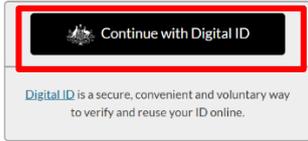


Create an account and add a principal authority

Before you start, you must have a valid email address recorded against your personal MVR Customer ID.

CREATE AN ACCOUNT – There are two (2) options	
Option 1 - DIGITAL ID You must have a Digital ID account already created and linked to a business using Relationship Authorisation Manager (RAM). For instructions, go to https://www.myid.gov.au/how-set-myid	
Select Continue with Digital ID and follow the prompts until you have successfully signed up. For any log in issues, please contact https://www.digitalidsystem.gov.au/contact-us	Welcome to MVR For Business Please login with your Digital ID: 
Option 2 – MVR CREDENTIALS	
Select 'New user and don't have an account' . You will need your personal MVR Customer ID. Follow the screen prompts to continue to 'Create an Account'	MVR Customer ID <input type="text"/> Password <input type="password"/> <input type="button" value="Continue"/> <small>Note: By clicking 'Continue', MVR for Business will send a verification code to your email address. Please check your email. Sometimes verification code may go to spam folders, please check your spam before you try login again. Verification code is valid for 20 mins.</small> New user and don't have an account? Forgot/Reset password
Enter your personal MVR Customer ID and Continue . A verification code will be sent to your email address. Check your email as you will need this code for the next screen.	Create an Account To create an account, you must have a valid email address recorded against your MVR Customer ID. If you don't have one, please contact MVR to add a valid email address to your MVR Customer ID Enter Your MVR Customer ID* <input type="text"/> <input type="button" value="Continue"/> <small>Note: By clicking 'Continue', MVR for Business will send a verification code to your email address. Please check your email, including spam folders for the code before you try to login again. Verification code is valid for 20 minutes.</small>
Enter your Verification Code and your New Password . Then select Set password and continue .	Verification Code <input type="text"/> New Password <input type="password"/> Re-enter new password <input type="password"/> <input type="button" value="Set password and continue"/>
Read and Agree to the Terms and Conditions.	I declare: <ol style="list-style-type: none">1. I agree to abide by the Terms and Conditions above.2. The information I provide when using MVR for Business is true and correct.3. That I am, or have the right to represent, the legal owner of the vehicles on which I am carrying out transactions. Agree Disagree
Enter your information to verify your personal profile to create your account. The information entered must match your current details with MVR. Note: After three (3) failed attempts to verify, contact MVR to reset your account.	Please enter your MVR Customer details below so we can link your user with the correct MVR account. First name <input type="text"/> Surname* <input type="text"/> Customer ID* <input type="text"/> <small>This ID can be found on your Registration Certificate or MVR Renewal Notice</small>

ADD A PRINCIPAL AUTHORITY

To add yourself as a principal authority, you must already be an authorised representative of the business recorded with MVR.

Requests to become a principal authority can be refused if MVR cannot verify you as an authorised representative. You may be asked to provide supporting documents within 14 days, such as a:

- Company extract from ASIC; and/or
- Letter of authority signed by the company director

Step 1.

Select the **Administration** tab then **My Profile**

<p>What would you like to do today?</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100px; margin: 10px auto;">Administration</div>	<p>Administration</p> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin: 10px auto;">My Profile</div>
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Step 2.

Select **Add me as principal authority of a company**

Enter the **Business Customer ID** and **First ten letters of the business name** (including spaces – if any).

Then click **Search**.

Add me as principal authority of a company

Add me as the business owner for the following business

Business Customer ID AND First 10 letters of business name

AND

Search

Your business details should auto-populate, check that your business details are correct.

Confirm this business

Name

Association

ABN/ACN

Select the **Business Type**

(i.e. Dealership/Company) You do not need to enter the ABN/ACN as this will auto-populate.

Click on **Send email to MVR**

You will receive an email notification within two (2) business days to advise:

- request has been approved, or
- if further documents are required.

Business type ABN/ACN

Please select ▼

Cancel

Send email to MVR

Back