## Adding a TRACES exporter number

Please note that this guide is for exporters that wish to update their account and include their TRACES exporter number. For a first-time registration, please refer to *Create and Manage your account* user guide for instructions on how to complete this registration.

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| **1** | Log into the Online Services Portal |
| **2** | Select *Go to NEXDOC Homepage*. Note: The NEXDOC Homepage will display. |
| **3** | Select the *Account* tab. Note: The Account screen will display. |
| **4** | Select *NEXDOC services*.  Note: The *My details* tab will redirect you back to the Online Service Portal detail screen. These details relate to your Online Service Portal account, not your NEXDOC account. |
| **5** | Select *Exporter Management.*Note: The Manage Exporters screen will display. |
| **6** | Selectthe exporter profile you wish to update.Note: The Exporter Profile screen will display.  |
| **7** | Enter your TRACES exporter number.  |
| **8** | Select *Submit.* |
| **9** | Your TRACES exporter number update has now been lodged with the department. |
| **10** | Once your request has been actioned by the department, you will receive a notification in your NEXDOC inbox.  |

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| **11** | If your TRACES exporter number is rejected, the notification will provide reasoning for this decision. Complete steps 3 to 8 to re-lodge. |