

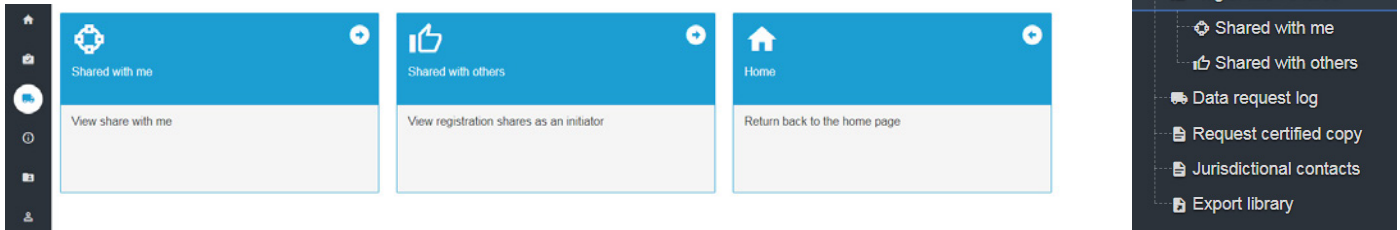
# How to share registration details on the NHVR Portal

The Registration Services module on the NHVR Portal enables customers to access details of the vehicles in their registered fleet—except those registered in the Northern Territory. (See [www.nhvr.gov.au/road-access/registration/nhvr-portal-registration-services-module](http://www.nhvr.gov.au/road-access/registration/nhvr-portal-registration-services-module) for more information.)

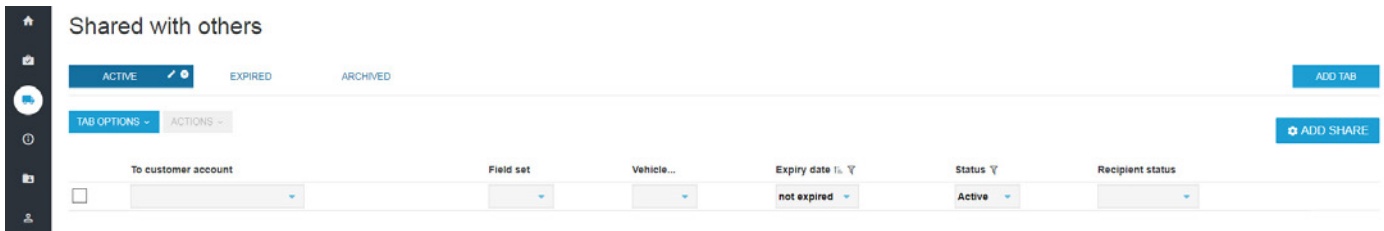
The Registration Services module also enables you to share your registration details with other NHVR Portal users, which may be particularly useful if you use or provide subcontracting services.

To use this function, follow the simple instructions below.

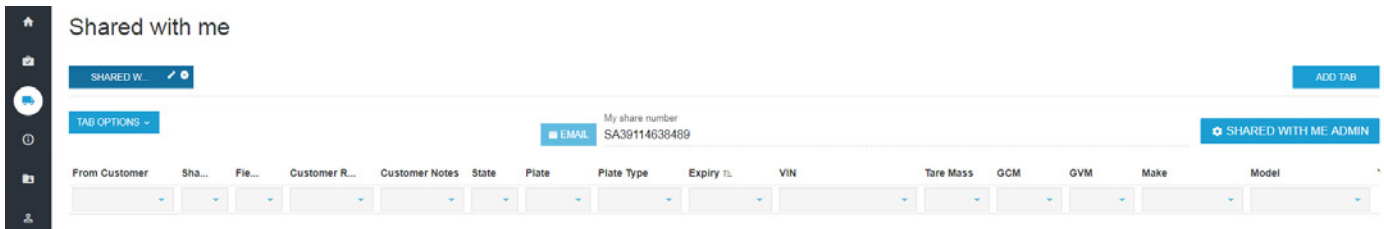
1. Log onto the NHVR Portal and go to **Registrations > Registration shares**.



2. To see registrations that other people have **shared with you**, click on **Shared with me**. This information will be displayed in a table like the one below.



You can see a summary table of all the details that have been shared with you in **Shared with me admin**.



3. To share your details with others, click on **Shared with others**, select **ADD SHARE**, and the set-up wizard will guide you through the easy three-step process. We recommend that you set an expiry date, otherwise this information will remain available indefinitely.

All the records you've shared with others (active, expired and archived) will be listed in a table like the one above.

For more detailed information about sharing registration details, visit

<https://help.nhvr.gov.au/cmp4/help-centre-customer/registration-service/registration-shares>

## For more information

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