USER GUIDE

# NEXDOC How to view my Exporter 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 Exporter 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.

## How to view my Exporter ID in the NEXDOC portal

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| Step 1  Log in to the [Online services](https://online.agriculture.gov.au/portal/#/) portal |  |
| Step 2  Select **Go to NEXDOC Homepage** |  |
| Step 3  Select your user profile at the top right side of the screen.  You will be able to view your Exporter ID/s here. |  |

## Contact the NEXDOC help desk.

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