



## Fact Sheet 6 – Logging on to CARS web portal

### CARS web portal

CARS has a web portal to manage your COMCAR bookings.

You need to have registered and received your password before you can log on to CARS.

To log on to **CARS web portal** follow these steps:

1. From the Ministerial and Parliamentary Services webpage, select the **CARS link**.
2. From the CARS page, select **Login**.
3. The CARS login page will display.

**Login**

**Booker** **Passenger**

yourmail@example.com

Password

**Login**

[Forgot Password?](#)

A Privacy Notice about how COMCAR manages your personal information is available at [Privacy Policy](#) You may access further information about how Finance manages personal information from the Finance Privacy Policy available at [Privacy Policy](#)

4. Select **Booker** or **Passenger**

A **Booker** is the COMCAR account holder (client) and/or a person authorised to manage the COMCAR bookings.

A **Passenger** is a person using COMCAR services other than the COMCAR account holder.

5. Enter the email address you provided for your user name (usually your **gov.au** address).



6. Enter **password**

*NOTE:* the first time you log on to the CARS web portal, you will be prompted to change your password. Passwords must be at least eight characters long.

test@finance.gov.au  
[Not you?](#)

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Password needs to have at least: 6 characters

Old Password

New Password

Confirm Password

Show Password

Continue

7. Select **Logon**.

8. The **New Booking** page will display.

**For more information:**

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