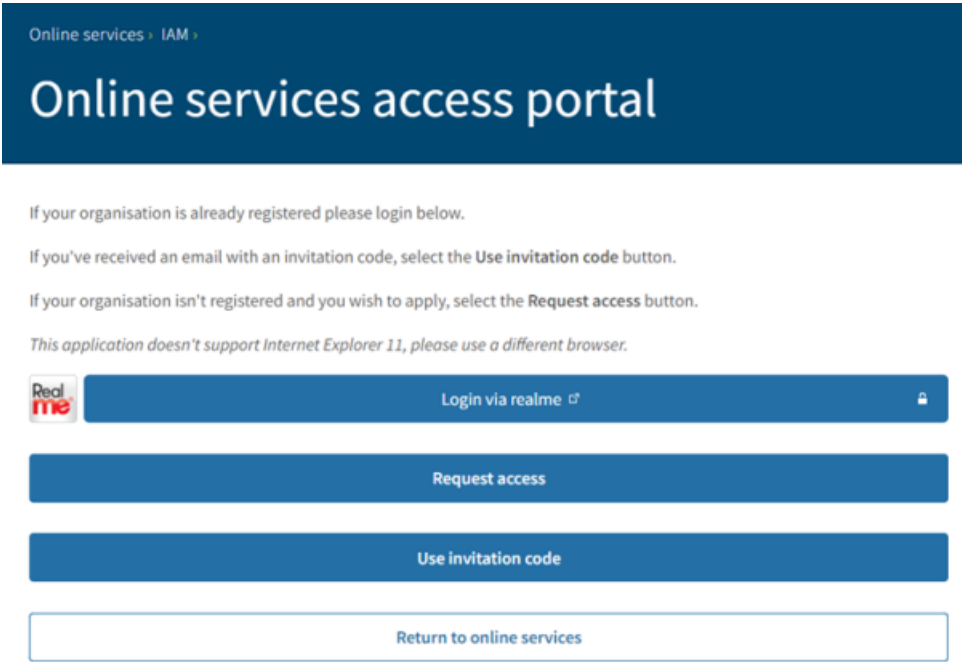




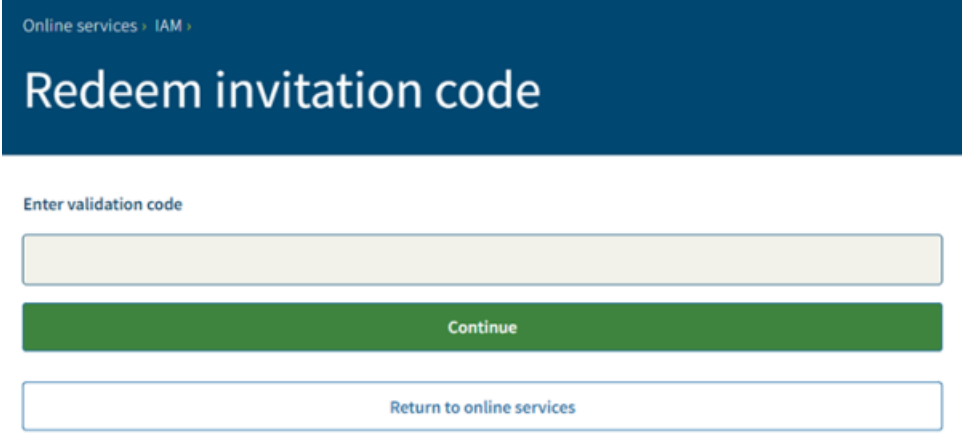
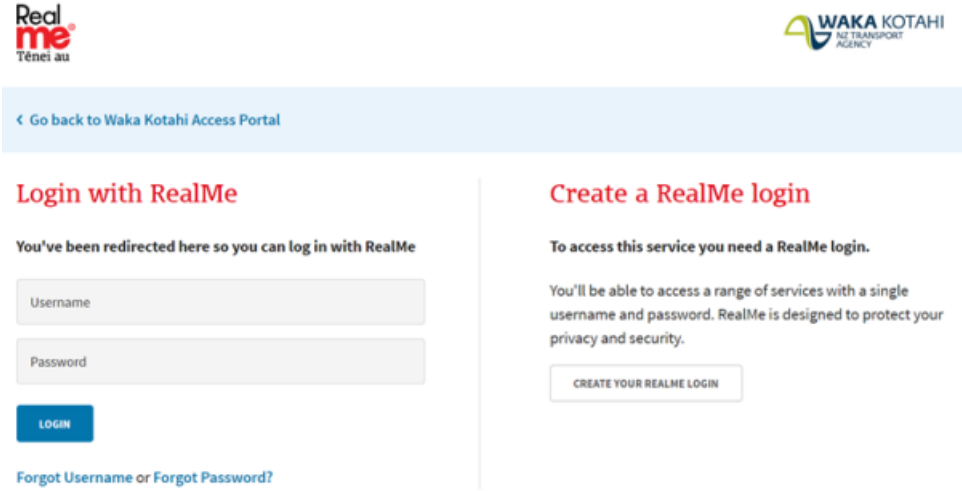
Correct as at 6th June 2026. It may be superseded at any time.

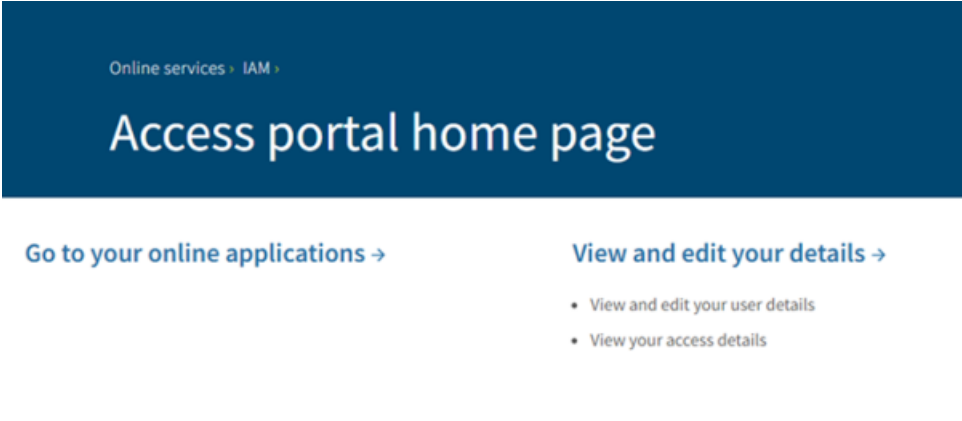
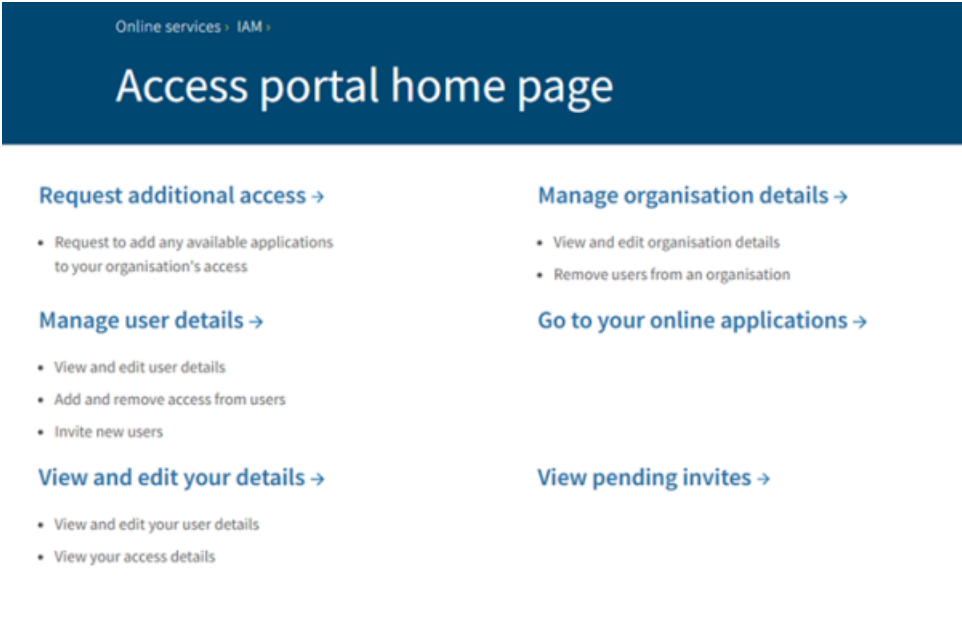
Extract taken from: Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Accessing and logging into the system

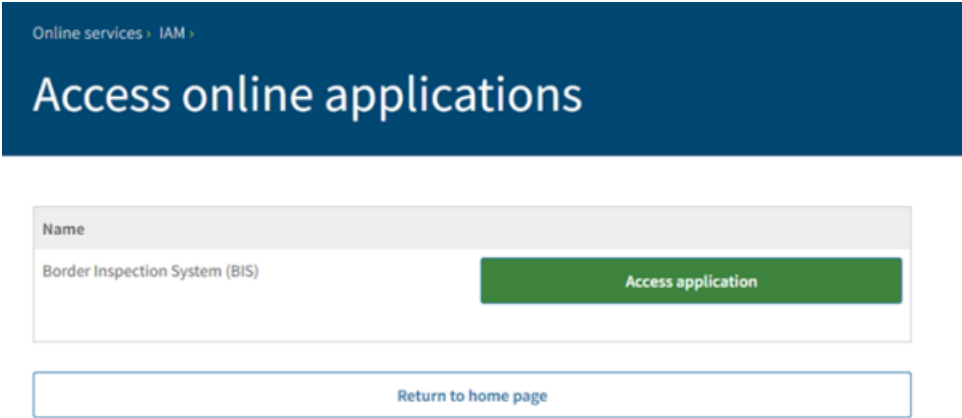

2-2 Accessing and logging into the system

Logging into the border inspection system

Step	Action
1	<p>Open a new browser window and enter the following URL:</p> <p>https://accessportal.nzta.govt.nz/</p> <p>Please note: the portal does not support Internet Explorer, please use a different browser,</p>
2	<p>This will provide access to the NZTA online services access point:</p>  <p>Online services > IAM ></p> <h1>Online services access portal</h1> <p>If your organisation is already registered please login below.</p> <p>If you've received an email with an invitation code, select the Use invitation code button.</p> <p>If your organisation isn't registered and you wish to apply, select the Request access button.</p> <p><i>This application doesn't support Internet Explorer 11, please use a different browser.</i></p> <p> Login via realme </p> <p>Request access</p> <p>Use invitation code</p> <p>Return to online services</p>

Step	Action
<p>3a</p>	<p>To access the system for the first time you must accept an invitation.</p> <p>Select the Use invitation code button.</p> <p>This will take you to the Redeem invitation code screen.</p> <p>Enter invitation code and select Continue.</p>  <p>You will be directed to the Realme login page – go to step 4.</p> <p>Note: you only need to accept an invitation once, to register to the portal. For all subsequent logins go to step 3b.</p>
<p>3b</p>	<p>To login, select Login via realme.</p>
<p>4</p>	<p>You will be directed to the Realme login page.</p> <p>Enter your realme login.</p> 

Step	Action
<p>5</p>	<p>Successful login will direct you to the Access portal home page.</p> <p>Your home page will be either the General user home page or the Organisation administrator home page.</p> <p>General user home page</p>  <p>Organisation administrator home page</p> 
<p>6</p>	<p>Select Go to your online applications.</p>

Step	Action
7	<p>This will take you to the Access online applications screen.</p>  <p>Select the green Access application button next to Border inspection system (BIS).</p>
8	<p>You will be directed to the Border inspection system home page.</p> 
9	<p>Unsuccessful login screen.</p> 