



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
 - Payroll deductions – credit to your novated lease account
 - 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.

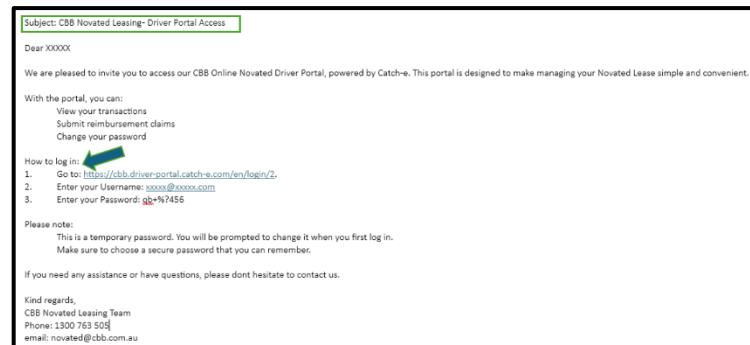
For any payments made **directly to a supplier**, please complete the [Novated Payment Request to Supplier](#) form and email it to novated@cbb.com.au.

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)

Change Password

Change Password

Items marked with * are mandatory.

Existing password *

Enter existing password

New password *

Enter new password

Re-type new password *

Re-type new password

Change password

2. Main page

Driver Portal

Home

Hi Chris Garney,

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
➤

➡
1UW5CX - 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, a green header bar contains a back arrow, the title 'Transaction Details', and a home icon. Below the header, a note states 'Items marked with * are mandatory.' The form fields include: 'Vehicle' (2014 Mini Countryman JCWALL4), 'Transaction Date *' (with a blue arrow pointing to the date field), and a 'Select Budget' dropdown menu. The dropdown menu is open, showing options: Other, Registration, Maintenance, Fuel / Charging, Comprehensive Insurance, Road Side Assistance, Service, and Tyres. Below the dropdown, there are fields for 'GST Inclusive Total *', 'Enter GST Inclusive Total', 'GST Amount *', 'Enter GST Amount', and 'Odometer Reading'.

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 'Select Budget' dropdown is set to 'Tyres'. Below the dropdown, the 'GST Inclusive Total *' is 400.00, and the 'GST Amount *' is 36.36, with a red note 'Automatically calculates'. The 'Odometer Reading' field is empty, with a prompt 'Enter Odometer Reading'.

- 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).

Change Banking Details

BSB

Account Number

Cancel Confirm >

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.

< **Claim Summary** ⌂

Vehicle	2016 Ford 2016 Ford
Budget	Other
Type	Other
To Pay	\$50.00
Bank A/C	123 456 xxxxxx 4567

Submit Claim

Receipt

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

Receipt

Thank you for submitting your claim.

Payment will be made within 3 business days, if there enough funds in your account.

If you do not have enough funds, we will contact you via email and advise you of the next steps.

Claim 100439

Date 16/11/2025

Status Requested

Submit another claim

Exit Claim Process

4. View submitted claims

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

Driver Portal

Home

Hi Driver

Welcome to the CBB Portal

Raise a vehicle claim

View submitted vehicle claims

View my vehicle balance

What does the status mean?

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

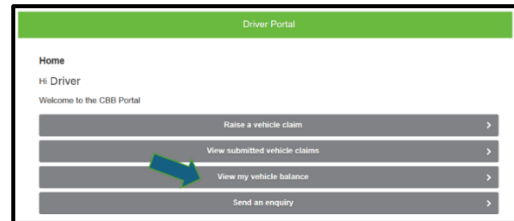
Vehicle Claims History					
Search					
Claim Id	Date	Reg No	Total Amount	Status	Attachment
100439	07/11/2025	1NE6VF	\$40.00	Requested	
100438	11/11/2025	1NE6VF	\$50.00	Requested	
100091	20/10/2025	1NE6VF	\$206.48	Posted	

Attachments – click on the icon, your receipts will display

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.

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

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.

6. Change password

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

