

Clean Car Standard (CCS) system

Logging in and navigating guide



This guide shows you how to log in and navigate the Clean Car Standard (CCS) system.

You can also watch a video walkthrough.

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

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

Log in to the CCS system

There's a 2-step process when you first log in to the CCS system.

Step 1: RealMe - authentication step

To log in to the CCS system, you need to use your RealMe login.

RealMe lets you use a single username and password to securely access online services. You can use your RealMe login for both work and personal services.

If you don't have a RealMe account, or want to set up one specially for logging into the CCS system, you can create one.

[Log into CCS system for the first time - need to create a RealMe account](#)

You'll need to add additional information, so please allow time for this.

If you set up a RealMe account and choose to enter a mobile number, it must be unique to that RealMe account.

Go to www.realme.govt.nz for more information about RealMe.

Step 2: Identity and access management (IAM) - authorisation step

Once you've completed the RealMe screen, if you haven't completed a Waka Kotahi Identity and Access Management (IAM) application before, the *Waka Kotahi access portal* screen will appear. IAM information is used across Waka Kotahi applications to improve security. You only need to complete this once.

Log into CCS system for the first time - existing RealMe account

1. Go to https://regulatory.nzta.govt.nz/prweb/PRAuth/ccs_ext
A link is also available at www.nzta.govt.nz/manage-vehicles
You'll need to use Google Chrome, Firefox or Microsoft Edge. Internet Explorer (IE) isn't supported.
The RealMe login screen displays.
2. Under *Login with RealMe*, enter your username and password.
3. Click **Login**.
The *Waka Kotahi access portal* screen appears. Fields that must be completed are marked with an asterisk*.
4. Enter your name (you must enter at least first and last name) and date of birth.
5. Enter your email address. This is the email address associated to CO₂ accounts.
6. Click **Send verification code**.
7. Enter the verification code sent to your email address. There may be a delay before you receive the code.
8. Click **Continue**. The CCS system opens.

If you're having trouble logging on, please try clearing your cache.

Log into CCS system for the first time - need to create a RealMe account

1. Go to https://regulatory.nzta.govt.nz/prweb/PRAuth/ccs_ext
A link is also available at www.nzta.govt.nz/manage-vehicles.
You'll need to use Google Chrome, Firefox or Microsoft Edge. Internet Explorer (IE) isn't supported.
The RealMe login screen displays.
2. Under *Create a RealMe login*, click **Create your RealMe logon**.
Fields that must be completed are marked with an asterisk*.
3. Enter your email address and click **Send code**.
4. Enter the confirmation code sent to your email address. There may be a delay before you receive the code.
5. Click **Confirm code**.
6. Enter a username you'd like to use for RealMe. It must be at least 4 characters.
7. Enter your password and password (again) using the rules given.
8. Click **Continue**.
9. Enter your mobile number and an alternative contact number (optional).
10. Complete three security questions, by clicking the dropdown beside question 1, question 2 and question 3, selecting a question and entering your answer.
11. Enter a secret PIN (optional) using the rules given.
12. Review the RealMe *Terms of use*, then select the checkbox to acknowledge that you accept them.
13. Click **Create**.
If you entered a mobile number, the *Mobile number confirmation* screen displays. Go to Step 14.
If you didn't enter a mobile number, the *Waka Kotahi access portal* screen appears. Go to Step 17.
14. Check your mobile number is correct, then click **Send code**.
15. Enter the confirmation code sent to your mobile number. There may be a delay before you receive the code.
16. Click **Confirm code**. The *Waka Kotahi access portal* screen appears.
17. Complete your name (you must enter at least first and last name) and date of birth details.
18. Enter your email address. This is the email address associated to CO₂ accounts.
19. Click **Send verification code**.
20. Enter the verification code sent to your email address. There may be a delay before you receive the code.
21. Click **Continue**. The CCS system opens.

If you're having trouble logging on, please try clearing your cache.

Log into CCS system - after the first time

1. Go to https://regulatory.nzta.govt.nz/prweb/PRAuth/ccs_ext
A link is also available at www.nzta.govt.nz/manage-vehicles
You'll need to use Google Chrome, Firefox or Microsoft Edge. Internet Explorer (IE) isn't supported.
The RealMe login screen displays.
2. Under *Login with Realme*, enter your username and password.
3. Click **Login**. The CCS system opens.

If you're having trouble logging on, please try clearing your cache.

Change password

1. Go to **My profile** and click **Change password**. The *Confirm update password* screen displays, advising you'll be redirected to RealMe to complete the steps to change your password.
2. Click **Continue to RealMe**.
3. On the RealMe login page you need to log in, then click **Settings**, then **Change your password**.
4. Follow the instructions to enter your new password.

Reset username or password

If you forget your RealMe username or password there are links on the RealMe login page (forgot username or forgot password) for you to request they are reset.

https://regulatory.nzta.govt.nz/prweb/PRAuth/ccs_ext

Update your details (eg phone number or email address)

1. Go to **My profile** and click **Update**.
2. Update your personal details.
3. If you want to update your email address, click **Update email**. Once you enter your new email address and click **Send code**, enter the confirmation code you've been emailed and then click **Confirm code**.
4. Click **Done**.
5. Click **Submit**.

Exit the CCS system

- Click your initials in the top right of the screen and click **Log off**, or
- Close the browser window.

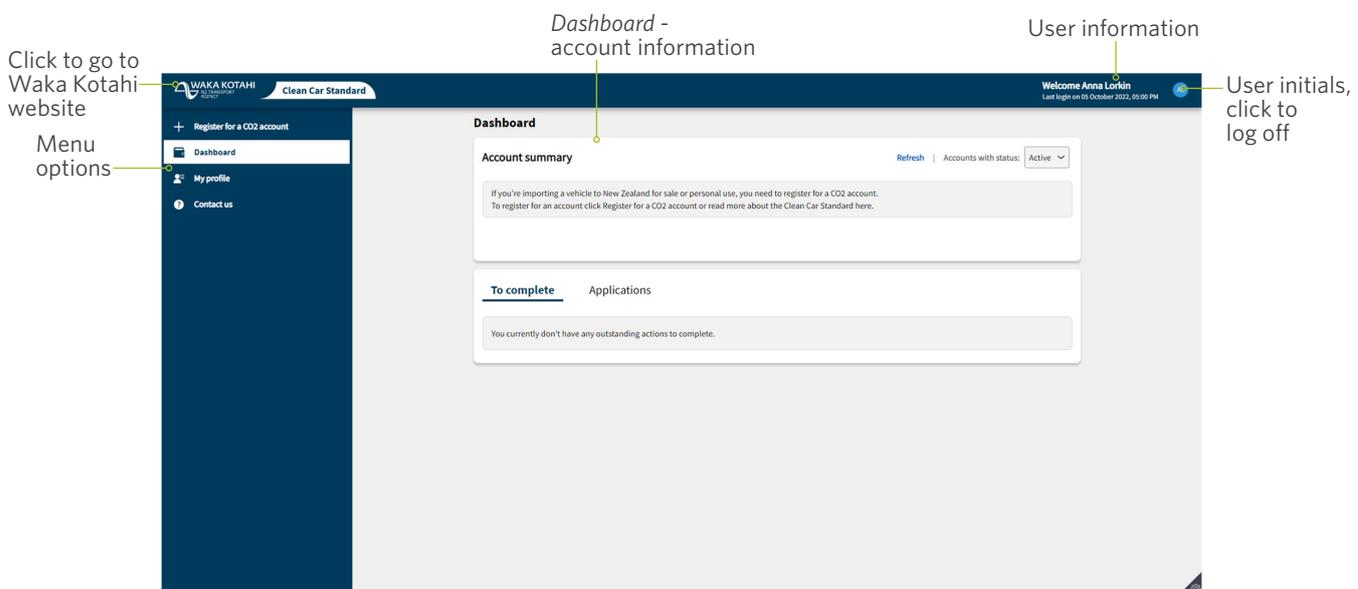
You'll be logged out automatically after 60 minutes of inactivity.

Navigating the CCS system

When you enter the CCS system your *Dashboard* will be displayed.

When you first log in, there won't be any accounts listed in the *Account summary*.

More functions will be added.



Menu

The menu gives you access to different functions.

More functions will be added in future releases.

+ Register for a CO ₂ account	Allows you to register for a new CO ₂ account. For more information, see: <ul style="list-style-type: none">▪ 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
Dashboard	Lists your CO ₂ accounts and the status of account applications. This will be displayed when you log in.
My profile	Contains your personal details and communication preferences. For more information see: <ul style="list-style-type: none">▪ Change password▪ Update your details
Contact us	Provides information on how to get help, including a request form, and a link to the Clean Car Standard information on the Waka Kotahi website. www.nzta.govt.nz/clean-car-standard

Dashboard

Your dashboard has the following information

Account summary	Lists your CO ₂ accounts. You can use the <i>Accounts with status</i> dropdown to filter the view of your accounts. Click Refresh if you've just created a CO ₂ account and want it to display.
To complete	Lists incomplete CO ₂ account registrations. To continue editing, click Continue . If there are more CO ₂ accounts that aren't displayed in the list, click View all to see them.
Applications	Lists incomplete CO ₂ account applications, ie an application to switch to Fleet Average. Click View beside an application to view the details.

Tabs

The CCS system is a single page application, which means you can't have two different pages open in separate tabs. If you try this, it will sync to the last action, so all windows/tabs are on the same page.

Need help?

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