

Department of Agriculture, Fisheries and Forestry



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

<u>Step 1</u>	Online Services - Login
Log in to the <u>Online</u> <u>services</u> portal	Australian Government Department of Agriculture, Fisheries and Forestry
	Email or Client ID
	Password Forgot my password
	Logín
	Don't have an account? Create Account Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.
Step 2	Home My Details Services Tasks Inbox 0 User Guide 🗸
Select Go to NEXDOC Homepage	Welcome to Agriculture Online Services
	This portal provides access to online services within the Department of Agriculture, Fisheries and Forestry.
	Connect to a service to:
	1. Register your company as an exporter 2. Register as a Client group administrator (external software users) 3. Request to be an AEPI (Automated Export Permit Issuer) 4. Create web service users for your software
	If your company is already registered as an exporter – the person in your company who manages your NEXDOC access will be able to add your online account to the exporter
	If you want to update your personal details, go to the 'My Details' tab and update your contact details
	Go to NEXDOC Homepage >
	Lodge a Request for Export (REX) >
	Manage web service users >
	Connect to a new service

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Contact the NEXDOC help desk.

For more information or assistance, please contact <u>NEXDOC@aff.gov.au</u>