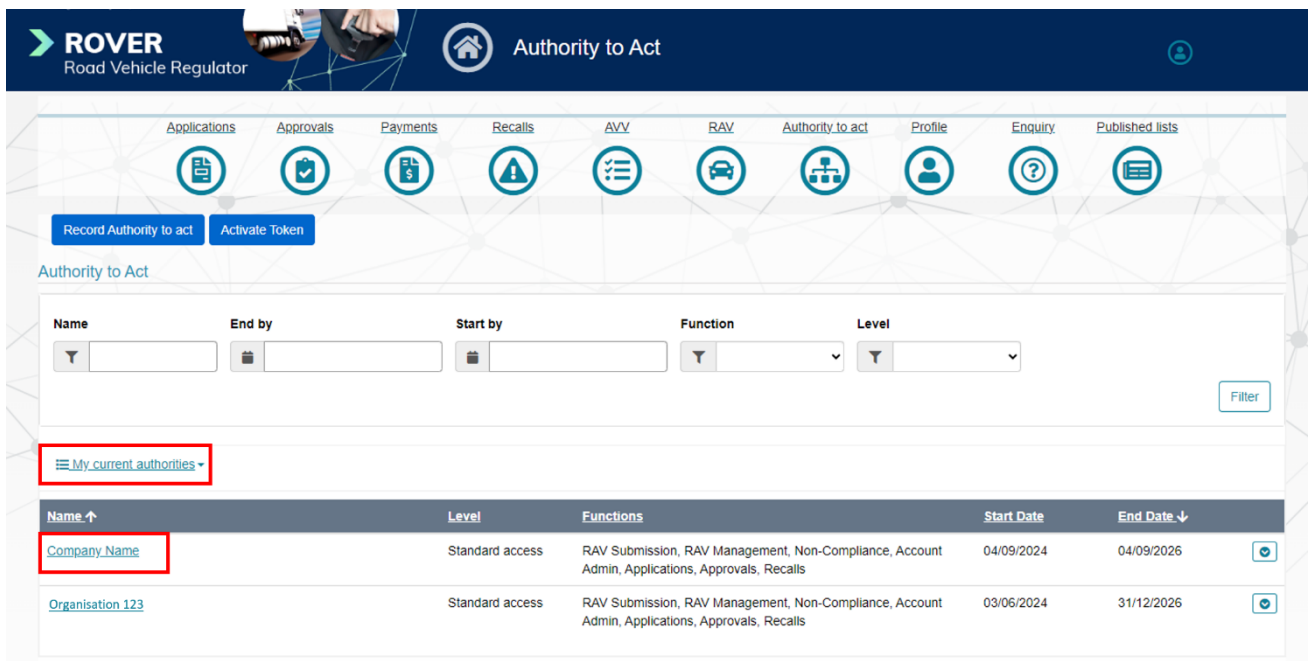
## Step 1.

Sign in to [ROVER](#). Then click on the **Authority to act** icon to go to the **Authority to Act** page.



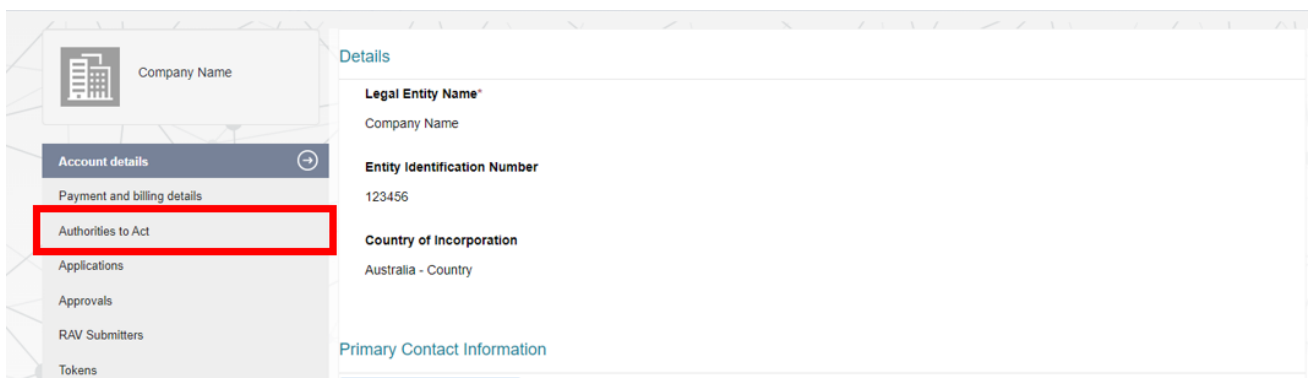
## Step 2.

On the **Authority to Act** page, click on the relevant **Organisation's** name from the **My current authorities** list to go to the organisation's **Account** page.



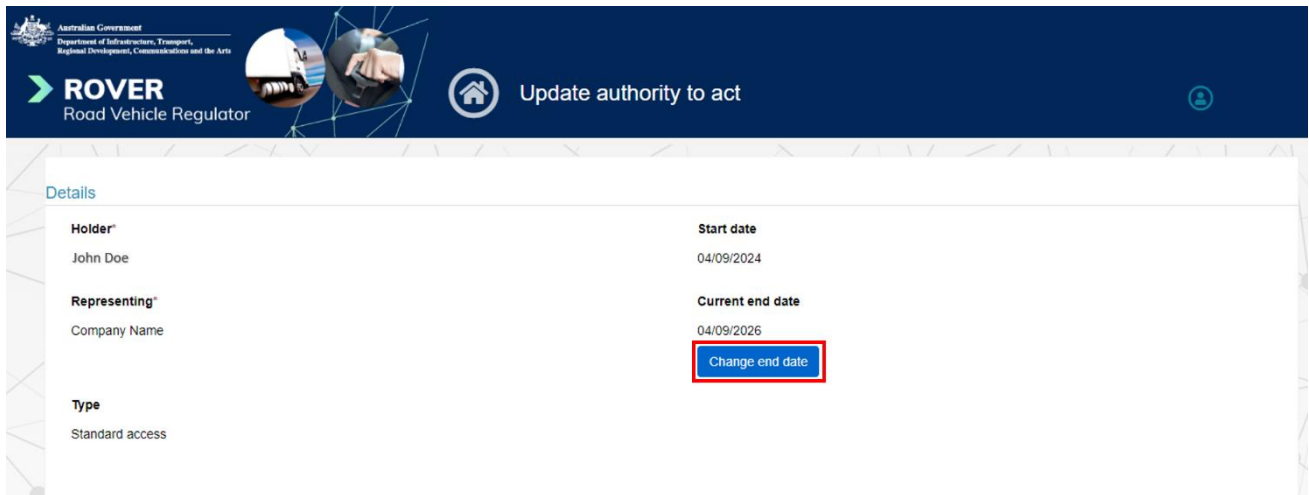
## Step 3.

On the organisation's **Account details** page, click **Authorities to Act** in the application menu on the left-hand side to go to the organisation's **Authority to Act** page.



## Step 4.

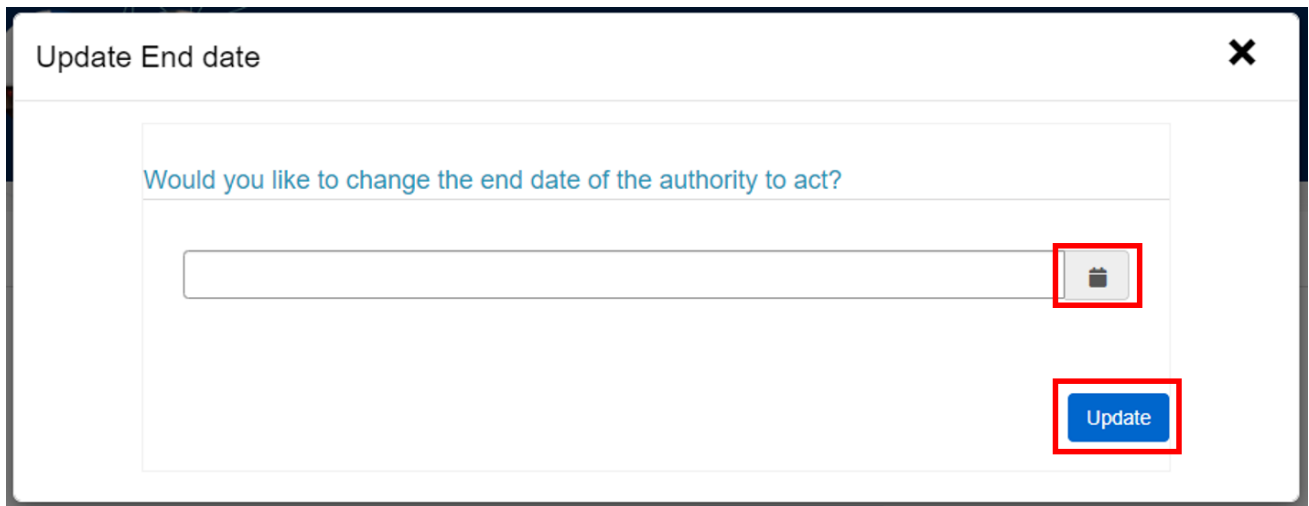
On the **Update authority to act** page, click the **Change end date** button to open a mini-form. Click on the **calendar icon** and select a new date from the dropdown calendar (you can select today's date). Then, click the **Update** button to save your changes.



The screenshot shows the 'Update authority to act' page in the ROVER system. The header includes the Australian Government logo, the ROVER Road Vehicle Regulator logo, and a home icon. The main content area is titled 'Details' and contains the following information:

Field	Value
Holder*	John Doe
Start date	04/09/2024
Representing*	Company Name
Current end date	04/09/2026
Type	Standard access

A red box highlights the 'Change end date' button located below the 'Current end date' field.

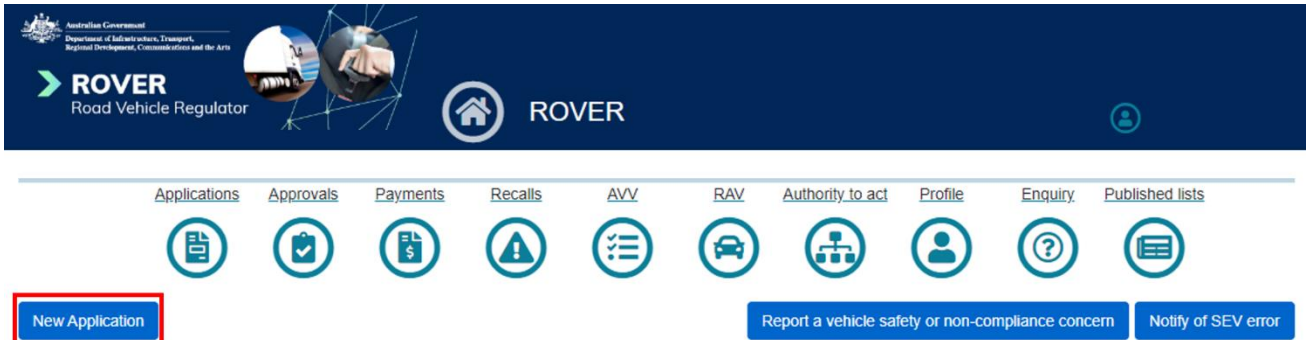


The screenshot shows the 'Update End date' mini-form. The title is 'Update End date' with a close button (X) in the top right corner. The main content area contains the question: 'Would you like to change the end date of the authority to act?'. Below this question is a text input field. A red box highlights a calendar icon button on the right side of the input field. Below the input field is a blue 'Update' button, also highlighted with a red box.

# How to submit applications on behalf of another entity

## Step 1.

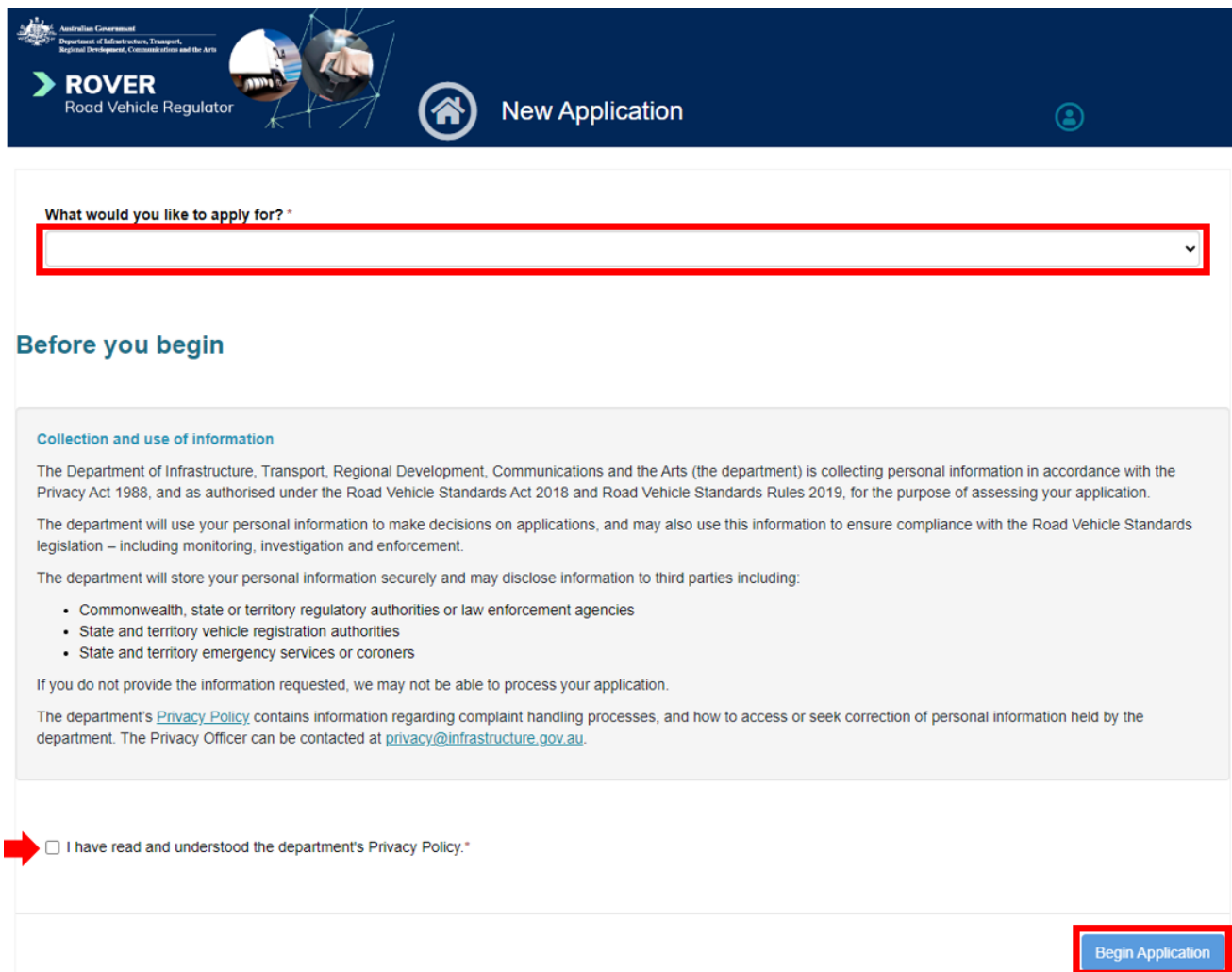
Once you have signed in to [ROVER](#), click on the **New Application** button.



## Step 2.

On the **Before you begin** page of the application, select the application type from the dropdown menu under **What would you like to apply for?** Depending on which option you choose, you may be asked for further details.

Once you have completed any additional fields, click the tick box to acknowledge that you have read and understood the **Privacy Declaration**, then click the **Begin Application** button.



### Step 3.

On the **Applicant** page of the application, under **Who is this application for?** click the tick box next to **Someone else**.

Under **Select Applicant**, the dropdown menu will show all the organisations and individuals you have an authority to act on behalf of. Select the one you want and click the **Save and Next** button.

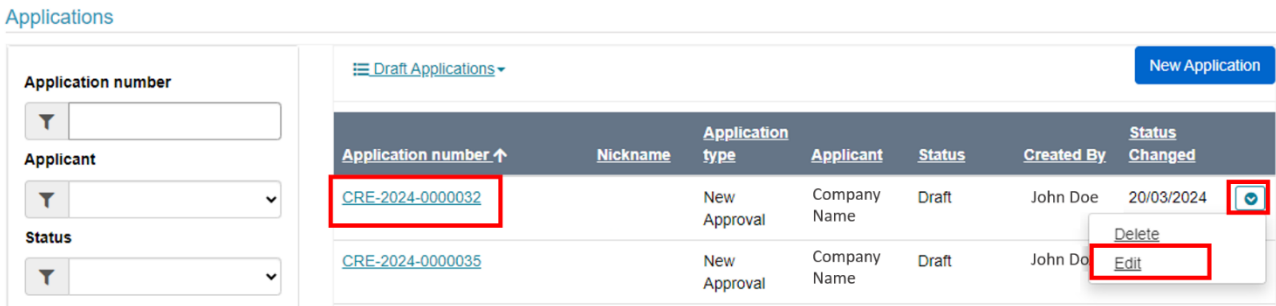
The screenshot shows the ROVER Applicant page. At the top, there is a dark blue header with the ROVER logo (Road Vehicle Regulator) and the text 'Applicant'. Below the header, there is a progress bar with two steps: 'Before you begin' (checked) and 'Applicant' (active). The main heading is 'Applicant' with the reference number 'VTA-2024-0000195' on the right. The question 'Who is this application for? \*' has two radio button options: 'Someone else' (selected, indicated by a red arrow) and 'Myself'. A light blue information box provides instructions: 'Please check that you have selected the correct option before continuing. If you select the wrong option, you will need to start a new application.' It also explains the 'Someone else' and 'Myself' options. Below this is a 'Select Applicant \*' dropdown menu, which is currently empty and highlighted with a red border. At the bottom right, there is a blue 'Save and Next' button, also highlighted with a red border.

# How to add a contributor to an application

Adding a contributor to an application allows a user with a limited authority to act to access that application. A contributor can be added to a draft or submitted application.

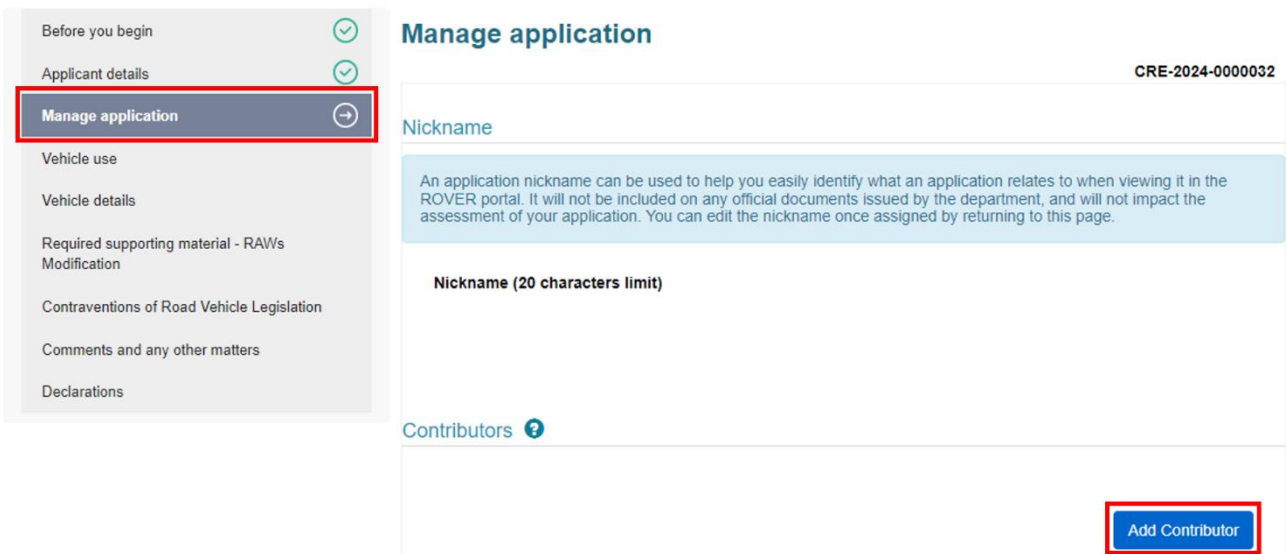
## Step 1.

Once you have signed in to [ROVER](#), open the relevant application on your **Applications** page by clicking the **application number** or clicking the **down arrow** and selecting **Edit** from the dropdown menu.



## Step 2.

On the **Manage application** page of the application, click on the **Add Contributor** button to open a mini-form.



## Step 3.

Select the **person** you would like to add from the list in the dropdown menu. Then click on the **Add** button to save and close the mini-form.





# How to add a contributor to an approval

Adding a contributor to an approval will allow a user with **Limited access** to have authority to access that approval.

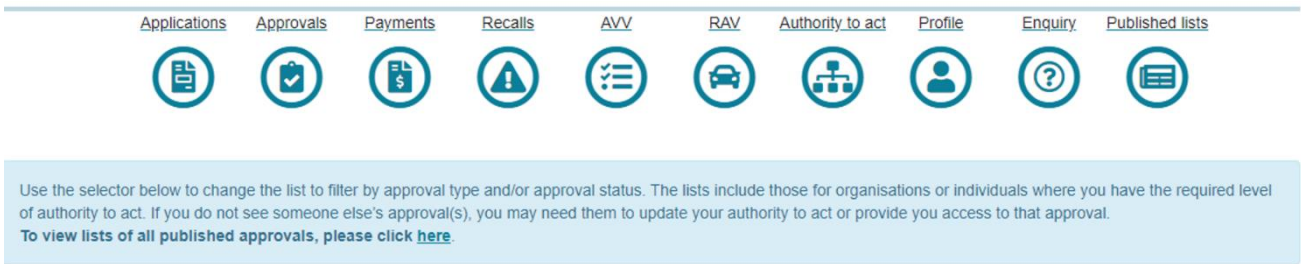
## Step 1.

Once you have signed in to [ROVER](#), click on the **Approvals** icon to go to the **Approvals** page.



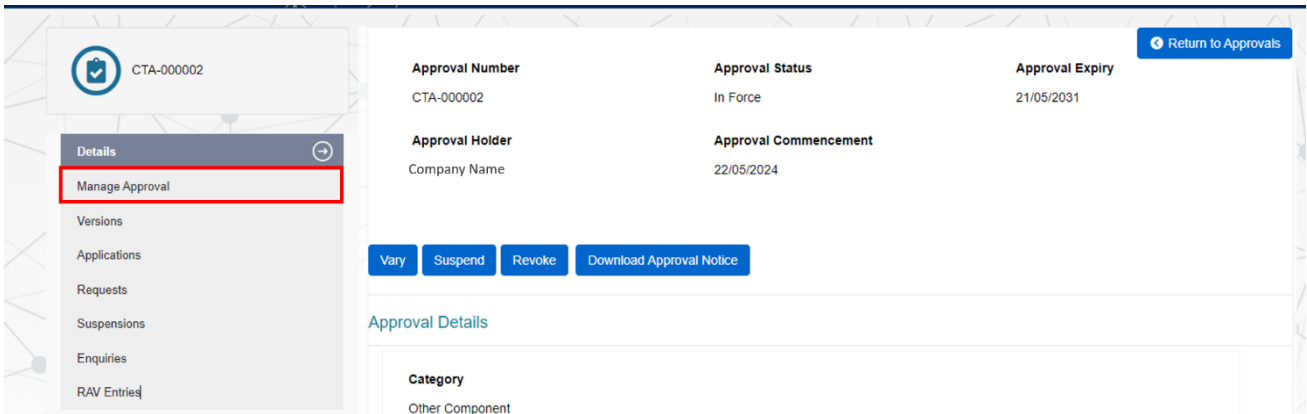
## Step 2.

On the **Approvals** page, open the relevant approval by clicking the **approval number** or clicking the **down arrow** and selecting **Edit** from the dropdown menu.



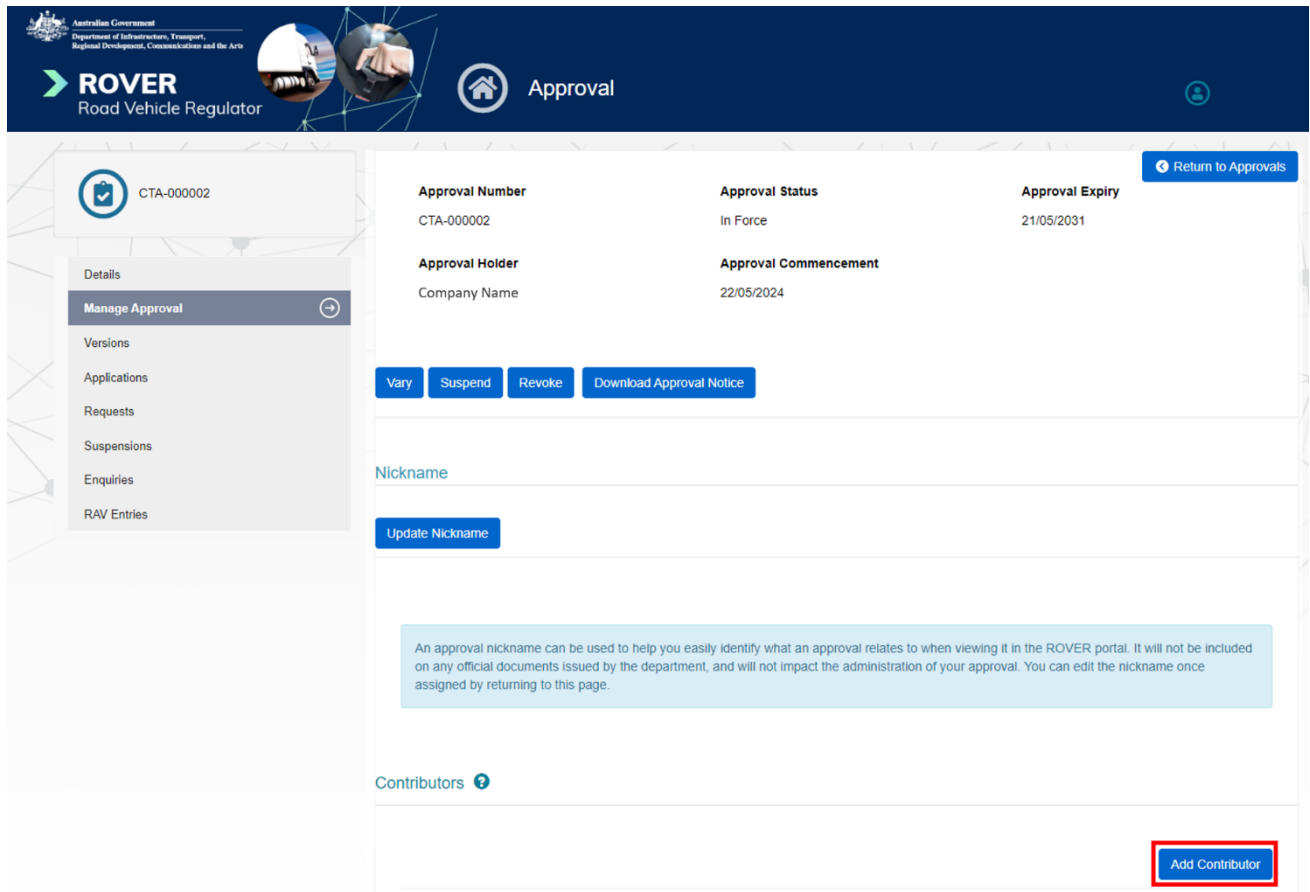
## Step 3.

In the application menu on the left-hand side, click on **Manage Approval** to go to the **Manage Approval** page.



## Step 4.

Click on the **Add Contributor** button to open a mini-form. Select the **person** you would like to add from the list in the dropdown menu, then click on the **Add** button to save and close the mini-form.



The screenshot shows the ROVER (Road Vehicle Regulator) interface. The top navigation bar includes the Australian Government logo, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and the ROVER logo. The main header displays 'Approval' and a user profile icon. A sidebar on the left contains a menu with options: Details, Manage Approval (highlighted), Versions, Applications, Requests, Suspensions, Enquiries, and RAV Entries. The main content area shows approval details for CTA-000002, including Approval Number, Approval Status (In Force), Approval Expiry (21/05/2031), Approval Holder (Company Name), and Approval Commencement (22/05/2024). Below this are buttons for 'Vary', 'Suspend', 'Revoke', and 'Download Approval Notice'. A 'Nickname' section has an 'Update Nickname' button and a light blue informational box explaining the purpose of an approval nickname. At the bottom, the 'Contributors' section is empty, and the 'Add Contributor' button is highlighted with a red rectangle.



The screenshot shows the 'Add Contributor' mini-form. It has a title bar with 'Add Contributor' and a close button (X). The main content area features a dropdown menu labeled 'Select contributor \*' with a red rectangle around it. Below the dropdown is an 'Add' button, also highlighted with a red rectangle. The form is set against a white background with a light gray border.

## Further information

For more ROVER user guides, please visit [ROVER resources](#) or submit an [online enquiry](#).