

Clean Car Standard (CCS) system

Roles and permissions guide



This guide provides information on the roles and permissions within the Clean Car Standard (CCS) system and takes you through the steps to manage permissions.

You can also watch a video walkthrough.

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

How roles and permissions are used in the CCS system

Account holder

A CO₂ account is issued to the account holder, who is the vehicle importer. The account holder is liable for the debt and any legal requirements relating to the account. If the vehicle importer has 2 different CO₂ accounts (for new vehicles and for used vehicles), the account holder is the same across the 2 CO₂ accounts.

Roles and permissions

To control who has access to a CO₂ account and what activities they can complete when administering the account, the CCS system uses roles and permissions.

Roles are used to distinguish the CO₂ account owner, who has full access and control over permissions in the account to perform administrative functions, from other people who have access to the account (the CO₂ account users). Permissions determine what activities users can complete in the CCS system.

Roles

There are two roles in the CCS system.

| Role | Description |
|-------------------------------|---|
| CO ₂ account owner | <p>Person who has full access and control over permissions in the account to perform administrative functions.</p> <p>Has the authority to act on behalf of the account holder.</p> <p>There's only one CO₂ account owner per account.</p> <p>A CO₂ account owner's permissions can't be changed.</p> <p>A CO₂ account owner is an individual, not a business.</p> |
| CO ₂ account user | <p>Anyone in addition to the CO₂ account owner granted access to a CO₂ account is a CO₂ account user.</p> <p>There's no limit to the number of CO₂ account users per account.</p> <p>A CO₂ account user gets <i>View account</i> permission and then additional permissions are assigned.</p> <p>An account user can access one or more CO₂ accounts.</p> |

Permissions

A user can have one or more of these permissions:

| Permission | Description |
|----------------------------|---|
| View account | Assigned to all CO2 account users and can't be removed. Lets you view all CO2 account information but not make any edits. |
| Add user/grant permissions | Add new users to a CO2 account and edit users' permissions. Remove existing user's access (except account owner's). This permission should be assigned to a limited number of people responsible for managing who can access your CO2 account and the activities they can complete. |
| Accept/Dispute vehicles | Accept or dispute vehicles assigned to a CO2 account. Accept is used to accept vehicles into your CO2 account and, for Pay As You Go CO2 accounts – offset credits and make payment. Auto-acceptance can be toggled on and off by the account owner. Dispute is used to either: <ul style="list-style-type: none"> dispute vehicles that don't belong in your CO2 account or, dispute the CO2 values of vehicles in your CO2 account. |
| Transfer credits | Transfer credits from a CO2 account to other CO2 accounts. This permission should be assigned to someone with overall responsibility for managing your CO2 credits and has authority to transfer your CO2 credits to other CO2 accounts. We recommend users with this permission have the 'Accept/Dispute vehicles' permission as well. |
| Edit account details | Edit a CO2 account's details. This permission should be assigned to a limited number of people responsible for making sure your CO2 account information is correct and making edits. |

The CO2 account owner gets all permissions, and their permissions can't be changed.

Examples of roles/permissions

| Roles | Permissions | | | | |
|--------------------|--------------|---------------------------------------|------------------------------------|-----------------------------|---------------------------------|
| CO2 account owner | View account | Add user/grant permissions | Accept/dispute vehicles | Transfer credits | Edit account details |
| CO2 account user 1 | View account | Add user/grant permissions | Accept/dispute vehicles | Transfer credits | Edit account details |
| CO2 account user 2 | View account | Add user/grant permissions | Accept/dispute vehicles | Transfer credits | Edit account details |
| CO2 account user 3 | View account | Add user/grant permissions | Accept/dispute vehicles | Transfer credits | Edit account details |

Who can set up roles and permissions

Anyone with Add user/grant permissions can set up roles and permissions.

- The CO₂ account owner has add user/grant permissions because they have all permissions. This can't be changed.
- The person assigned responsibility for registering the CO₂ account is also given all permissions, but this can be changed.

Manage user permissions in the CCS system

Manage permissions

When you first register for a CO₂ account, the account owner needs to be added:

- If you're the CO₂ account owner registering the account, you don't add additional users when registering.
- If you're registering the CO₂ account for the CO₂ account owner, you need to add the CO₂ account owner's details as well as your own.

[CCS system register for CO₂ account guide](#)

[Video: Registering for CO₂ account as a business in the CCS system](#)

[Video: Registering for CO₂ account as an individual in the CCS system](#)

After that you can add and remove users (except the account owner) and edit user permissions as required.

For example:

- Adding additional people who need to access and perform activities on your account
- Adding new people who join your organisation
- Changing permissions of existing users
- Remove user from your account.

Process

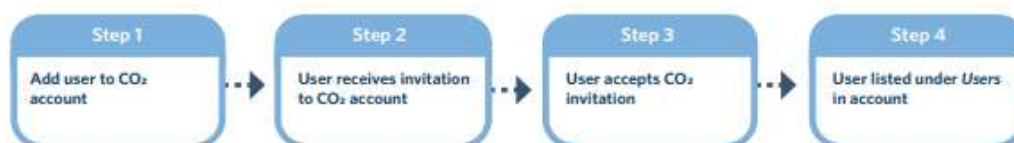
Register for CO₂ account - by account owner.



Register for CO₂ account - by person other than account owner



Add user to existing CO₂ account



Once the invitation is sent, the person has 14 days to reply. If they don't accept within 14 days, you can resend the invitation. You can also cancel the invitation within 14 days.

[Resend an invitation](#)

[Cancel an invitation](#)

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](#)

On the *Dashboard*, under *Account summary*, click on your CO₂ account.

Add new CO2 account user

1. Click **Settings** tab.
2. Click **Invitations** tab.
3. Click **+ Invite user**.

The *Invite users* screen displays.

4. Enter the user's email address.
5. Click the dropdown arrow in the *Permissions* field and add permissions by clicking on them. You can add multiple permissions.

Every user gets the *View account* permission, so this isn't an option. If the user only needs *View account* permission, leave the permissions field blank.

Only *Add users/grant permissions* and *View account* are relevant for the November 2022 system release. However, we encourage you to set up the other permissions so they're ready for future releases.

6. If you want to add more users, click **Add additional user** and repeat steps 4 and 5.
7. Click **Send invitation**. A green tick displays beside the *Permissions* field. You can now see *View account* has been added to the permissions field as well as the permissions you selected.
8. Click **Close**.

Once you've invited a user, they're listed in the *Settings* tab, under *Invitations* and their status is Pending. The user is emailed an invitation, which includes an invitation code.

User accepts invite within 14 days

They need 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 email in the *Enter validation code* field
- Click **Continue**.

The RealMe login screen will display. They'll need to login.

[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 they've done this, the system will display with the CO2 accounts they're a user for in their *Dashboard*. Once the user has accepted the invite, they're listed in the *Settings* tab, under the *Users* tab (they're no longer in the *Invitations* tab).

User doesn't accept invite within 14 days

If the user doesn't accept the invite within 14 days, they're listed in the *Settings* tab, under the *Invitations* tab and their status is Expired. You can click **Resend invitation** in the *Actions* column to resent the invitation. [Resend an invitation](#)

Edit CO2 account user's permissions

1. Click **Settings** tab.
2. Click **Users** tab.
3. Click **Edit permission** beside the user. The *Update details* screen displays.
4. In the *Permissions* field:
 - To add a permission, click the dropdown arrow and add the permissions by clicking on them. You can add multiple permissions.

Every user gets the *View account* permission by default. Only *Add users/grant permissions* and *View account* are relevant for the November 2022 system release. However, we encourage you to set up the other permissions so they're ready for future releases.

- To remove a permission, click the **X** beside it.

You can't remove the *View account* permission.

5. Click **Done**.

Email address

You can't change a user's email address. If the user's email address needs to be changed, the user has to do it themselves under *My profile*.

Cancel an invitation

You can cancel an invitation sent to a new CO₂ account user if they haven't accepted the invitation. You could do this if you've sent it in error, made a mistake (eg entered an incorrect email address or permissions) or if the new user has deleted the email invitation (within the 14 days). Cancel the invitation and add the user again. If they deleted the email invitation after the 14 days, you can resend the invitation.

To cancel an invitation:

1. Click **Settings** tab.
2. Click **Invitations** tab.
3. Click **Cancel invitation** in the *Actions* column beside the user. The *Cancel invitation* screen displays.
4. Click **Yes** to confirm you want to cancel the invitation.

Once you've cancelled an invitation, the user disappears from the *Invitations* tab.

Resend an invitation

If the CO2 account owner or user doesn't accept the invitation within 14 days, the status of the invite will change to Expired. You can click **Resend invitation** in the *Actions* column to resend the invitation.

To resend an invitation:

1. Click **Settings** tab.
2. Click **Invitations** tab.
3. Click **Resend invitation** in the *Actions* column beside the user. The *Cancel invitation* screen displays.
4. Click **Yes** to confirm you want to resend the invitation.

Once you've resent the invitation, the status is Pending in the *Invitations* tab.

The user is emailed another invitation. They'll need to complete the steps in the *Add new CO₂ account user* section.

[Add new CO₂ account user](#)

Change of permissions in invitation

You can't change the permissions that were entered in the original invitation. If you want to change the permissions, you'll need to add a user instead.

Remove CO₂ account user

You can remove a CO₂ account user, except the account owner.

1. Click **Settings** tab.
2. Click **Users** tab.
3. Click **Remove user** in the *Actions* column beside the user. The *Revoke user* screen displays.
4. Click **Yes** to confirm you want to revoke the user.

The user is emailed to advise they have been removed from the account.

Transfer CO₂ account ownership – Business CO₂ accounts only

The account owner can transfer their CO₂ account ownership role to another user.

The person you're transferring the role to must be set up as a user on the CO₂ account before you start.

[CCS Edit CO₂ account guide](#)

The original user with the CO₂ account owner role who initiated the transfer will remain listed as a user and will have all previous permissions but lose account owner status.

If the current account owner leaves the business, it is essential that the account owner role is transferred prior to their departure. This will ensure that functions the account owner performs can continue, within the system.

Need help?

If you need help please go to **Contact us** in the system menu and complete your request, email CCSImporter@nzta.govt.nz or call 0800 141 801.