



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.

1 Log into the Online Services Portal

Online Services - Login ?

Australian Government
Department of Agriculture

Email or Client ID

Password [Forgot my password](#)

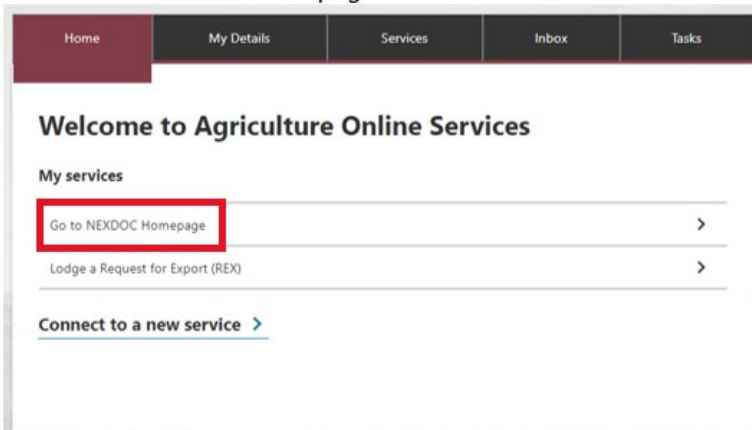
Login

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

Have a myGovID? [Login with myGovID](#)

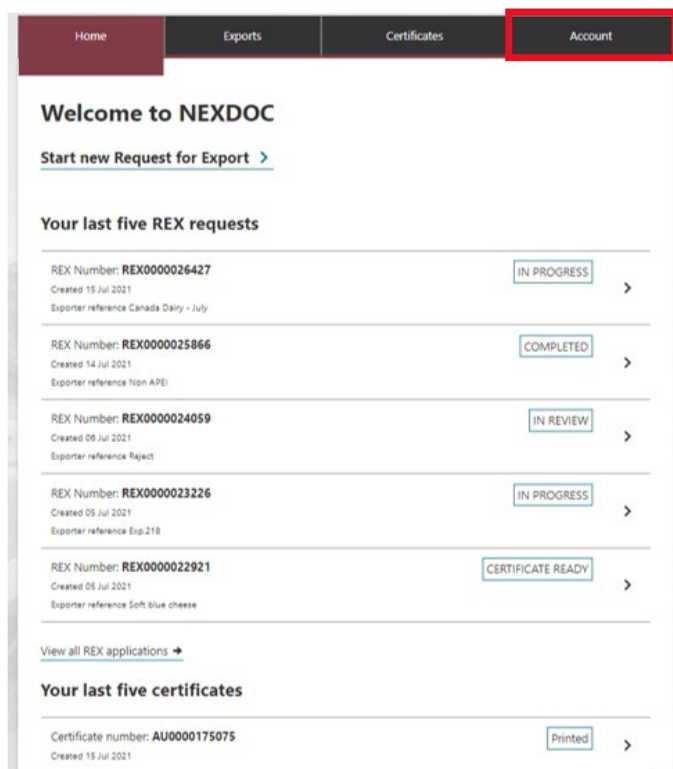


2 Select *Go to NEXDOC Homepage*.



Note: The NEXDOC Homepage will display.

3 Select the *Account* tab.



Note: The Account screen will display.



4

Select *NEXDOC* services.

HomeExportsCertificatesAccount

Your NEXDOC Account

My details>

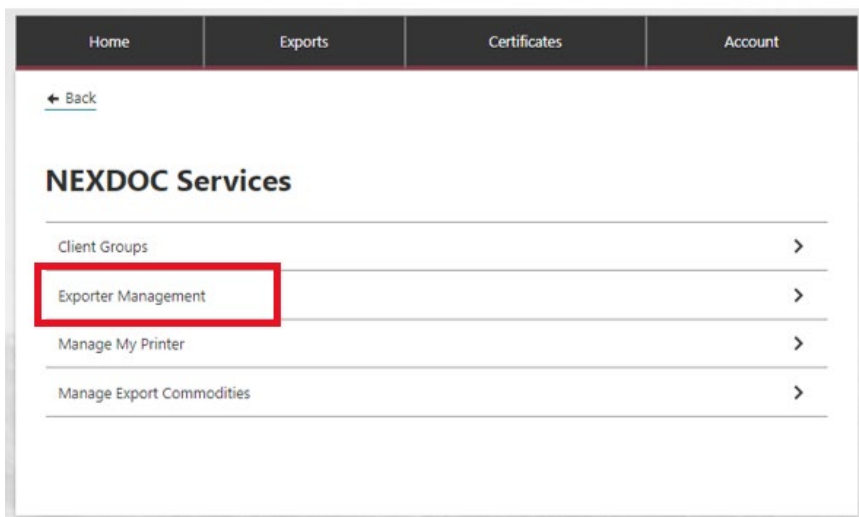
NEXDOC services>

Address Books>

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.

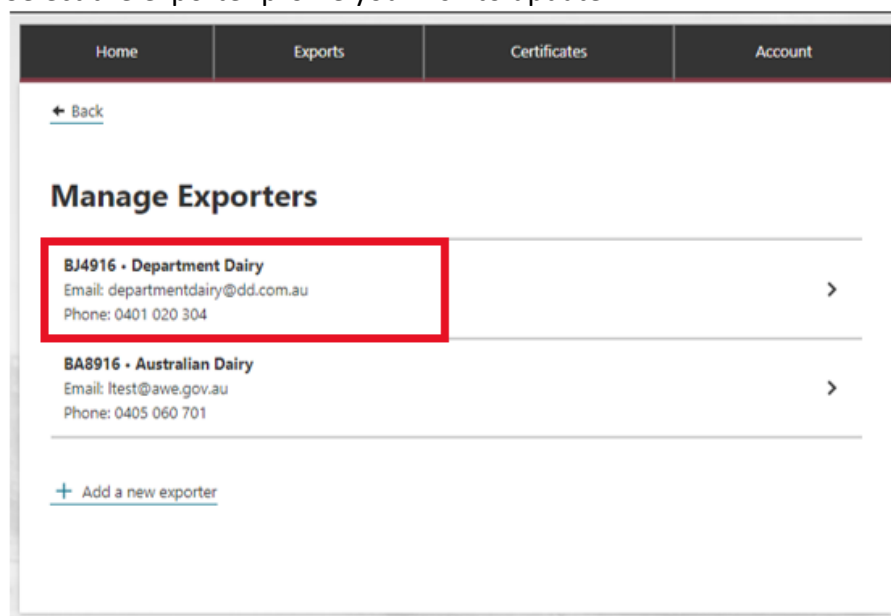


5 Select *Exporter Management*.



Note: The Manage Exporters screen will display.

6 Select the exporter profile you wish to update.



Note: The Exporter Profile screen will display.



7

Enter your TRACES exporter number.

[Home](#) | [Exports](#) | [Certificates](#) | [Account](#)

[+ Back](#)

Exporter - Department Dairy

Exporter Number: 804916
Start Date: 17 Jun 2021
MW: No

Exporter Profile

Please provide all exporter details. All fields are mandatory unless specified.

Exporter email
departmentdairy@dd.com.au

Exporter mobile (if known)

Phone Number
0401 020 304

Postal address
7 London Cct, Canberra ACT 2601, AUSTRALIA
[I can't find my address](#)

Contact Person

☒ I am the contact person
☐ Someone else is the contact person

Approval required Section

Changes to the following will need to be approved by NEXDOC staff

Exporter name
Department Dairy

Physical address
7 London Cct, Canberra ACT 2601, AUSTRALIA
[I can't find my address](#)

TRACES exporter number (if known)

Shipping mark prefix (if known)

End date (if known)

ADN (if known)
34190894963

Single Electronic Window

Select if this exporter will be integrating with the Single Electronic Window supplied by the Department of Home Affairs

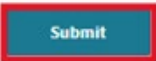
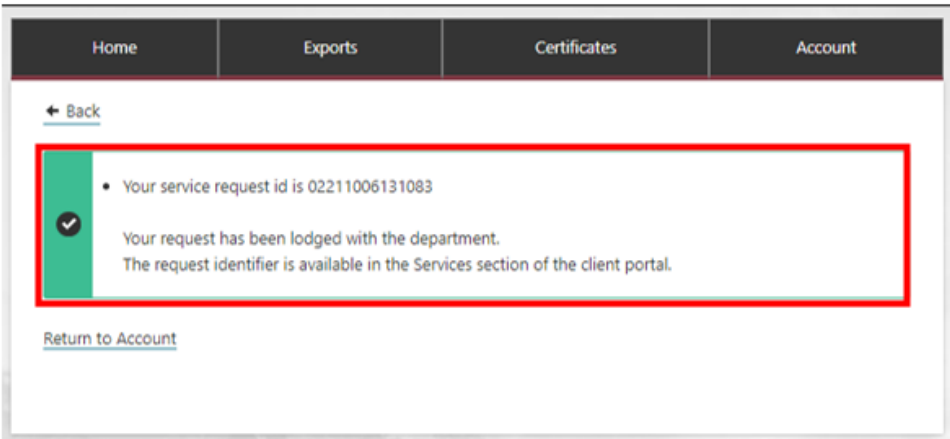
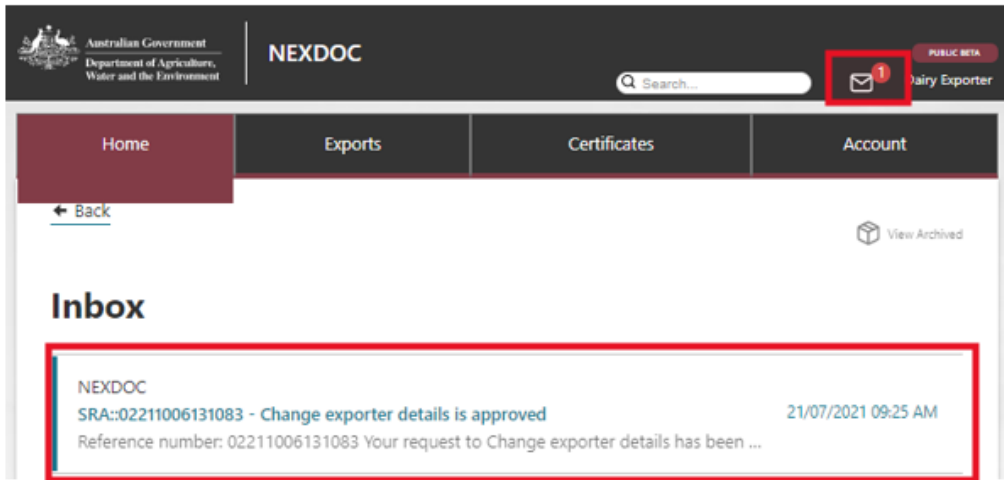
☐ Single Electronic Window Indicator

Other Changes

Other changes, please tell us more

Submit



8	<p>Select <i>Submit</i>.</p> 
9	<p>Your TRACES exporter number update has now been lodged with the department.</p> 
10	<p>Once your request has been actioned by the department, you will receive a notification in your NEXDOC inbox.</p> 



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

