



Novated Lease Driver Portal

Quick Start Guide

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The Driver Portal Functions:

- Submitting reimbursement claims
- Viewing previous reimbursement claims
- Viewing vehicle balances
 - Funds received - your payroll deductions
 - Transactions – expenses charged to your novated lease account

Important

The Driver Portal **cannot** be used to request direct payment to a supplier. It is only for claiming reimbursement for expenses you have already paid.

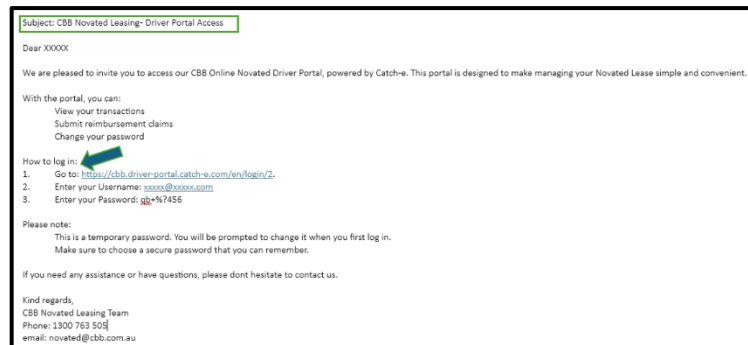
For any payments made **directly to a supplier**, please complete the [Novated Payment Request to Supplier](#) form and email it to novated@cbb.com.au.

1. Access to Driver Portal - Email

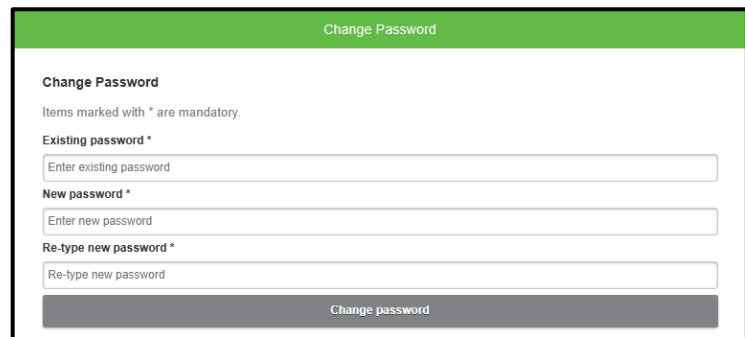
- You will receive an email from **CBB**.

Subject:

CBB Novated Leasing - Driver Portal Access



- Login to the Driver Portal (update password)
- You will go through a registration process the first time you login (to update contact details)



2. Main page

Driver Portal

Home

Hi Chris Garmey,
Welcome to the CBB Portal

➔
Raise a vehicle claim
➤

➔
View submitted vehicle claims
➤

➔
View my vehicle balance
➤

Change password
➤

2 Factor Authentication
➤

Logout
➤

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Nothing on this website constitutes, or is meant to constitute, advice of any kind. If you require advice in relation to any financial matter you should consult an appropriate professional.

3. Raise a claim

You can submit claims here for costs incurred that can be reimbursed as part of your novated lease.

Choose vehicle (if you have more than one novated lease)

Choose Car

➤
1NE6VF - 2016 Ford Mustang GT
➤

➤
1UWSCX - 2014 Mini Countryman JCW ALL4
➤

Transaction details

- Transaction date – enter the date you paid for the item.
- Select budget item – select from the drop-down list.

The screenshot shows the 'Transaction Details' form. At the top, it says 'Items marked with * are mandatory.' The 'Vehicle' field is '2014 Mini Countryman JCWALL4'. The 'Transaction Date *' field is empty, with a blue arrow pointing to it. Below it is a 'Select Budget' dropdown menu. A second screenshot shows the dropdown menu open, listing options: Other, Registration, Maintenance, Fuel / Charging, Comprehensive Insurance, Road Side Assistance, Service, and Tyres.

Once you select the budget item, you may need to select additional options.

- **Other** – Accident & Damage or Other
- **Registration** – CTP Renewal or Reg Renewal
- **Maintenance** – Car Wash or Maintenance
- **Fuel / Charging** – Diesel, EV actual cost, EV Home Charging, Fuel, LPG, Oil, Premium ULP, ULP
- **Service** – select the service interval eg 20,000km
- **Tyres** – select number of tyres

During the set-up stage, you will need to enter your **Odometer reading** for the first time only.

Total cost

- Enter the total (GST Inclusive total).
- The GST amount will automatically calculate for majority of the expense items.

The screenshot shows the 'Transaction Details' form for a '2016 Ford 2016 Ford Mustang FM MY17 GT F'. The 'Transaction Date *' is '11/11/2025'. The 'Tyres' dropdown is set to '2 Tyres'. The 'GST Inclusive Total *' is '400.00', and the 'GST Amount *' is '36.36' with the text 'Automatically calculates' in red. The 'Odometer Reading' field is empty.

- However, you will need to refer to your tax invoice for the GST breakdown for the following items due to the way GST is calculated for your insurance and registration.
 - **Comprehensive Insurance**
 - **Registration (example below)**

Items marked with * are mandatory.

Vehicle 2016 Ford 2016 Ford Mustang FM MY17 GT F

Transaction Date *
11/11/2025

Registration

CTP Renewal

GST Inclusive Total *
590.00

GST Amount *
0 To be manually added

Registration Expiry Date *
Enter New Registration Expiry Date

Attach receipts

To ensure your claim is processed quickly, you need to provide the required proof of payment and tax invoice.

- For fuel/petrol, you can attach the receipts only.
- However, for items such as car servicing, insurance, tyres or registration renewal you must upload a tax invoice that displays your car registration details.
- Click **Add Files** to upload your receipts and tax invoice.

> Attach Receipt

You **MUST** attach following documents for the reimbursement to be **approved and processed**:

1. **Proof of payment/receipt** - for all reimbursements

2. A **tax invoice** is also required for the following items and must show your car registration details.

- Car Servicing
- Car Insurance
- Registration Renewal
- Tyres

Click on "Add Files" to select files to upload:

Maximum file size limit 20MB.

Maximum size limit for all files added here 100MB.

Select files to upload

Add Files

Once everything is uploaded, click **Attach**.

Maximum size limit for all files added here 100MB.

1 file was chosen

Add Files

Contract Entry List.xlsx
22.4 KB

Attach

Enter Bank details

Enter your bank details (or update bank details if there are bank details stored, and you want to change them).

Click **Confirm**.

Please make sure your bank details are correct as the reimbursement will be paid directly into that bank account.

Claim summary

Review your claim details.

- If everything is correct, click **Submit Claim**.
- If you want to update anything, click the **small back arrow** in the **left-hand corner** to go back and make changes to the claim.

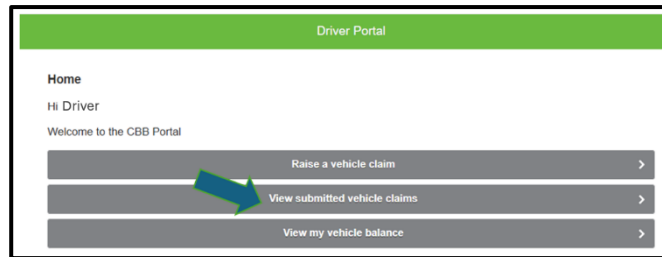
Receipt

You can either exit the claim process or submit another claim.

Claim	100439
Date	16/11/2025
Status	Requested

4. View submitted claims

You can view all your submitted claims in the **View submitted vehicle claims** menu.



What does the status mean?

- **Requested** – currently in the process of being reviewed and approved
- **Posted** – approved and paid reimbursement

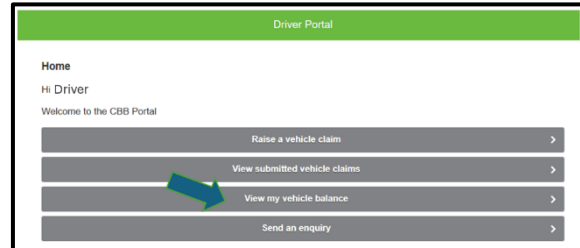
Attachments – click on the icon, your receipts will display

Claim Id	Date	Reg No	Total Amount	Status	Attachment
100439	07/11/2025	1NE6VF	\$40.00	Requested	
100438	11/11/2025	1NE6VF	\$50.00	Requested	
100091	20/10/2025	1NE6VF	\$206.48	Posted	

5. View vehicle balance

You can view your current balance in the **the View my vehicle balance** menu.

If you have more than one vehicle, select the vehicle you want to check the vehicle balance.



Your Lease

This section displays your novated lease details.

Life to Date Totals

This section contains a row for each reported budget on the lease and the Budget, Actual and Variance.

Notes

Provides a description of the fund's summary balances.

Your Lease			
Vehicle	2024 Volvo 2024 Volvo V60 Cross Country		
Registration	DIP190		
Term (months)	48		
Lease Start	12/09/2025		
Lease End	11/09/2029		
Life to Date Totals			
Actual spend vs Budget	Budget	Actual	Variance
Finance	1,958.64	823.21	1,135.43
Maintenance	0.00	0.00	0.00
Tyres	52.38	(17.46)	69.84
Registration / CTP	115.08	(38.36)	153.44
Insurance	276.96	507.77	(230.81)
Fees	0.00	0.00	0.00
Fuel	305.34	217.61	87.73
Road Side Assist	0.00	9.08	(9.08)
Other	182.76	89.04	93.72
ITC	-108.78	36.26	(145.04)
LVA	0.00	0.00	0.00
Totals	2,782.38	1,627.15	1,155.23
Funds Summary			
Funds received			2,782.38
Less actual spend			1,627.15
Current funds balance incl GST			1,155.23
Notes:			
BUDGET column / Funds received These are funds received and are those processed at report date (eg your payroll deductions).			
ACTUAL column / Less actual spend These are funds that have been spent. Please be advised, pending and requested claims are not included in the actual spend balance (for example, upcoming finance, fleet insurance payments or submitted reimbursements).			
VARIANCE column / Current funds balance (incl. GST) Funds received less actual spend. Your Finance and Insurance Budgets (Armada fleet policy only) are included in this total. You do not have access to those funds as they are allocated budgets that pay your Financier and Armada Insurance. If you have your own insurance, you have access to these budgets for reimbursement claims.			
NOTE - you can click on the totals (blue hyperlink) to see a list of transactions.			
What are the ITC items? Input Tax Credit (ITC) refers to the GST your employer can claim back on purchases made for use in its taxable activities. This includes novated lease payments and running costs. Your employer is responsible for paying the ITCs however the balance may show as a negative during the course of your lease until CBB receive the funds from your employer.			

Funds Summary

Funds received

These are funds received and are those processed at report date (your payroll deductions).

Click on the total (hyperlink on the right-hand side), and it will open a new window with all the transactions.

Your Lease

Vehicle: 2024 Volvo 2024 Volvo V60 Cross Country ABC 123
 Registration: DIP190
 Term (months): 48
 Lease Start: 12/09/2025
 Lease End: 11/09/2029

Life to Date Totals

Actual spend vs Budget	Budget	Actual	Variance
Finance	1,958.64	823.21	1,135.43
Maintenance	0.00	0.00	0.00
Tyres	52.38	(17.46)	69.84
Registration / CTP	115.08	(38.36)	153.44
Insurance	276.96	507.77	(230.81)
Fees	0.00	0.00	0.00
Fuel	305.34	217.61	87.73
Road Side Assist	0.00	9.08	(9.08)
Other	182.76	(60.93)	243.69
ITC	-108.78	36.26	(145.04)
LVA	0.00	0.00	0.00
Totals	2,782.38	1,477.18	1,305.20

Funds Summary

Funds received [2,782.38](#)

Less actual spend [1,477.18](#)

Current funds balance incl GST [1,305.20](#)

View Transactions

Date	Type	Description	Amount
15/10/2025	Receipts	Receivables Batch-Nov 10/25-1	537.45
29/10/2025	Receipts	Receivables Batch-Nov 10/25-1	537.45
12/11/2025	Receipts	Receivables Batch-Nov 10/25-1	537.45
Total			2,782.38

Less actual spend

Pending and requested claims are not included.

For example, upcoming finance or insurance payments or submitted reimbursements.

Click on the total (hyperlink on the right-hand side), and it will open a new window with all the transactions.

Your Lease

Vehicle: 2024 Volvo 2024 Volvo V60 Cross Country ABC 123
 Registration: DIP190
 Term (months): 48
 Lease Start: 12/09/2025
 Lease End: 11/09/2029

Life to Date Totals

Actual spend vs Budget	Budget	Actual	Variance
Finance	1,958.64	823.21	1,135.43
Maintenance	0.00	0.00	0.00
Tyres	52.38	(17.46)	69.84
Registration / CTP	115.08	(38.36)	153.44
Insurance	276.96	507.77	(230.81)
Fees	0.00	0.00	0.00
Fuel	305.34	217.61	87.73
Road Side Assist	0.00	9.08	(9.08)
Other	182.76	(60.93)	243.69
ITC	-108.78	36.26	(145.04)
LVA	0.00	0.00	0.00
Totals	2,782.38	1,477.18	1,305.20

Funds Summary

Funds received [2,782.38](#)

Less actual spend [1,477.18](#)

Current funds balance incl GST [1,305.20](#)

View Transactions

Date	Type	Description	Amount
01/10/2025	Insurance	Comprehensive Insurance October 2025	(208.53)
04/10/2025	Fuel	Ultra PLEP BP Carri @ 08.29	(195.51)
04/10/2025	Fuel	Opening Balance F	96.48
04/10/2025	Fuel	Discount BP Carri	1.57
04/10/2025	Tyres	Opening Balance T	17.46
04/10/2025	Road Side Assist	Opening Balance RSA	(9.08)
04/10/2025	Registration / CTP	Opening Balance REG	38.36
04/10/2025	Other	Opening Balance O	60.93
04/10/2025	ITC	Opening Balance ITC	(36.26)
04/10/2025	Insurance	Opening Balance INS	(107.71)
04/10/2025	Finance	Opening Balance FIN	82.88
15/10/2025	Fuel	Discount BP Lantlan North	0.99
15/10/2025	Fuel	Ultra PLEP BP Lantlan North @ 18.29	(53.60)
15/10/2025	Fuel	Other Card Services	(9.80)
20/10/2025	Fuel	Ultra PLEP BP Kallor Park @ 12.29	(116.91)
20/10/2025	Fuel	Discount BP Kallor Park	1.95
01/11/2025	Insurance	Comprehensive Insurance November 2025	(208.53)
12/11/2025	Finance	Finance November 2025	(1,476.99)
Total			(1,477.18)

Current funds balance (incl GST)

Equals “Funds received” – “less actual spend”

Click on the total (hyperlink on the right-hand side), and it will open a new window with all the transactions.

Your Lease

Vehicle: 2024 Volvo 2024 Volvo V60 Cross Country ABC 123

Registration: DIP190

Term (months): 48

Lease Start: 12/09/2025

Lease End: 11/09/2029

Life to Date Totals

Actual spend vs Budget	Budget	Actual	Variance
Finance	1,958.64	<u>823.21</u>	1,135.43
Maintenance	0.00	<u>0.00</u>	0.00
Tyres	52.38	<u>(17.46)</u>	69.84
Registration / CTP	115.08	<u>(38.36)</u>	153.44
Insurance	276.96	<u>507.77</u>	(230.81)
Fees	0.00	<u>0.00</u>	0.00
Fuel	305.34	<u>217.61</u>	87.73
Road Side Assist	0.00	<u>9.08</u>	(9.08)
Other	182.76	<u>(60.93)</u>	243.69
ITC	-108.78	<u>36.26</u>	(145.04)
LVA	0.00	<u>0.00</u>	0.00
Totals	2,782.38	<u>1,477.18</u>	1,305.20

Funds Summary

Funds received: 2,782.38

Less actual spend: 1,477.18

Current funds balance incl GST: 1,305.20

View Transactions

Date	Type	Description	Amount
01/10/2025	Insurance	Comprehensive Insurance October 2025	(200.03)
04/10/2025	Fuel	Ultra PULP BP Corio @ 08.26	(100.51)
04/10/2025	Fuel	Opening Balance F	96.48
04/10/2025	Fuel	Discount BP Corio	1.07
04/10/2025	Tyres	Opening Balance T	17.46
04/10/2025	Road Side Assist	Opening Balance RSA	(9.08)
04/10/2025	Registration / CTP	Opening Balance REG	38.36
04/10/2025	Other	Opening Balance O	60.93
04/10/2025	ITC	Opening Balance ITC	(36.26)
04/10/2025	Insurance	Opening Balance INS	(107.71)
04/10/2025	Finance	Opening Balance FIN	652.88
15/10/2025	Fuel	Discount BP Laverton North	0.99
15/10/2025	Fuel	Ultra PULP BP Laverton North @ 19.20	(93.50)
15/10/2025	Receipts	Receivables Batch-Item 100336-1	927.46
15/10/2025	Fuel	Other Card Services	(9.08)
28/10/2025	Fuel	Ultra PULP BP Keller Park @ 12.29	(116.01)
28/10/2025	Fuel	Discount BP Keller Park	1.05
29/10/2025	Receipts	Receivables Batch-Item 100793-1	927.46
01/11/2025	Insurance	Comprehensive Insurance November 2025	(200.03)
12/11/2025	Finance	Finance November 2025	(1,476.99)
12/11/2025	Receipts	Receivables Batch-Item 101195-1	927.46
	Total		1,305.20

What are the ITC items?

Input Tax Credit (ITC) refers to the GST your employer can claim back on purchases made for use in its taxable activities. This includes novated lease payments and running costs. Your employer is responsible for paying the ITCs however the balance may show as a negative during the course of your lease until CBB receive the funds from your employer.

6. Change password

To update/change your password, select the **Change Password** menu option.

Driver Portal

Home

Hi Chris Garmey,
Welcome to the CBB Portal

- Raise a vehicle claim >
- View submitted vehicle claims >
- View my vehicle balance >
- Change password >**
- 2 Factor Authentication >
- Logout >

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