

# VicRoads Roadworthy eCertificate guide



1

**Make sure the device you're going to use is connected to the internet.**

You can use any compatible laptop, desktop computer, tablet or smartphone.



2

**Log in to your workshop's myVicRoads partner account from the VicRoads website home page.**

You **MUST** use your own unique login. Login details and passwords must never be shared.



3

**Select Roadworthy eCertificate from your partner account dashboard.**



4

**To start a new eCertificate, click Create Certificate from your Roadworthy eCertificate dashboard.**

Just like Part A of the paper certificate, you can only create a new eCertificate in the eRWC system if you've got LVT administration accreditation.



5

**Fill in the vehicle & presenter details, then click Confirm to save (this is the same as filling in Part A of the paper certificate).**

Try entering the VIN, chassis number or rego, and clicking the blue Lookup button – if the vehicle has ever been registered in Victoria, our system should automatically fill in the rest of the vehicle details for you.



6

**Complete a First Test report by working through the eCertificate form and uploading the required photos.**

Make sure to stay connected to the internet and always save your work regularly.



7



**Passed?**

Your Roadworthy eCertificate can now be signed off in the system by an authorised approver. The customer will then be emailed a copy of the approved eCertificate.



**Failed?**

When the customer re-presents the vehicle, use the Roadworthy eCertificate system to complete a Second Test.

**Need more help?** Check out our detailed Roadworthy eCertificate User Guide – email us at [roadworthy@roads.vic.gov.au](mailto:roadworthy@roads.vic.gov.au) or call **1300 309 571** for a copy.

## **Roadworthy eCertificate (eRWC) system**

LVTs will be able to generate electronic copies for emailing to vehicle owners.

LVTs will provide a printed a copy for the vehicle owner upon request, or the vehicle owner can simply print it themselves from the email they receive.

The Certificate of Roadworthiness continues to include all the fields that are required to submit a registration, registration transfer or club permit application form.

VicRoads staff are also able to verify the Certificate of Roadworthiness details provided on the Certificates of Roadworthiness from the E RWC system.

Roadworthy e Certificate (eRWC) system is already being used by a number of Victorian Licensed Vehicle Testers (LVT) to create, manage and store their certificates of roadworthiness online.

So if your club requires a hard copy certificate for recording then the applicant needs to request a copy from Vic Roads. Apparently if they provide an E address then a copy is sent to them.