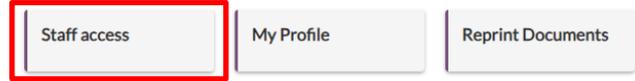
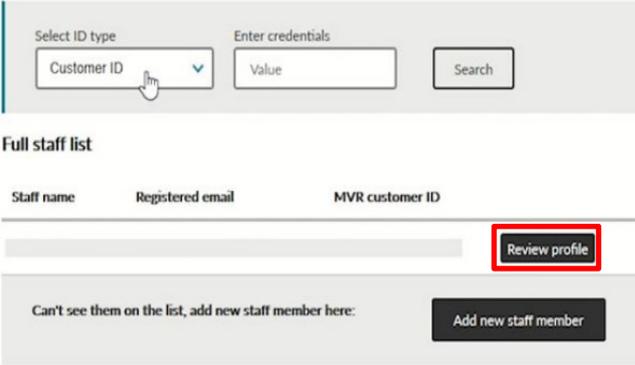
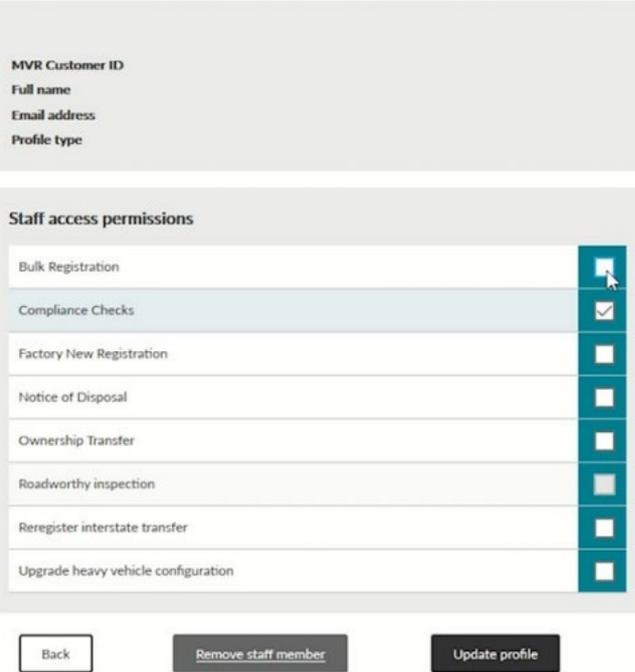


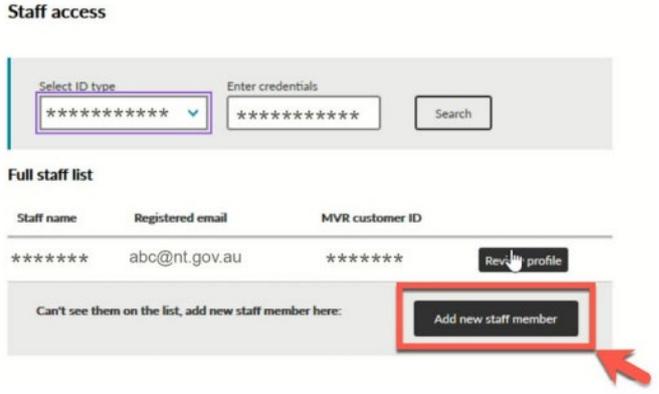
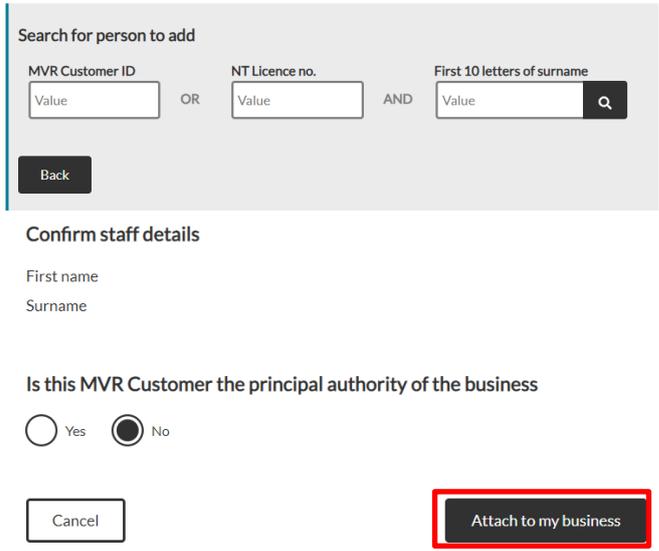
# Grant or revoke (and add a principal authority)

**Only** a Principle Authority can grant or revoke staff access.

A principal authority is usually the owner of business.

Administration	
<p>The Administration button allows you to:</p> <ul style="list-style-type: none"><li>• view your own profile,</li><li>• manage staff access, and</li><li>• reprint documents i.e. rego certificates</li></ul>	<p>What would you like to do today?</p> <p>Administration</p> <p>Administration</p> <p>Staff access   My Profile   Reprint Documents</p>
My Profile	
<p><b>My Profile</b></p> <p>You can access your profile by either selecting the:</p> <ul style="list-style-type: none"><li>• My Profile button, or</li><li>• Person icon – top right.</li></ul> <p>This will take you to the your User profile screen.</p>	<p>My Profile</p> <p>or</p> <p> Manage account</p>
<p><b>User profile</b></p> <p>The user profile screen displays the business(es) linked to your MVR Customer ID.</p>	<p>User profile</p> <p>MVR Customer ID Full name Email address <span>Change Email</span> Profile type</p> <p>The email address displayed above is where MVR currently send your MVR for Business documents and verification codes. If you wish to change the email address, please click "Change Email" and enter your new email address.</p> <p>Business links</p> <p>Business name   Profile type</p> <p>Please contact your company manager to attach you to their company. If you are the owner of the company, complete the below section to submit the request to MVR</p> <p>Add me as principal authority of a company</p> <p>Back</p>

Staff access	
<p>The Staff access button is only visible to the principal authority, of an LMVD or Fleet Operator.</p> <p>The principal authority is responsible in managing the staff access for their business.</p>	<p>Administration</p> 
<p><b>Staff access - view or change</b></p> <p>This section allows you to:</p> <ul style="list-style-type: none"> <li>• search staff member/s</li> <li>• change staff member access</li> <li>• add a staff member.</li> </ul> <p>Press the <b>Review Profile</b> button next to the staff member's name to view their profile.</p>	<p>Staff access</p> 
<p><b>Staff profile</b></p> <p>This screen will allow you to:</p> <ul style="list-style-type: none"> <li>• view your staff member's access</li> <li>• enable or disable access to certain transactions</li> <li>• remove staff member/s access.</li> </ul> <p>To enable/disable a certain transaction, tick on the corresponding box and select <b>update profile</b>.</p>	<p>Staff profile</p> 

Add staff member	
<p>The principal authority can add a staff member, provided the staff member is registered to MVR for Business.</p> <p>The staff member must have a Customer ID and email address recorded with MVR.</p> <p>Read more on <a href="#">MVR for Business   What you need</a></p>	
<p><b>Searching for staff to add</b></p> <p>Search a staff member by entering:</p> <ul style="list-style-type: none"> <li>the MVR Customer ID and Surname, or</li> <li>the NT Licence number and Surname.</li> </ul> <p>Confirm staff details are correct.</p> <p>Will the staff member have principal authority? Select the appropriate answer.</p> <p>Then select - <b>Attach to my business.</b></p>	

<p><b>Select staff access</b></p> <p>You will then be asked to select the access permission functions you wish to give the staff member. Tick on the corresponding box then select – <b>Attach to my business</b>.</p>	<p><b>Select staff access permissions</b></p> <table border="1"><tr><td>Bulk Registration</td><td><input type="checkbox"/></td></tr><tr><td>Compliance Checks</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Factory New Registration</td><td><input type="checkbox"/></td></tr><tr><td>Notice of Disposal</td><td><input type="checkbox"/></td></tr><tr><td>Ownership Transfer</td><td><input type="checkbox"/></td></tr><tr><td>Roadworthy inspection</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Reregister interstate transfer</td><td><input type="checkbox"/></td></tr><tr><td>Upgrade heavy vehicle configuration</td><td><input type="checkbox"/></td></tr></table> <p><input type="button" value="Cancel"/> <input type="button" value="Attach to my business"/></p>	Bulk Registration	<input type="checkbox"/>	Compliance Checks	<input checked="" type="checkbox"/>	Factory New Registration	<input type="checkbox"/>	Notice of Disposal	<input type="checkbox"/>	Ownership Transfer	<input type="checkbox"/>	Roadworthy inspection	<input checked="" type="checkbox"/>	Reregister interstate transfer	<input type="checkbox"/>	Upgrade heavy vehicle configuration	<input type="checkbox"/>
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Upgrade heavy vehicle configuration	<input type="checkbox"/>																

**Remove staff member**

<p>To remove a staff member, return to the staff access page, which shows a list of all staff.</p> <p>Find the staff name and click <b>Preview profile</b>.</p>	<p><b>Staff access</b></p> <p>Select ID type: Customer ID (dropdown)   Enter credentials: Value (input)   Search (button)</p> <p><b>Full staff list</b></p> <table border="1"><thead><tr><th>Staff name</th><th>Registered email</th><th>MVR customer ID</th></tr></thead><tbody><tr><td></td><td></td><td><input type="button" value="Review profile"/></td></tr></tbody></table> <p>Can't see them on the list, add new staff member here: <input type="button" value="Add new staff member"/></p>	Staff name	Registered email	MVR customer ID			<input type="button" value="Review profile"/>
Staff name	Registered email	MVR customer ID					
		<input type="button" value="Review profile"/>					

Confirm staff details and select **Remove staff member** then **Remove link**.

Staff profile

MVR Customer ID  
Full name  
Email address  
Profile type

The email address displayed above is where MVR currently sends your MVR for Business documents and verification codes.

Staff access permissions

Bulk Registration	<input checked="" type="checkbox"/>
Compliance Checks	<input type="checkbox"/>
Factory New Registration	<input checked="" type="checkbox"/>
Notice of Disposal	<input checked="" type="checkbox"/>
Ownership Transfer	<input checked="" type="checkbox"/>
Roadworthy Inspection	<input type="checkbox"/>
Reregister interstate transfer	<input checked="" type="checkbox"/>
Upgrade heavy vehicle configuration	<input checked="" type="checkbox"/>

Back

Remove staff member

Update profile

Back

Remove staff member

Update profile



This action cannot be undone, please confirm:

Remove link

Cancel