



January 2026

Industry reporting help card

How to access Industry reporting

Introduction

This help card is designed to assist approved arrangement class 19 accredited persons on how to sign in to the Biosecurity Portal using the myID app with a digital identity or by using an email address and password to navigate to Industry Reporting.

Access methods

There are two registration methods available to sign in to the Biosecurity Portal:

- Method 1: myID with a digital identity
- Method 2: email and password

The services available via the portal are determined by the sign in method. Both Method 1 and Method 2 offer access to Industry Reporting.

About Method 1: MyID – Digital Identity

The portal uses Digital Identity, governed by the Digital Transformation Agency (DTA), as an authenticated and secure way of signing in to government services.

Prerequisites

To sign in using digital identity, you must:

- have a government digital identity through myID
- have an identity strength of at least 'Standard' or 'Strong' for principal authorities
- be linked to a business (using an Australian Business Number (ABN)) in the Relationship Authorisation Manager (RAM).

About Method 2: Email and password

The Biosecurity portal uses an email address and password as another authenticated and secure way to log in if the user prefers not to use their myID to access the portal.

Prerequisites

To sign in using an email address, you must:

- be both an accredited person and site contact to gain access to the reporting
- have access to a personal or official email address that matches the email associated to your organisation/s
- Authenticator app should be installed in your mobile device for Multifactor Authentication (MFA).

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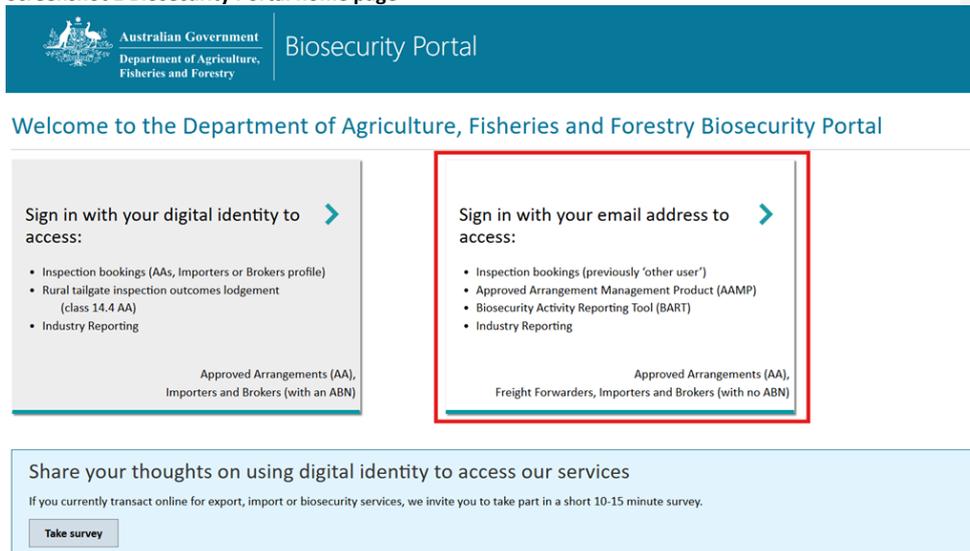
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Sign up to the Biosecurity Portal

Note: If you are not a first-time Biosecurity Portal user, please skip to the **Sign in to the Industry Reporting Tool** section.

- 1) Open the [Biosecurity Portal](#) home page.
- 2) Select **Sign in with your email address to access** tile.

Screenshot 1 Biosecurity Portal home page



- 3) Click on the **Sign up** link.

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Screenshot 2 Sign in with your local account page

- 4) Type in your email address into the **Email address***field and click on **Send verification code** button. You will receive an email to your nominated email address with a verification code.

Screenshot 3 Sign up page

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- 5) Type the verification code into the **Enter your email verification code** field and click on the **Submit** button.

Screenshot 4 Code Verification page

Cancel ✕

 Australian Government
Department of Agriculture,
Fisheries and Forestry

Verify the code

A verification code has been sent to your inbox.
Please copy it to the verification code field.

Email address *

Enter your email verification code

*Indicates required

Submit Send new code

Read our [privacy policy](#).

- 6) Type in all asterisks (*) compulsory section details and click on the **Create account** button.

Screenshot 5 Create an account page

Cancel X

Australian Government
Department of Agriculture,
Fisheries and Forestry

Create an account

Your email address is verified. You can now create an account.

Email address *

Enter your email verification code

New password *

Confirm new password *

Last name

First name *

*indicates required

Create account

Read our [privacy policy](#).

- 7) As a first-time portal user, you will then be redirected to the **Biosecurity Portal My profile** page. Continue to the next step to complete your profile.

Complete personal profile

- 1) Type in your contact details then tick the **Privacy Notice** check box.
- 2) Click on the **Submit** button to continue.
- 3) If you are a first-time user and an administrator, you will be redirected to the **Biosecurity Portal My organisation** page. Continue to the next section of this help card to complete your profile.

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Otherwise, return to the Biosecurity Portal home page by clicking on the **Home** option in the top left corner of your profile screen.

Note: Mandatory questions are marked with an Asterisk (*). You must enter a response to each mandatory question and tick the Privacy Notice check box. If you do not tick the check box, you will be unable to submit the form, and an error message will display.

Screenshot 6 My profile contact details within Biosecurity Portal

The screenshot shows the 'Biosecurity Portal' interface. At the top, there is a blue header with the Australian Government logo and the text 'Department of Agriculture, Fisheries and Forestry' and 'Biosecurity Portal'. Below the header, a dark navigation bar contains a 'Home' button. The main content area shows a breadcrumb trail 'Home > My profile' and a heading 'My profile'. The 'Contact details' form is highlighted with a red border and includes the following fields: 'Salutation', 'First Name', 'Last Name *', 'Email Address', 'Phone Number *', 'Organisation Name', and 'Organisation Type' (a dropdown menu with 'Approved arrangement' selected). Below the form, a red-bordered box contains a privacy notice link and a checked checkbox: 'I have read and agree to the terms in the Privacy Notice.' At the bottom, a 'Submit' button is also highlighted with a red border.

Sign in to the Industry Reporting Tool for the first time

Once you have set up your account, navigate to the Biosecurity Portal home page to sign in.

- 1) Open the [Biosecurity Portal](#) home page.
- 2) Select **Sign in with your email address to access:** tile.

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Screenshot 7 Biosecurity Portal home page

Australian Government
Department of Agriculture,
Fisheries and Forestry

Biosecurity Portal

Welcome to the Department of Agriculture, Fisheries and Forestry Biosecurity Portal

Sign in with your digital identity to access: >

- Inspection bookings (AAs, Importers or Brokers profile)
- Rural tailgate inspection outcomes lodgement (class 14.4 AA)
- Industry Reporting

Approved Arrangements (AA),
Importers and Brokers (with an ABN)

Sign in with your email address to access: >

- Inspection bookings (previously 'other user')
- Approved Arrangement Management Product (AAMP)
- Biosecurity Activity Reporting Tool (BART)
- Industry Reporting

Approved Arrangements (AA),
Freight Forwarders, Importers and Brokers (with no ABN)

Share your thoughts on using digital identity to access our services

If you currently transact online for export, import or biosecurity services, we invite you to take part in a short 10-15 minute survey.

[Take survey](#)

3) Type in your **Email address*** and **Password*** and click on the **Sign in** button.

Screenshot 8 Sign in with your local account page

Australian Government
Department of Agriculture,
Fisheries and Forestry

Sign in with your local account

Email address *

Password *

[Forgot your password?](#)

*indicates required

[Sign in](#)

Don't have an account? [Sign up](#)

Read our [privacy policy](#).

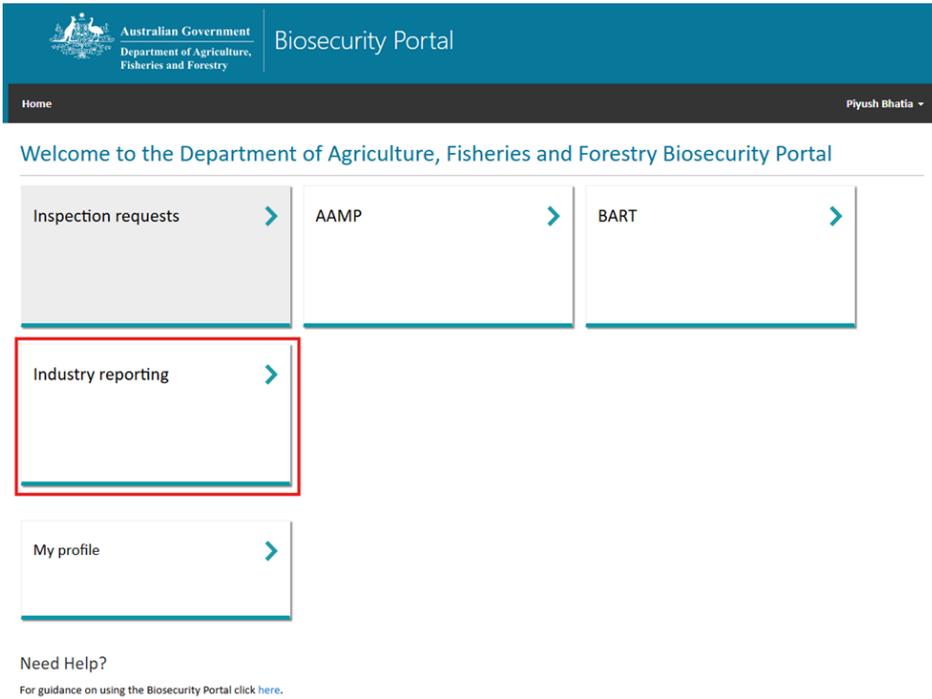
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- 4) The **Welcome to the Department of Agriculture, Fisheries and Forestry Biosecurity Portal** home page will then be displayed.
- 5) Select the **Industry reporting** tile and you will be asked to set up an MFA using a QR code. Refer to [New Users – How do I sign up and login](#) user guide for instructions (See points 1.12 to 1.25).

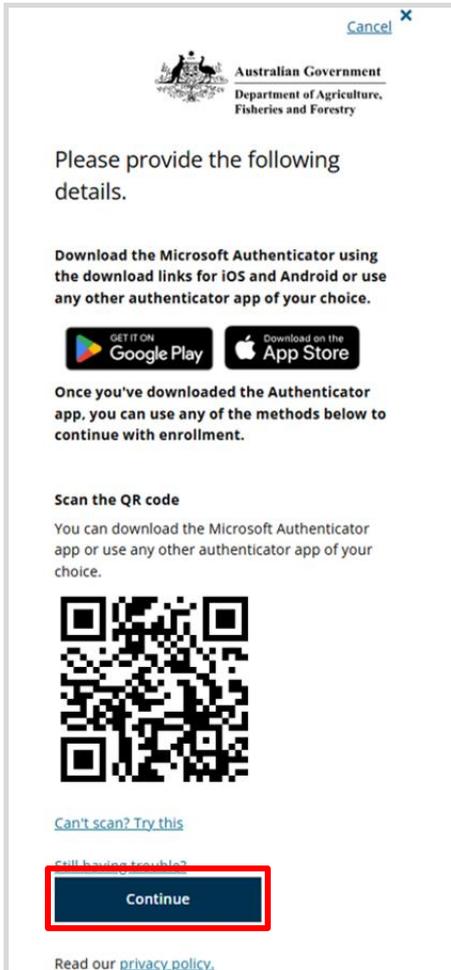
Screenshot 9 Welcome page after signing in



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Screenshot 10 QR code to setup Multifactor Authentication first time



- 6) Scan the **QR code** using an authenticator app (such as Microsoft Authenticator) on your mobile device and click on the **Continue** button to go to the next step.
- 7) Type in the verification code received from your authenticator app then click on the **Verify** button.

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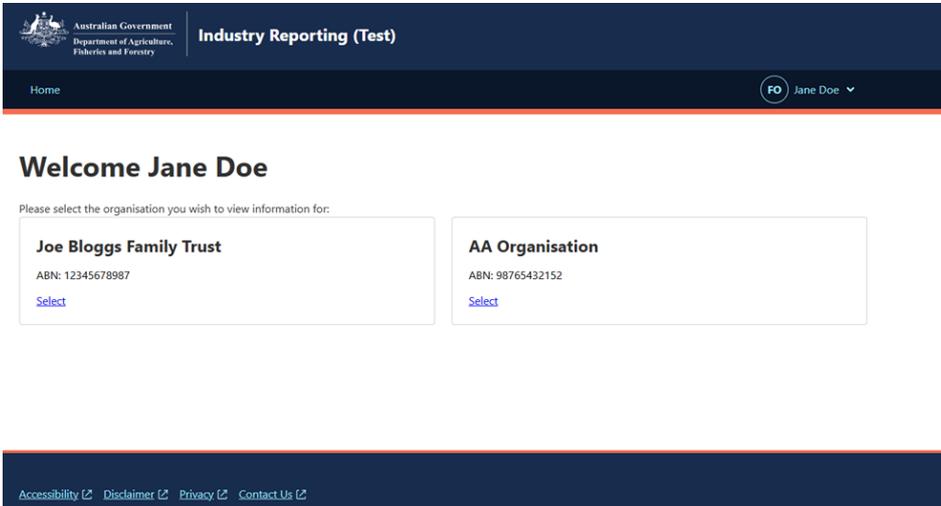
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Screenshot 11 Multifactor authentication for access to industry reporting



- 8) If you are a representative of multiple ABNs, select the Organisation (ABN) you are representing. otherwise, proceed to Step 10.

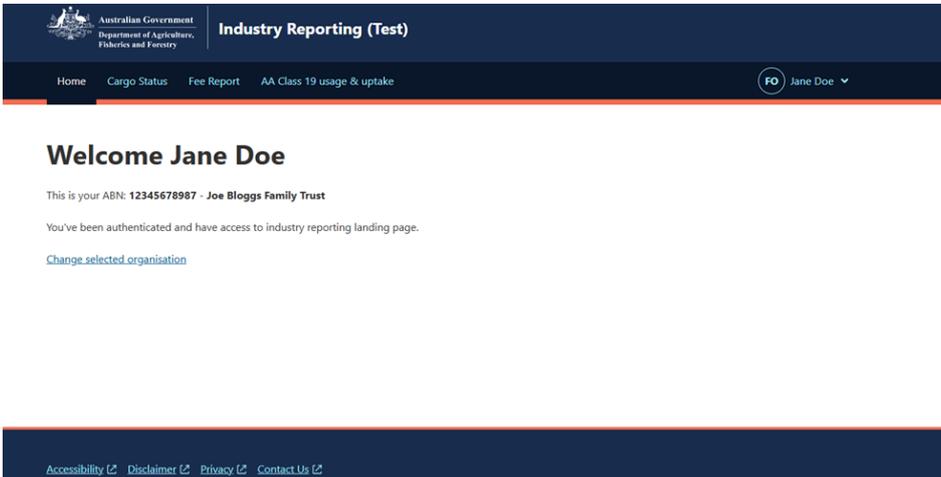
Screenshot 12 Industry reporting home page with multiple ABNs



- 9) Once you have selected an organisation (ABN), the **Industry Reporting home** page will refresh and display the following screen:

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Screenshot 13 Industry reporting home page when an ABN is selected

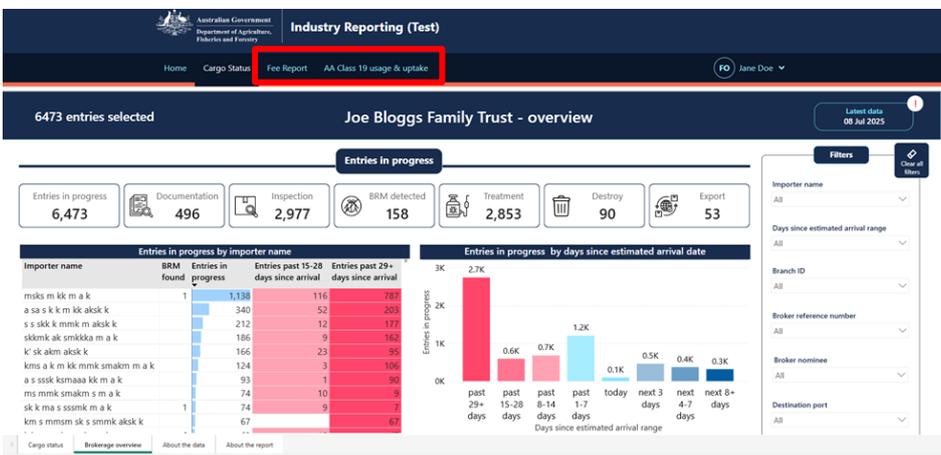


NOTE: Users can only view the ABN information that has been selected and can only see the cargo status related to the selected ABN. While your saved URL can be shared with another user, they can only sign in to their respective ABN.

- 10) Select the **report tab** for the report you wish to view on the industry reporting page to access the relevant reporting information.

Commented [MM1]: Suggest reward to "Select the tab for the report you wish to view" [Its clean and should stop people looking for something called a reports tab]

Screenshot 14 Industry reporting home page when a reporting tab is selected



Changing organisations within the Industry Reporting Tool

- 1) After selecting an organisation (ABN) and you decide to change your selection, click on the **Change selected organisation** link on the industry reporting home page and you will be redirected to the multiple organisation (ABN) page as displayed below:

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Screenshot 15 Industry reporting home page with multiple ABNs



Welcome Jane Doe

Please select the organisation you wish to view information for:

Joe Bloggs Family Trust

ABN: 12345678987

[Select](#)

AA Organisation

ABN: 98765432152

[Select](#)

[Accessibility](#) [Disclaimer](#) [Privacy](#) [Contact Us](#)

- 2) Alternatively, you can change the organisation by selecting from **dropdown arrow** next to your username as displayed below:

Screenshot 16 Drop-down where user can change the organisations



Welcome Jane Doe

This is your ABN: 12345678987 - Joe Bloggs Family Trust

You've been authenticated and have access to industry reporting landing page.

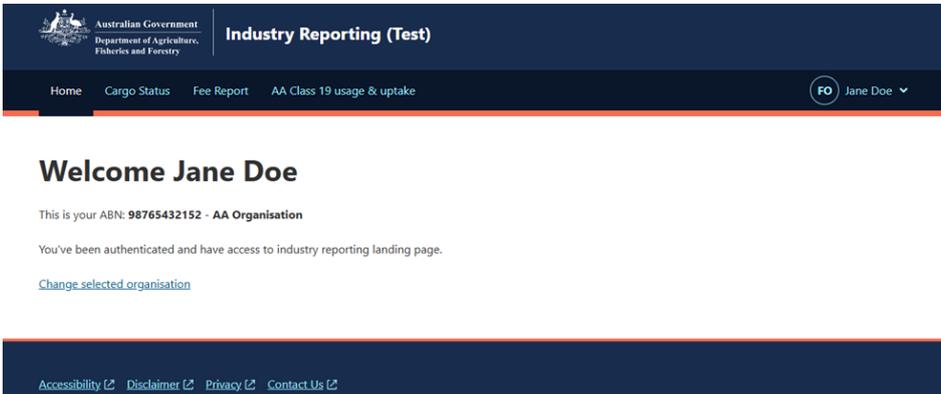
[Change selected organisation](#)

[Accessibility](#) [Disclaimer](#) [Privacy](#) [Contact Us](#)

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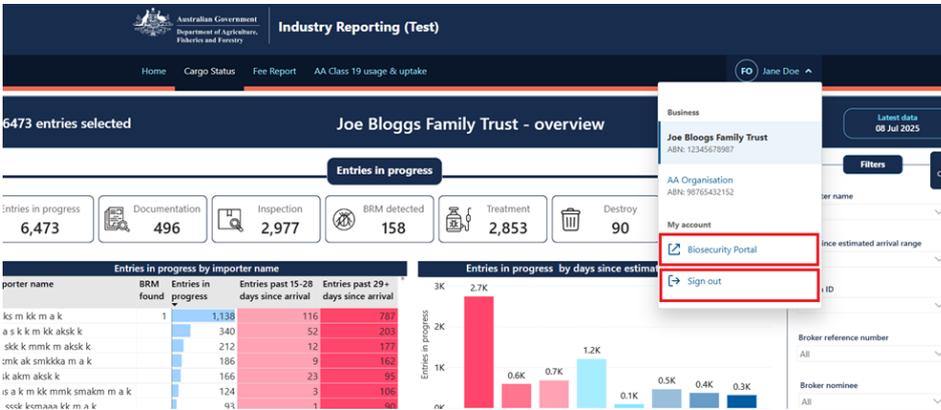
Screenshot 17 Homepage updated with Organisation name as Prefix



Close or sign out of the Industry Reporting Tool

- 1) Select the **dropdown arrow** next to your username.
- 2) Select Biosecurity Portal in the drop-down menu to return to the main Biosecurity Portal home page without signing out of the industry reporting page.
- 3) Alternatively, select the **Sign out** option from the drop-down menu to sign out of industry reporting page.

Screenshot 18 Drop-down to navigate to Biosecurity Portal home page and sign out



More information

Learn more about setting up a Digital Identity and linking a business (ABN) in the Relationship Authorisation Manager refer to the following links:

- [About Digital Identity](#) – an overview of digital identity

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- [Steps to set up your Digital Identity](#) – a step-by-step guide to download the myID App and establish your identity
- [Verifying your identity](#) – a guide on how to verify your identity
- [About the principal authority](#) – information on the principal authority and linking a business online in Relationship Authorisation Manager (RAM)
- [About authorised users and administrators](#) – Information about roles in RAM
- [Steps to setup MFA app on mobile device](#) – a step-by-step guide to download the authenticator app. See points 1.12 to 1.25

For more information on the Biosecurity Portal or the Simplified Targeting and Enhanced Processing Systems (STEPS) program refer to the following links or email STEPS@aff.gov.au:

- [Biosecurity Portal](#) or [STEPS program](#)

Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

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