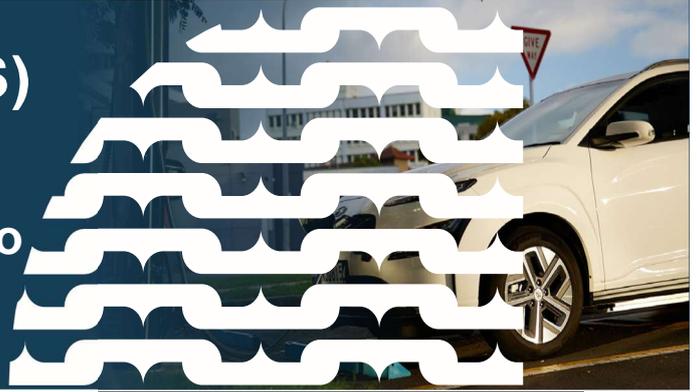


# Clean Car Standard (CCS) system

## Payment Guide for Pay As You Go CO2 account from 1 June 2023



## This guide explains how to accept vehicles and pay for charges in your Pay As You Go CO2 Account from 1 June 2023

Video: Paying for Accepted vehicles <https://www.youtube.com/watch?v=-Rxgw4L19KI>

You'll need the **Accept/Dispute vehicles** permission to accept vehicles and make any payment. Available credits can be used to offset the charges.

If you are intending to transfer in credits from another account to make the payment, then do this before you start the accept vehicle process.

### Payment can be made by:

- Debit or credit card – make sure your card limit is sufficient to cover your payments. If your limit is exceeded, select fewer vehicles to accept.
- POLi – online debit payment. Please be aware that POLi does not have the ability to process dual signatory transactions.

### Accepting and Paying for vehicle charges

1. Select the **Vehicle overview** tab.
2. Select the **Vehicles ready for acceptance** stage.
3. Review the vehicles, including the emissions information, and determine which ones you want to accept.
4. Either select the checkbox beside individual vehicles, or, to accept all vehicles, select the checkbox at the top next to the column headings.
5. Select **Accept vehicles** button, if you have chosen to accept both credit vehicles and those with a charge, the Accept credit vehicles screen displays first and then the chargeable vehicles screen will display.  
You can choose to offset charges with credits in the **Accept chargeable vehicle(s)** step.
6. The vehicles you have selected can be viewed in the **Vehicles selected** dropdown. Select **Continue**. If no credit vehicles are in the transaction you will go straight to Step 7.
7. The **Accept chargeable vehicle(s)** screen displays. The charges to be paid, and your available credit balance can be viewed here. There are three payment options but only those relevant can be selected, the others are greyed out:

- **Full credit offset** – available if you have enough credits to cover all of your charges
  - **Choose the amount of credit to be used** – available if you have credits, but less than your total charges
  - **No credit offset** – available for all transactions.
8. Select the button beside the payment option you want to use.

#### **Full credit offset**

If you select **full credit offset**, the screen will display the amount of credits to be used and the remaining credit balance and a Total payment value of \$0.00

Select **Continue**. A Confirmation summary displays and you can view the total charges, how many credits were used along with the details of the chargeable vehicles that were accepted.

#### **Choose the amount of Credits to be used**

Select **Choose the amount of credit to be used** option, enter the amount of credits (CO<sub>2</sub> g/km) to use and click anywhere outside the box to see the updated credit total, the total CO<sub>2</sub> charges and total payment now due. Select **Continue**. Go to Step 9.

#### **Full payment**

Select **No credit offset**, then select **Continue**.

9. The Clean Car Standard Emissions Charge screen displays with payment types. Select the payment type, either:
- Credit or debit card
  - Internet banking (POLi)

The payment gateway screen for the relevant payment type displays.

For credit or debit card enter your Card Number, Expiry Date, CVV Code, Name on Card and Select **Make Payment**.

For internet banking (POLi), select your bank from the dropdown list select **Continue** and enter your iBank Username and Password and follow instructions on the screen.

**Note: This is a secure payment site, your username and password are not stored by Waka Kotahi or any of our systems.**

10. Once the payment has been processed the Confirmation Summary screen displays. This shows the payment details with a Payment Tax Invoice attached, which can be downloaded. The payment number is a unique identifier for the payment. The list of vehicles paid is also shown.
11. Select **Close**. The account overview information and Payment history tab are updated.

#### **Need help?**

Please go to **Contact us** in the system menu and complete your request, email [CCSImporter@nzta.govt.nz](mailto:CCSImporter@nzta.govt.nz) or call 0800 141 801.