RVCS & RAWS guide: How to log in and link an account

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How to log in and link an existing account

The [RVCS and RAWS Search site](#) contains historic information on vehicle approvals and component registrations issued under the *Motor Vehicle Standards Act 1989* (MVSA). This website has replaced the Road Vehicle Certification System website and Registered Automotive Workshop Scheme website.

If you have an existing user account for either of these websites, you can access information relating to MVSA approvals in the 'Authorised participant login' section of the [new search site](#).

This user guide shows you how to log in and link one or more RVCS or RAWS approval accounts to your new user account (profile).

Step 1.

Go to the [RVCS & RAWS Search site](#) and click on the **Authorised participant login** button located at the top right-hand side of the screen.

Step 2.

On the **Authorised participant login** page, click **Login**.

Step 3.

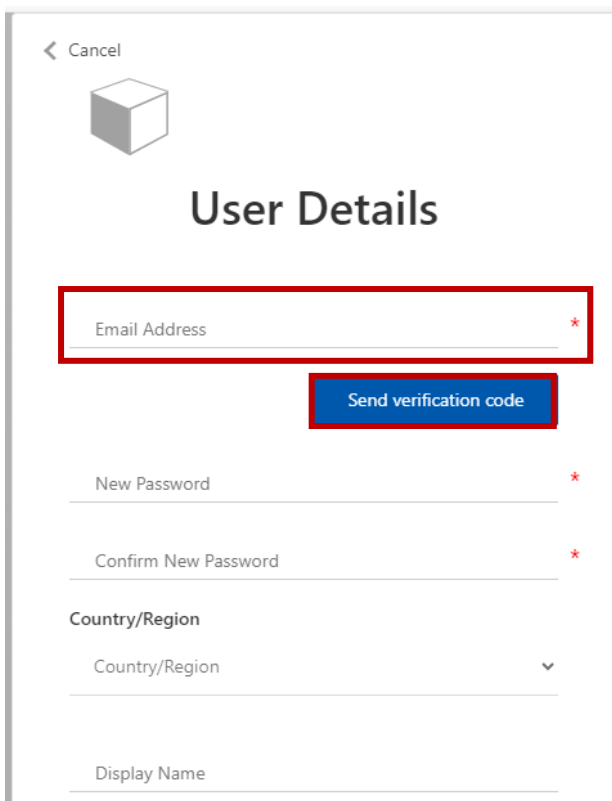Next, you need to log in. If you have an existing ROVER user account, log in with that username and password. If not, create an account by clicking on the **Sign up now** link.

Step 4.

Add your email address into the **Email Address** field and click on the blue **Send verification code** button. You will then receive an email with your 6-digit verification code at the email address you entered.

Below is an example of the email you should receive.
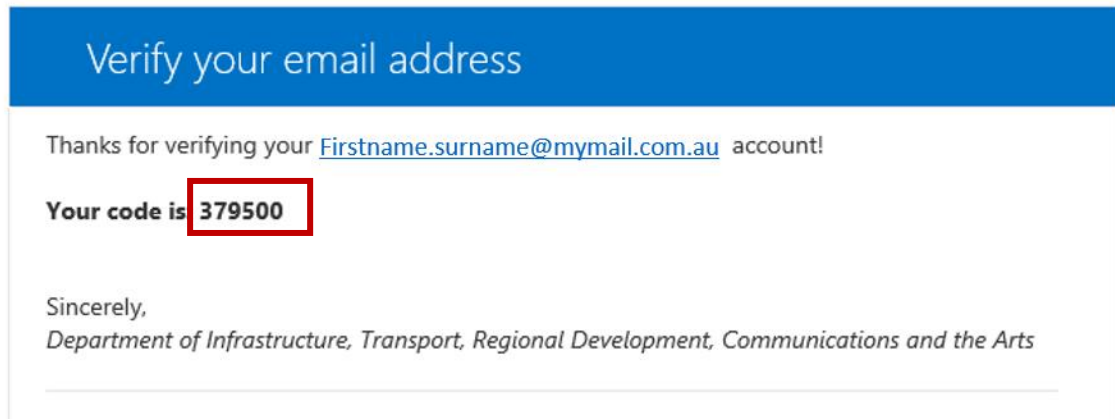
Note: If you haven't received the email, please check that it has not gone into your junk or spam folder, or click on **Send new code** and another code will be emailed to you.

Step 5.

To verify your account, enter the verification code from your email in to the blank box and click the **Verify code** button.

Note: The code will expire in 10 minutes. If this happens click the **Send new code** button and another code will be emailed to you.

Step 6.

Now you need to set a password for your account. Enter your password into the **Password** field. Then type your password into the **Confirm New Password** field again. Then click on the **Create** button.

Important: Your password must be between 8 and 64 characters and have at least 3 of the following:

- a lowercase letter

- an uppercase letter

- a digit

- a symbol.

‹ Cancel

User Details

E-mail address verified. You can now continue.

Firstname.surname@mymail.com.au   *

Change e-mail

••••••••••••••   *

••••••••••••••   *

Country/Region

Country/Region ⌄

Display Name

Given Name

Postal Code

Surname

Create

Step 7.

You will now be taken to the **Link Existing RVCS & RAWS Accounts** page. Next, click either the **RVCS Account** or **RAWS Account** button, depending on which account you would like to link.

Please note that you can only link one account at a time. The steps on how to link additional accounts are explained at the end of this user guide.

Step 8.

The **Connect Existing RVCS and RAWS Accounts** page will open**.**

The **RVCS Account** or **RAWS Account** page will be visible, depending on which account you selected in the previous step.

You can switch between the **RVCS** and **RAWS Account** pages by clicking on the desired page in the menu on the left-hand side of the screen.

Or (see next page)

Step 9.

Next, click the green **Link a RVCS Account** or **Link a RAWS Account** button.

Or

Step 10.

A new window will open. Add the **User Name** and **Password** that you last used to log in to your account on the old website. Then click **Execute.**

> **Important:** Once a user has linked a RVCS or RAWS approval account to their profile, another user cannot link the same account to their profile without sending a request to the department. If this happens, follow the instructions provided at <u>Step 8</u>.

Step 11.

Next, a green **Completed** or red **Error** window will open on the screen.

If you see a green **Completed** window, click **OK**.

Your **PIN** and **Participant Name** for the company you represent will now be visible on the page.

If a red **Error** window opens, please double check that you have entered your log in details correctly. If you have, this **Error** window may appear because another user has already linked their profile to that account.
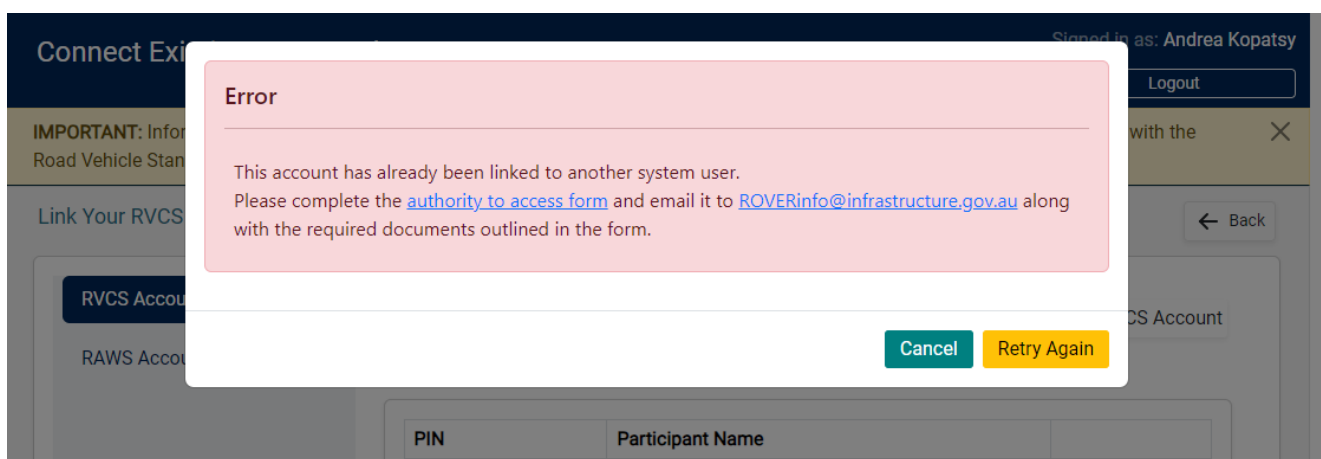
If this happens and you are a RVCS account holder, you will need to complete the authority to access form and email it to ROVERinfo@infrastructure.gov.au along with the required documents outlined in the form.

If you are a RAWS account holder, please email ROVERinfo@infrastructure.gov.au for assistance.

How to link multiple accounts

To add another account that you have authority to access, repeat step 9, 10 and 11.

Further information

Visit the department's website for more information on the Motor Vehicle Standards laws and Road Vehicle Standards laws, or submit an online enquiry.