



USER GUIDE

NEXDOC

How 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

Step 1

Log in to the [Online services](#) portal

Online Services - Login

Australian Government
Department of Agriculture,
Fisheries and Forestry

Email or Client ID

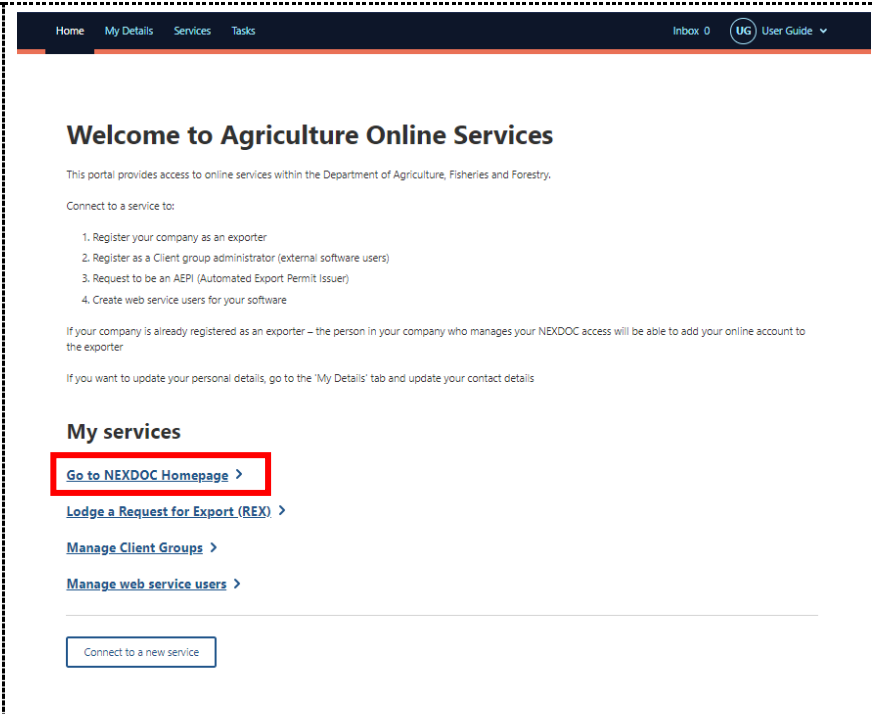
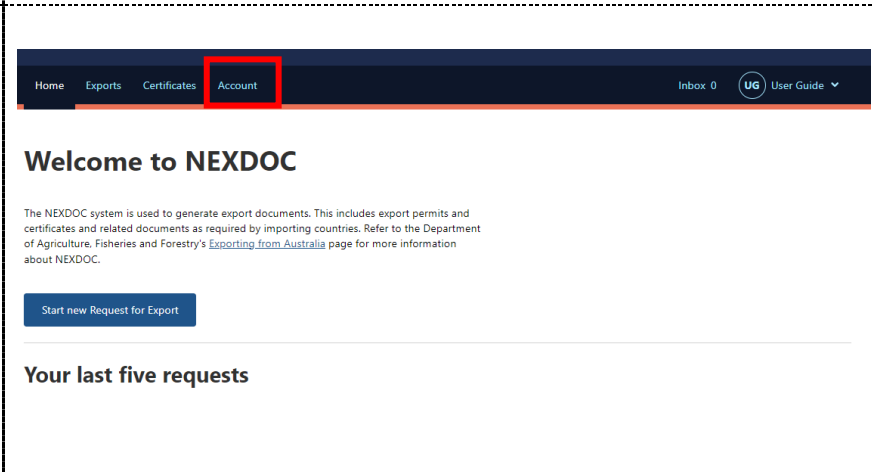
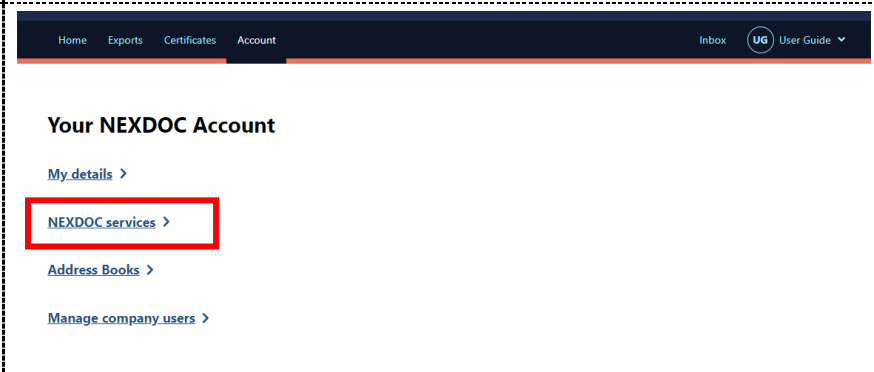
Password [Forgot my password](#)

Login

Don't have an account?
[Create Account](#)

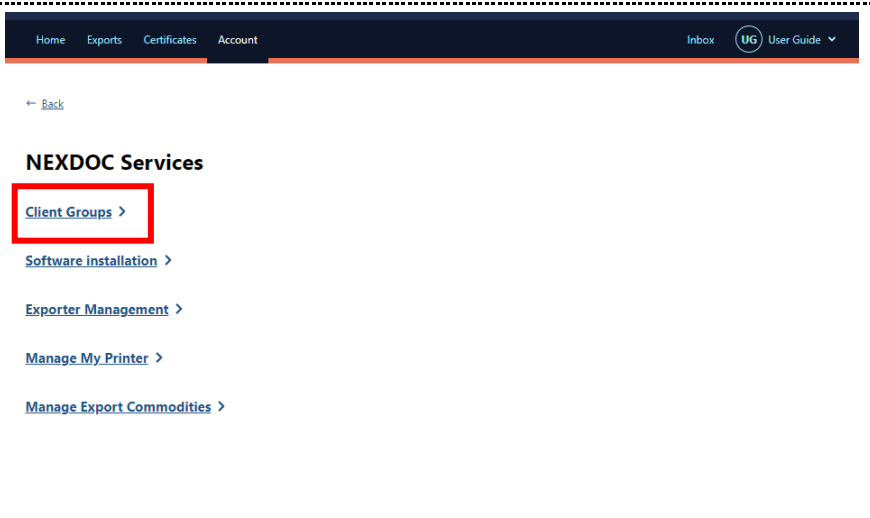
[Continue with Digital ID](#)

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

<p>Step 2</p> <p>Select Go to NEXDOC Homepage</p>	 <p>The screenshot shows the 'Welcome to Agriculture Online Services' page. The navigation bar includes 'Home', 'My Details', 'Services', and 'Tasks'. The main content area has a 'My services' section with a red box around the 'Go to NEXDOC Homepage >' link. Other links include 'Lodge a Request for Export (REX) >', 'Manage Client Groups >', and 'Manage web service users >'. A 'Connect to a new service' button is also visible.</p>
<p>Step 3</p> <p>Select the Account tab</p>	 <p>The screenshot shows the 'Welcome to NEXDOC' page. The navigation bar includes 'Home', 'Exports', 'Certificates', and 'Account', with 'Account' highlighted by a red box. The main content area includes a 'Start new Request for Export' button and a section for 'Your last five requests'.</p>
<p>Step 4</p> <p>Select the NEXDOC services</p>	 <p>The screenshot shows the 'Your NEXDOC Account' page. The navigation bar includes 'Home', 'Exports', 'Certificates', and 'Account'. The main content area has a 'My details >' link, a red box around the 'NEXDOC services >' link, and 'Address Books >' and 'Manage company users >' links.</p>

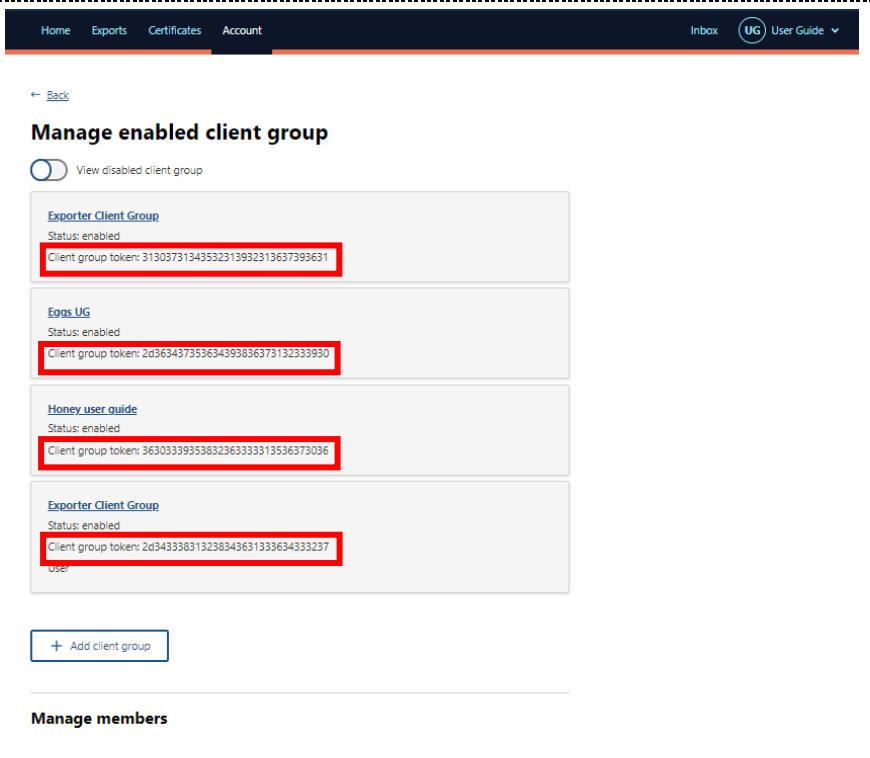
Step 5

Select the **Client Groups** tab



Step 6

Client Group Tokens for all client groups can be viewed from this screen.



Step 7

Select the Client Group you wish to view.

Home Exports Certificates Account Inbox UG User Guide

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Manage enabled client group

View disabled client group

[Exporter Client Group](#)
Status: enabled
Client group token: 31303731343532313932313637393631

[Eggs UG](#)
Status: enabled
Client group token: 2d363437353634393836373132333930

[Honey user guide](#)
Status: enabled
Client group token: 36303339353632363333313536373936

[Exporter Client Group](#)
Status: enabled
Client group token: 2d343338313238343631333634333237
User

[+ Add client group](#)

Manage members

Step 8

Select the **Change** under the Export Client Group detail heading to view the Client Group information.

Home Exports Certificates Account Inbox UG User Guide

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Exporter Client Group

Update client group details and manage member list

[Disable client group](#)

Exporter Client Group detail

Status	enabled
Client group token	31303731343532313932313637393631
Business name	Exporter Client Group
ABN	
Phone	
Address	70 Northbourne Ave

[Change](#)

Contact person

Contact person

[Change](#)

My printer

My printer Off

[Change](#)

Export commodities

Export commodities -

[Change](#)

Manage members

Update member details and subscription to client groups.

Members	4
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[Change](#)

Step 9

Your Client Group Token and Client Group ID can be seen on the right-hand side of the screen.

The screenshot shows the 'Account' page in the NEXDOC portal. The navigation bar includes 'Home', 'Exports', 'Certificates', 'Account', 'Inbox', and 'UG User Guide'. A 'Back' link is visible. The main heading is 'Exporter Client Group detail'. A red box highlights the following information:

- Client group token: 31303731343532313932313637393631
- Client group ID: CGG/90473

Below this, there are three sections with input fields:

- Business name:** Exporter Client Group
- ABN (Australian business number) (optional):** [Empty field]
- Your client group reference:** Exporter Client Group

Contact the NEXDOC help desk

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