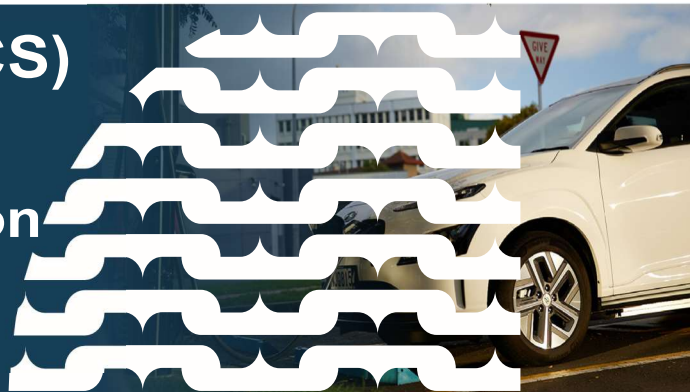


Clean Car Standard (CCS) system Multi-Factor Authentication (MFA) Guide



This guide provides information on how to prepare and register for the Multi-Factor Authentication (MFA) process.

What is MFA?

Multi-Factor Authentication is a security measure that requires two or more proofs of identity to grant access to a system or website.

MFA provides an additional security measure that validates user identity, and it's used across most Waka Kotahi IT platforms. For the Clean Car Standard system, you'll be prompted to verify your identity when you perform a 'high risk' action by entering a unique one-time passcode that can be received via phone call or SMS.

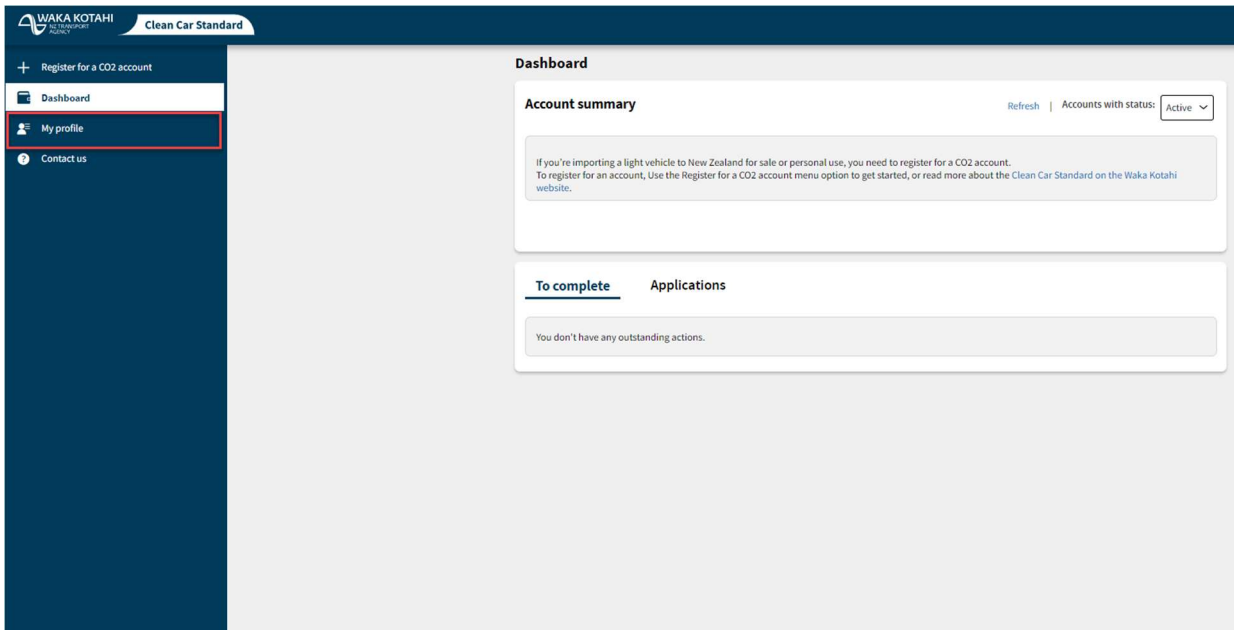
Users can complete a one-off registration for MFA now (from 5 September 2023). However, it won't come into effect until October 2023.

Currently, MFA will be introduced for the **Transfer of Credits** function. We recommend that everyone who uses the CCS system register for MFA, even if you don't use the transfer credit function. This is because we are likely to introduce MFA for other functions in the system in due course, so it means you'll be ready when it happens.

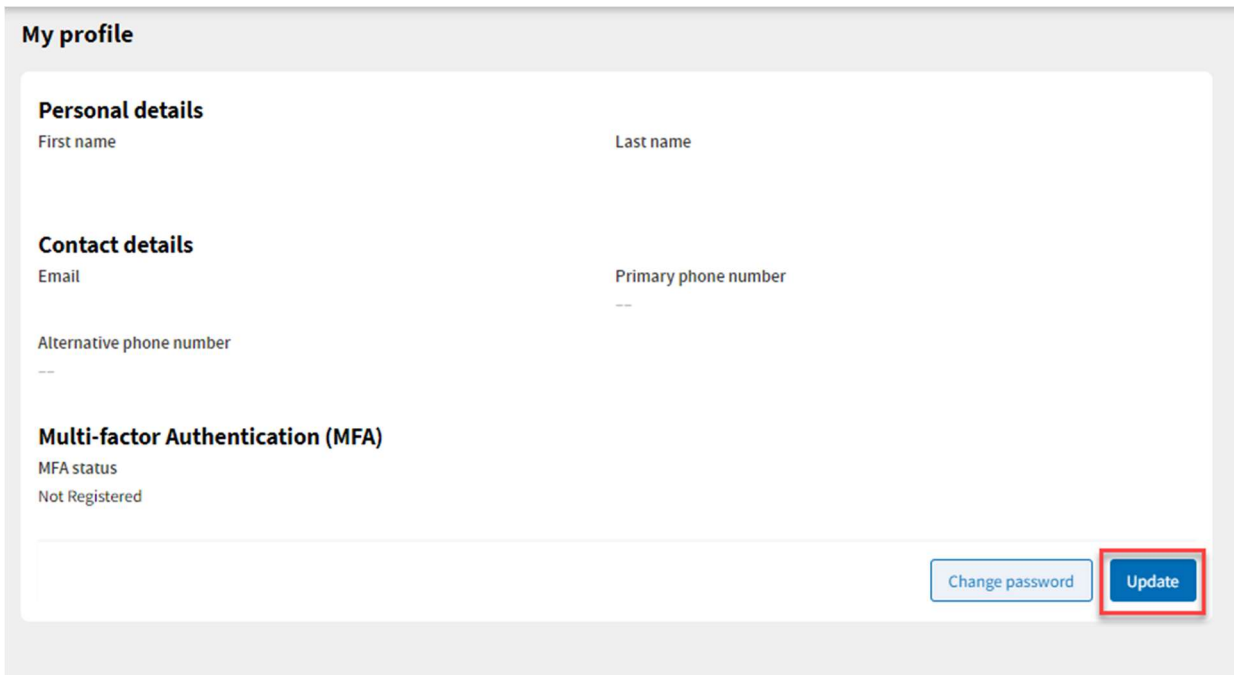
How to register for MFA

You will need to register for MFA by updating your profile on the CCS homepage.


1. Navigate to the **My Profile** tab on the CCS dashboard. Your personal details will display.



2. Click on the **Update** button at the bottom of the page.



3. Click on the **Register for MFA** button. You will be redirected to the Waka Kotahi access portal.

 **Update profile**
Close

Update profile

Any fields marked with an * are mandatory

Personal details

First name *	Last name *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Primary phone number	Alternate phone number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Ex.: +64211234567 (without spaces) For example +6493650987 (don't enter spaces)

Communication preferences

Email

Update email

Multi-factor Authentication (MFA)

Multi-factor Authentication is not set-up, please select the 'Register for MFA' button below to register for MFA. You'll be redirected to a new screen to register.

Register for MFA

Cancel

Submit

4. Enter the mobile phone number you wish to be registered for MFA.

Online services >

Waka Kotahi access portal

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country code

New Zealand (+64) ▼

Phone number

Phone number

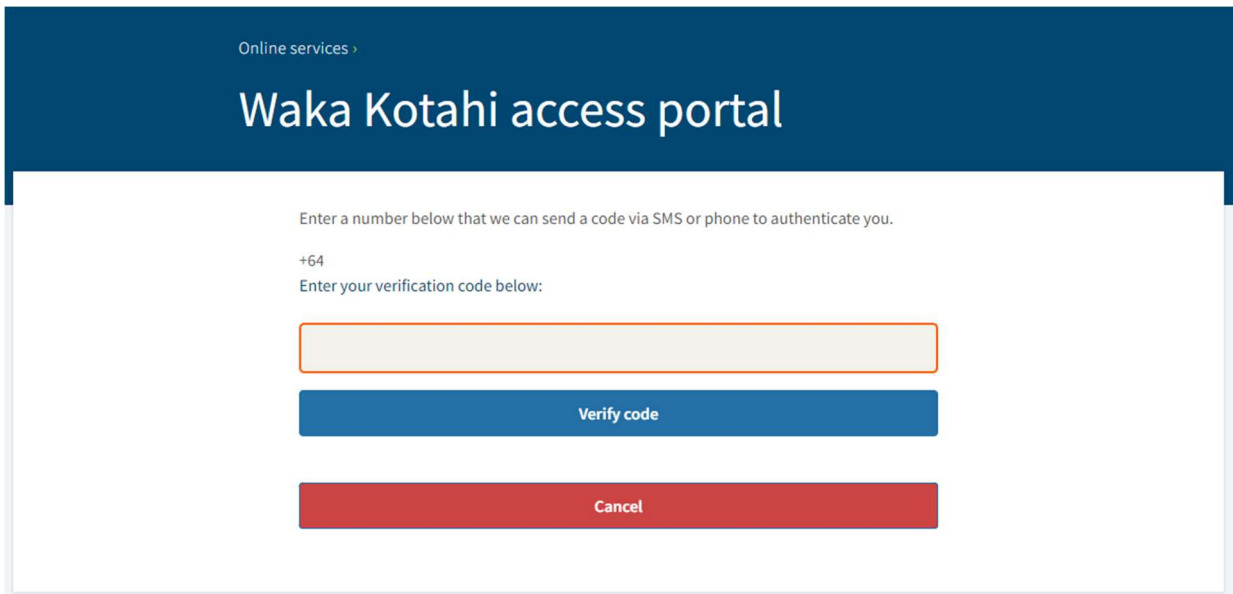
Send code

Call me

Cancel

5. You will need to select your authentication method. This can be via text message or phone call. If you want to authenticate via text, click **Send code**. If you wish to be authenticated via phone call, click **Call me**.

- When you choose your authentication method, you will be asked to provide the verification code that was either sent via SMS or by phone call. Enter the verification code into the field provided. Click **Verify code**.



Online services >

Waka Kotahi access portal

Enter a number below that we can send a code via SMS or phone to authenticate you.

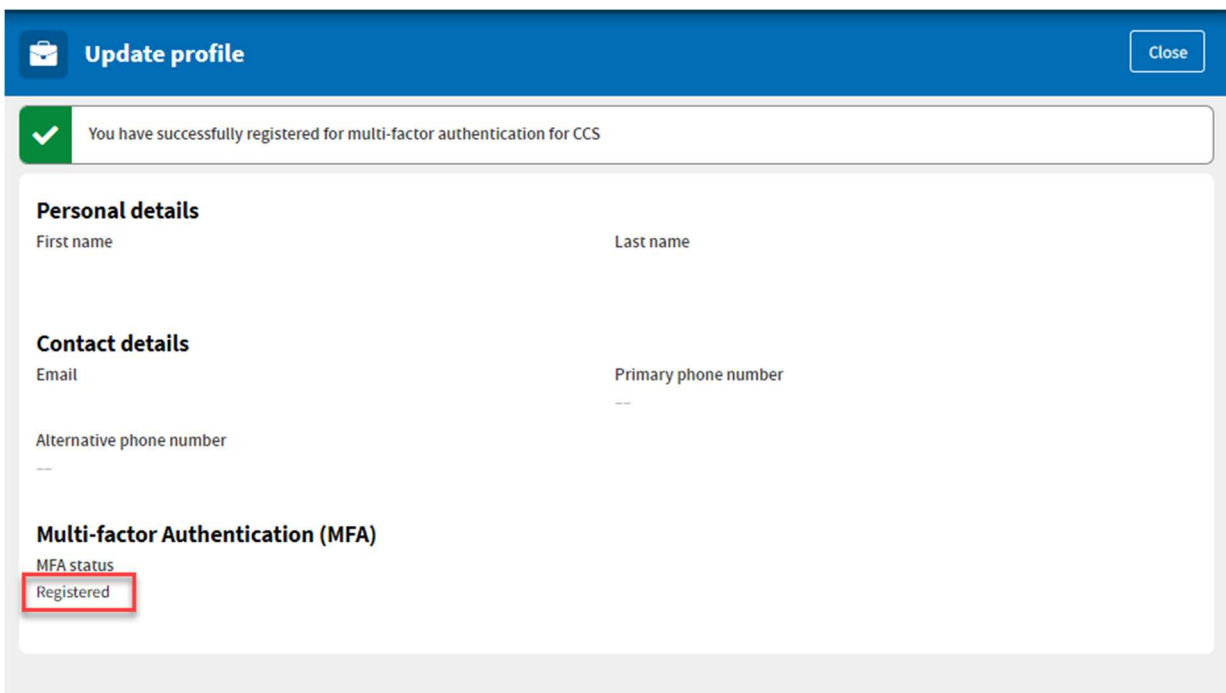
+64

Enter your verification code below:

Verify code

Cancel

- Once the code has been verified you will be directed back to the “My profile” page on the CCS dashboard and you will be registered for MFA.



Update profile Close

✓ You have successfully registered for multi-factor authentication for CCS

Personal details

First name Last name

Contact details

Email Primary phone number

Alternative phone number

Multi-factor Authentication (MFA)

MFA status

Registered

If you have any questions or need help, get in touch with the Clean Car Standard team by emailing CCSImporter@nzta.govt.nz or calling 0800 141 801.