USER GUIDE

# NEXDOCHow to view my Client Group Token and Client Group ID in the NEXDOC portal

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## Purpose of this document

The purpose of this document is to provide guidance on how to view your Client Group Token and Client Group ID in the NEXDOC portal.

Note: You must register via the online service portal before you can use the NEXDOC portal. Please refer to Create and Manage your account user guide for instructions on how to complete this registration.

Note: If you have registered for a client group administrator, you are able to:

* View your client group token.
* Add/ remove people from your client group.

## How to view my Client Group Token and Client Group ID in the NEXDOC portal

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| Step 1Log in to the [Online services](https://online.agriculture.gov.au/portal/#/) portal |  |
| Step 2Select **Go to NEXDOC Homepage** |  |
| Step 3Select the **Account** tab |   |
| Step 4Select the **NEXDOC services** |  |
| Step 5Select the **Client Groups** tab |  |
| Step 6Client Group Tokens for all client groups can be viewed from this screen. |  |
| Step 7Select the Client Group you wish to view. |  |
| Step 8Select the **Change** under the Export Client Group detail heading to view the Client Group information. |  |
| Step 9Your Client Group Token and Client Group ID can be seen on the right-hand side of the screen. |  |

## Contact the NEXDOC help desk

For more information or assistance, please contact NEXDOC@aff.gov.au