



Australian Government

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



ROVER guide: How to create a RAV submitter ID

October 2024

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Updated September 2024 – Added details of the RAV Submitter function, updated images of ROVER to reflect Release 9.1, and changed the guide's name.

Creating a RAV submitter ID

An organisation that has been approved to enter vehicles on the Register of Approved Vehicles (RAV) may authorise someone to submit vehicles to the RAV via the email submission method on their behalf.

Before you can authorise yourself or someone else to enter vehicles on the RAV for an approval holder, you will need [authority to act](#) on behalf of the company or individual with the **Account Admin** feature. If you do not have an authority to act, you will need to [set one up](#).

How to add a RAV submitter

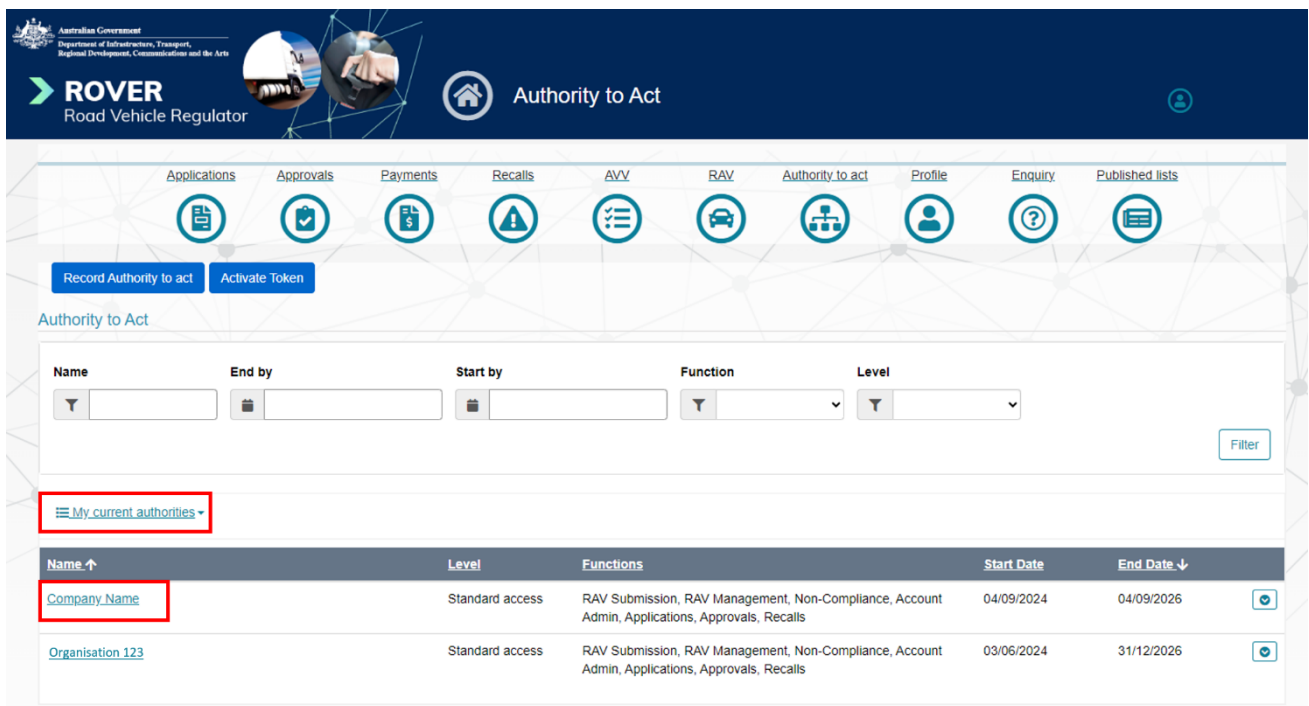
Step 1.

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



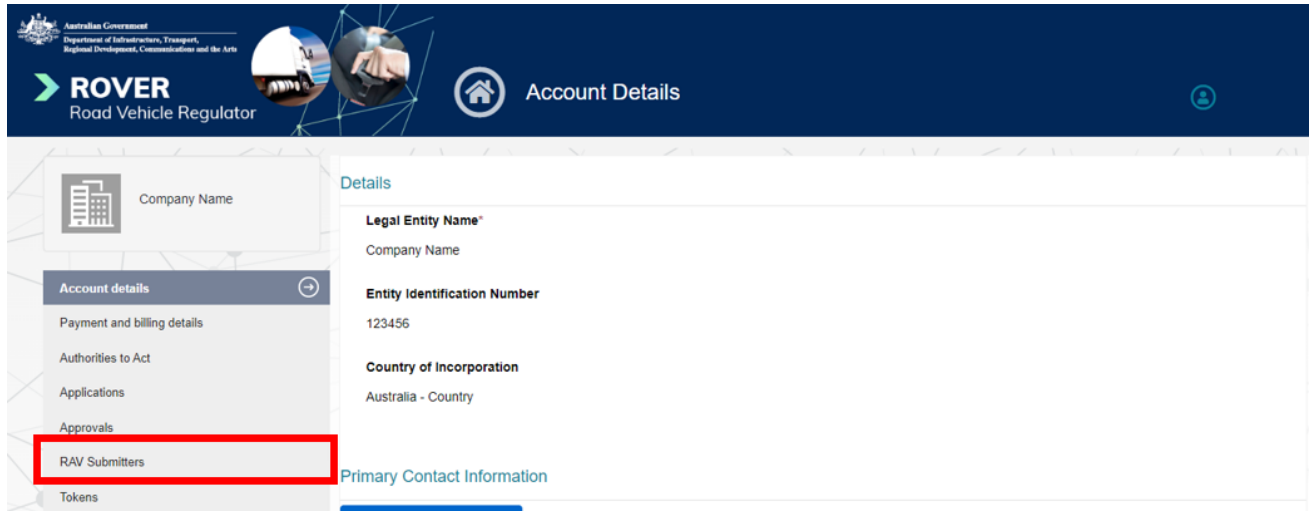
Step 2.

On the **Authority to Act** page, go to the **My current authorities** list. Then click on the **Name** of the company or individual you want to authorise (yourself or someone else) to be a RAV submitter for. This will open the organisation's **Account details** page.



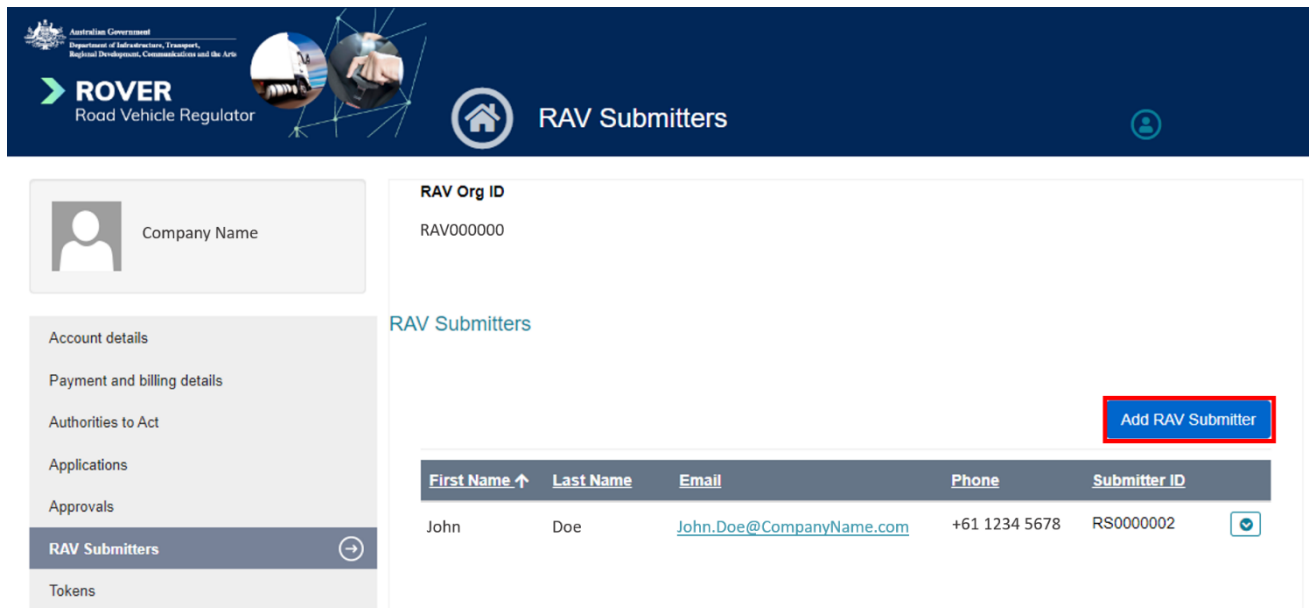
Step 3.

On the organisation's **Account details** page, click on **RAV Submitters** in the application menu on the left-hand side. This will open the organisation's **RAV Submitters** page.



Step 4.

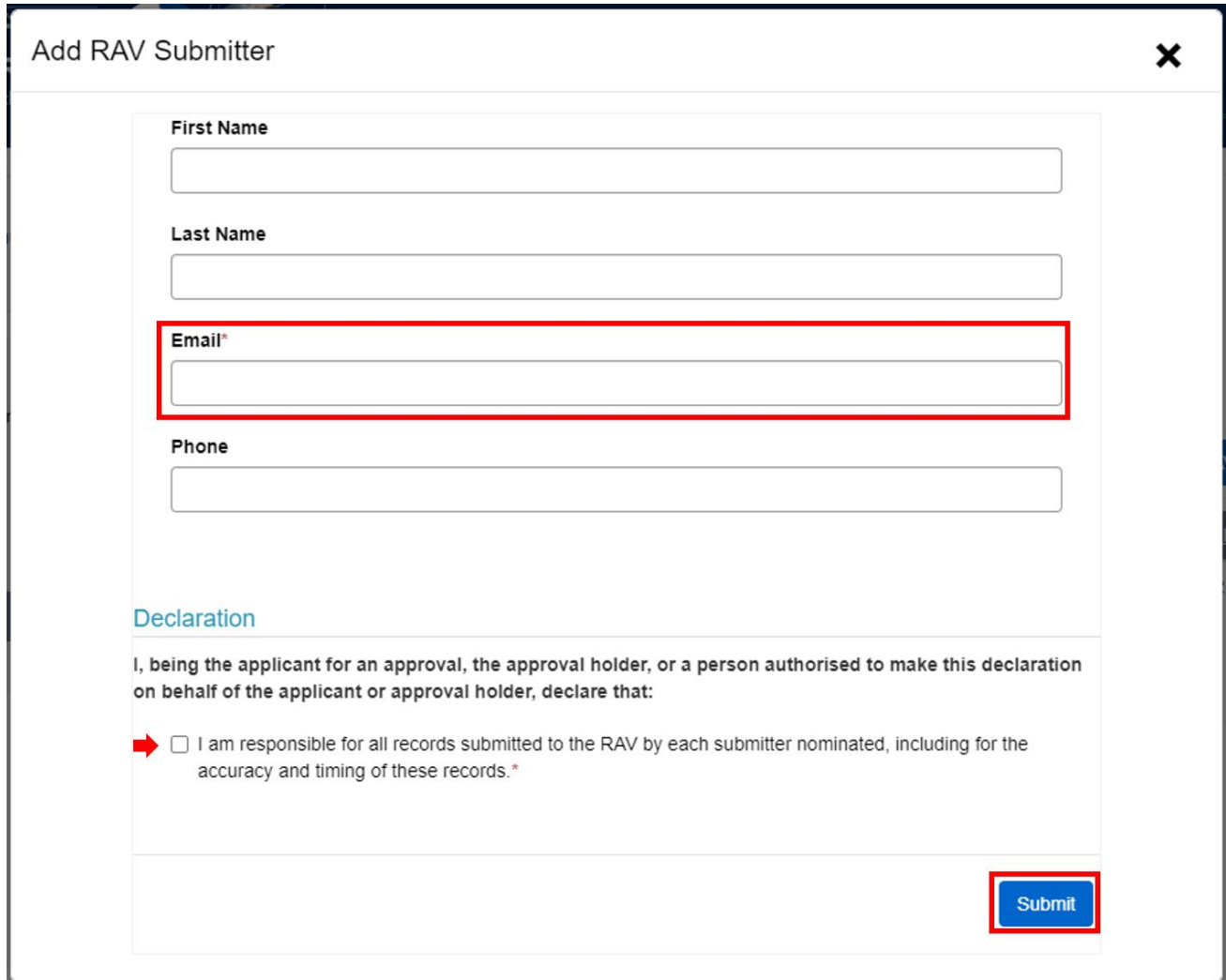
On the **RAV submitters** page, click on the blue **Add RAV Submitter** button to open a mini-form.



Step 5.

In the mini-form, enter the details of the person you want to add as a RAV submitter. Then, read the declaration and click the **tick box** to agree to and sign the declaration. Then click the **Submit** button to save and close the mini-form.

When you submit the mini-form, the new RAV submitter will appear in the **RAV submitters** list on the **RAV Submitters** page.



Add RAV Submitter ✕

First Name

Last Name

Email*

Phone

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.*

Submit

Further details

For further information, please visit the [department's website](#) or submit an [online enquiry](#).

Quick links

- [ROVER guide: Authority to act](#)
- [Guide to the Register of Approved Vehicles](#)