

# Clean Car Standard (CCS) system

## Register for CO<sub>2</sub> account guide



This guide provides information on CO<sub>2</sub> accounts and takes you through the steps you need to follow to register for a CO<sub>2</sub> account in the Clean Car Standard (CCS) system.

You can also watch a video walkthrough.

[Video: Registering for CO<sub>2</sub> account as a business](#)

[Video: Registering for a CO<sub>2</sub> account as an individual](#)

## What is a CO<sub>2</sub> account

A CO<sub>2</sub> account (in the CCS system) is used to record emission ratings of importers' vehicles to comply with the Clean Car Standard. A CO<sub>2</sub> account lets importers view and manage their imported vehicles.

You'll need different CO<sub>2</sub> accounts for new and used vehicles. If you're a parallel importer, you should register for a new vehicle CO<sub>2</sub> account.

## Who needs a CO<sub>2</sub> account

Anyone importing light vehicles for sale or personal use must hold a CO<sub>2</sub> account.

Some vehicles are excluded from the Clean Car Standard, including:

- Special interest vehicles
- Vintage vehicles and veteran vehicles
- Motor sport vehicles
- Low-volume vehicles
- Defence force or a visiting force vehicles used for military operations.

[Land Transport \(Clean Vehicle Standard\) Regulations 2022](#)

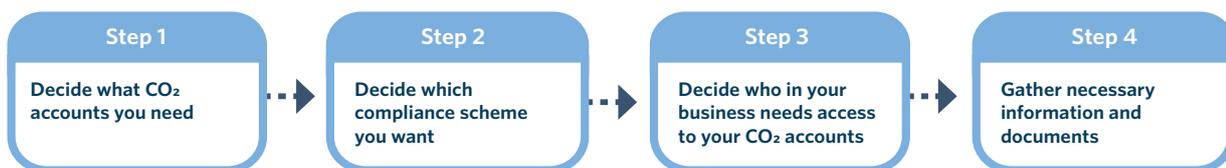
[Clean Car Standard terms and conditions](#)

## When you need to set up an account

From 1 December 2022 you must hold a CO<sub>2</sub> account if you're importing light vehicles for sale or personal use. This is so you can progress vehicles through entry requirements and register the vehicles.

## Before you register for a CO<sub>2</sub> account

### Process



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## Compliance scheme

You need to decide which scheme is best for you: Pay As You Go or Fleet Average.

When you register for a CO<sub>2</sub> account you'll automatically be assigned to the Pay As You Go scheme. If you're eligible for the Fleet Average scheme, you can apply once you've registered your CO<sub>2</sub> account.

[www.nzta.govt.nz/fleet-average](http://www.nzta.govt.nz/fleet-average)

## Who in your business needs access

Decide who in your organisation needs access to your CO<sub>2</sub> account, the roles they'll take and the permissions they'll need.

Each CO<sub>2</sub> account needs a CO<sub>2</sub> account owner, who has full access and permissions to the account.

[CCS system roles and permissions guide](#)

## Information you'll need

You'll need:

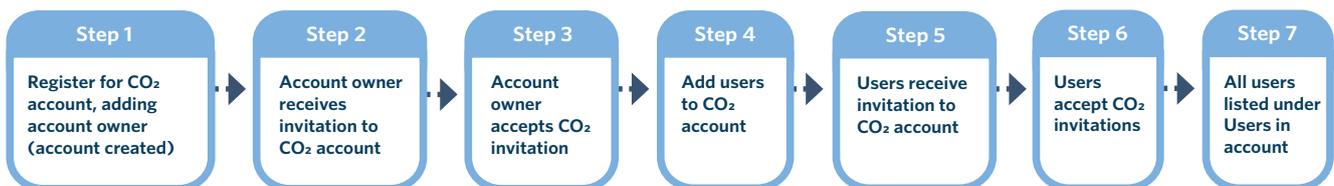
- New Zealand Business Number (NZBN) - for a New Zealand business
- Business name - for an overseas business
- Postal address
- Name, email and phone number for the CO<sub>2</sub> account owner and other people needing access to the CO<sub>2</sub> account.

## Register for a CO<sub>2</sub> account

By account owner



By person other than account owner



## Before you begin

Logon to the CCS system.

[CCS system logging in and navigating guide](#)

[Video: Logging in and navigating CCS system with an existing RealMe account](#)

[Video: Logging in and navigating CCS system without an existing RealMe account](#)

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## Register for a CO<sub>2</sub> account as a business

1. Click on **+ Register for a CO<sub>2</sub> account**.  
The *CO<sub>2</sub> account registration* screen displays with information about CO<sub>2</sub> accounts and what you'll need to register for a CO<sub>2</sub> account. It also has links to the terms and conditions and privacy statement.  
You can click **Save** on any of the CO<sub>2</sub> account screens to save your information and complete the rest of your CO<sub>2</sub> account details later. You can also click **Back** to go to previous screens.
2. Once you've reviewed this information, click **Continue**.  
The *Account information* screen displays.
3. Select Business as the account type.
4. Select where your business is based:
  - New Zealand (a New Zealand business is registered in New Zealand and has an NZBN)
  - Overseas.
5. Select whether the account is for:
  - New vehicles (select for new vehicles and parallel imports)
  - Used vehicles.
6. Enter the CO<sub>2</sub> account name. This is name you choose to identify your CO<sub>2</sub> account.
7. Click **Continue**.  
If you selected New Zealand for where the business is based, go to Step 8.  
If you selected Overseas for where the business is based, go to step 11.
8. Enter your NZBN in the *New Zealand Business Number (NZBN)* field.  
Your business details are populated based on the NZBN. The system will check there isn't an existing CO<sub>2</sub> account (new/used) for that NZBN.  
Note: if you have an existing Fleet Average CO<sub>2</sub> account for that NZBN, a message displays advising a Fleet Average account with the same NZBN already exists and that the new account will also be Fleet Average.
9. Is your postal address the same as your business address?  
If yes, select the *Same as business address* checkbox.  
If no, start typing your address in the *Search address* field and click on the correct address from the list. If your address doesn't display, click **Manually enter address**. Enter your address and click **Submit**.
10. Click **Continue**.  
The *Contact details* screen displays. Go to Step 14.
11. Enter your business name.
12. Click **Manually enter address**. Enter your business address and click **Submit**.
13. Click **Continue**.  
The *Contact details* screen displays. Go to step 14.
14. Select whether you're the account owner or not.  
If No, you're not the account owner, go to step 15.  
If Yes, you're the account owner, go to step 16.
15. Enter the following information for the CO<sub>2</sub> account owner:
  - First name

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- Last name
  - Email
  - Primary phone number
  - Alternate phone number (if applicable)
16. Enter your:
- Primary phone number
  - Alternate phone number (if applicable)
17. Click **Continue**.  
The *Review and submit* screen displays.
18. Check the details and read the terms and conditions.
19. Select the checkbox to confirm you've read and accept the terms and conditions.
20. Click **Finish**.  
Your CO<sub>2</sub> account has been registered. Click **Close**. Your CO<sub>2</sub> account is listed on the *Dashboard* under *Account summary*.  
Or, if you have an existing Fleet Average CO<sub>2</sub> account for that NZBN, a message displays advising your additional Fleet Average account request has been submitted and will be reviewed. Click **Close**. Once approved, your new CO<sub>2</sub> account will automatically default to Fleet Average and be listed on the *Dashboard* under *Applications*.

### What happens next

## Register for a CO<sub>2</sub> account as an individual

1. Click on **+ Register for a CO<sub>2</sub> account**.  
The *CO<sub>2</sub> account registration* screen displays, which has information about CO<sub>2</sub> accounts and what you'll need to register for a CO<sub>2</sub> account. It also has links to the terms and conditions and privacy statement. You can click **Save** on any of the CO<sub>2</sub> account screens to save your information and complete the rest of your CO<sub>2</sub> account details later. You can also click **Back** to go to previous screens.
2. Once you've reviewed this information, click **Continue**.  
The *Account information* screen displays.
3. Select Individual as the account type.
4. Select whether the account is for:
  - New vehicles (select for new vehicles and parallel imports)
  - Used vehicles.
5. Enter the CO<sub>2</sub> account name. This is name you choose to identify your CO<sub>2</sub> account.
6. Click **Continue**.  
The *Contact details* screen displays.
7. Enter your:
  - Primary phone number
  - Alternate phone number (if applicable)

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- Address - start typing your address in the *Search address* field and click on the correct address from the list. If your address doesn't display, click **Manually enter address**. Enter your address and click **Submit**.
8. Click **Continue**.  
The *Review and submit* screen displays.
  9. Check the details and read the terms and conditions.
  10. Select the checkbox to confirm you've read and accept the terms and conditions.
  11. Click **Finish**.
  12. Your CO<sub>2</sub> account has been registered. Click **Close**.
  13. Your CO<sub>2</sub> account is listed on the *Dashboard* under *Account summary*.

## What happens next

### If you're not the CO<sub>2</sub> account owner

If you're not the CO<sub>2</sub> account owner, they're sent an invitation to the account by email, which includes an invitation code.

#### CO<sub>2</sub> account owner accepts invite within 14 days

The CO<sub>2</sub> account owner needs to accept the invitation within 14 days. To do this they:

- click on the link in the email. The *Online services access portal* displays.
- click on **Use invitation code**
- enter the invitation code from the invitation email in the *Enter validation code* field
- click **Continue**.

The RealMe login screen will display. They'll need to login. Once they've done this, the CO<sub>2</sub> accounts are displayed in the Dashboard.

#### [CCS system logging in and navigating guide](#)

[Video: Logging in and navigating CCS system with an existing RealMe account](#)

[Video: Logging in and navigating CCS system without an existing RealMe account](#)

Once the CO<sub>2</sub> account owner has accepted the invite, they're listed in the CCS System, *Account settings* tab, under the *Users* tab (they're no longer in the *Invitations* tab).

#### CO<sub>2</sub> account owner doesn't accept invite within 14 days

If the CO<sub>2</sub> account owner doesn't accept the invite within 14 days, they're listed in the *Account settings* tab, under the *Invitations* tab and their status is Expired. You can click **Resend invitation** under the *Actions* column to resend the invite.

### Adding additional users to the CO<sub>2</sub> account or edit users' permissions

[CCS system roles and permissions guide](#)

[Video: Managing permissions in the CCS system](#)

### Compliance scheme

The account defaults to the Pay As You Go compliance scheme. If you want to change to a Fleet Average compliance scheme (and are eligible), you need to apply.

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[CCS system apply for Fleet Average guide](#)  
[Video: Applying for Fleet Average CCS system](#)

## Enter CO<sub>2</sub> account number

You need to put your CO<sub>2</sub> account number into these systems, as applicable:

- MIAMI – for new vehicles  
[MIAMI enter CO<sub>2</sub> account guide](#)
- Fuelsaver – for used and parallel import vehicles  
[Fuelsaver guide](#)

## Account now ready

Your account is now ready for the CO<sub>2</sub> emission ratings of your imported vehicles to be recorded.

[www.nzta.govt.nz/clean-car-standard](http://www.nzta.govt.nz/clean-car-standard)

## Register another account

If you need to register another CO<sub>2</sub> account, eg you've created a CO<sub>2</sub> account for new vehicles and you need one for used vehicles, just repeat the steps.

## Updating your CO<sub>2</sub> account

You can update the permissions on your CO<sub>2</sub> account straight away.

[CCS system roles and permissions guide](#)  
[Video: Managing permissions in the CCS system](#)

You can also:

- update your CO<sub>2</sub> account name
- transfer account ownership for business CO<sub>2</sub> accounts
- update the business information on your CO<sub>2</sub> account to reflect changes in the NZBN register
- update the postal address on your CO<sub>2</sub> account
- toggle auto vehicle acceptance on and off (only the CO<sub>2</sub> account owner can do this).

[CCS system edit CO<sub>2</sub> account details guide](#)

## Need help?

If you need help, go to **Contact us** in the system menu to complete a request, email [CCSImporter@nzta.govt.nz](mailto:CCSImporter@nzta.govt.nz) or call 0800 141 801.