USER GUIDE

# NEXDOC: Create your NEXDOC Exporter Account

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**In this document**

This document contains the following topics.

[Purpose of this document 2](#_Toc181889327)

[Register for Online Services portal 2](#_Toc181889328)

[Apply to register as an exporter 6](#_Toc181889329)

[Commodities 7](#_Toc181889330)

[Company Details 9](#_Toc181889331)

[Contact Details 10](#_Toc181889332)

[My printer 11](#_Toc181889333)

[Single electronic window (SEW) integration 13](#_Toc181889334)

[Submit 13](#_Toc181889335)

[Contact the NEXDOC help desk 14](#_Toc181889336)

## Purpose of this document

The below information will guide you through how to create your NEXDOC exporter account.

Applying to be an exporter in the NEXDOC system is a two-step process.

## Register for Online Services portal

If you’re not registered in the Agriculture Online Services Portal, you will need to create an account.

You can create an account two ways:

* with a Digital ID - an electronic authentication tool used by the Australian Government for organisations seeking to access a number of Government online services.
* Directly with the department.

To register directly with the department for the below.

|  |  |
| --- | --- |
| Step 1  Log in to the [Online services](https://online.agriculture.gov.au/portal/#/) portal  Select Create Account |  |
| Step 2  Enter your email address |  |
| Step 3  Read the terms and conditions and if agreed, select the tick box.  Select **Verify Email** |  |
| Step 4  A confirmation code has been sent to your email.  Type the confirmation code into the into the box. |  |
| Step 5  Select **Validate Code** |  |
| Step 6  Type in your password.  Retype the same Password. |  |
| Step 7  Retype the same Password in Step 6. |  |
| Step 8  Type your first name |  |
| Step 9  Type your Last name |  |
| Step 10  Select **Complete Registration** |  |

## Apply to register as an exporter

Once you’ve logged into [Online services](https://online.agriculture.gov.au/portal/#/), you will need to connect to NEXDOC.

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| --- | --- |
| Step 1  Select **Connect to a service** |  |
| Step 2  Select **Register as an Exporter** |  |

## Commodities

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| --- | --- |
| Step 1  Select the tick box next to the commodity/ies you will export. |  |
| Step 2  When certain commodities are selected you may be given an option to share your export data with relevant industry bodies.  This is an optional tick box.  Select **Save and next** |  |

## Company Details

|  |  |
| --- | --- |
| Step 1  Enter the **name** and **contact details** of the organisation.   * Exporter/ company ABN * Company name   Please note that the ‘Company Name’ is the name of the export business.   * Company email * Company phone number * Company physical address * Exporter number * TRACES exporter number * Postal address: tick box if it is the same as physical address   Most of the above details will appear on documentation.  Select ‘**Save and Next**’. |  |

## Contact Details

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| --- | --- |
| Step 1  The system will default for you to be the contact person.  If this is correct select **Save and next**.  Proceed to My Printer section. |  |
| Step 2  If you are not the best contact, you will need to:   * enter the email or Client ID of the contact person * select ‘**Search** **for existing client**’.   NEXDOC will search our records for an existing client record. |  |
| Step 3  If the client record is found, you can select from two options:  **use this existing client as the contact person**. Selecting this option will use the contact details stored on NEXDOC for this person.  **don’t link the existing client**, **enter details manually**. Select this option to manually insert the contact details.  When the contact is correct select **Save and next**. |  |

## My printer

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| --- | --- |
| Step 1  You can request to use My Printer to print your certificates outside of the department’s offices.  To enable remote print in your office, select **Yes** and proceed to Step 2.  If you select **No**, then select **Save and next**. |  |
| Step 2  Tick the box of which commodity/ies you would like to enable remote print for.  Select **Save and next**.  Your request for My Printer permissions will then be sent to the department for decision. |  |

## Single electronic window (SEW) integration

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| --- | --- |
| Step 1  If you intend to integrate NEXDOC with the single electronic window (SEW) select **Yes**  If you don’t intend to integrate NEXDOC with the single electronic window (SEW) select **No**  Select **Save and next.** |  |

## Submit

|  |  |
| --- | --- |
| Step 1  Read the declaration and privacy notice.  If you agree, tick the box next to I agree.  Select **Submit.** |  |
| The department will review your application. Once your application has been assessed you will be notified of the decision through the NEXDOC inbox within the NEXDOC portal. |  |

## Contact the NEXDOC help desk

For more information or assistance, please contact [NEXDOC@aff.gov.au](mailto:NEXDOC@aff.gov.au)