USER GUIDE

# NEXDOC How to obtain web service token in the NEXDOC portal

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**In this document**

This document contains the following topics.

[Purpose of this document 2](#_Toc181888308)

[How to obtain a web service token in the NEXDOC portal 2](#_Toc181888309)

[How to view a web service token in the NEXDOC portal 5](#_Toc181888310)

[Contact the NEXDOC help desk. 8](#_Toc181888311)

## Purpose of this document

The purpose of this document is to provide guidance on how to obtain a web service token in the NEXDOC portal.

## **How to obtain a web service token 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 **Connect to a new service** |  |
| Step 3  Select **Create web service users for your software installations** tab. |  |
| Step 4  Type the reason for your request in the Reason field |  |
| Step 5  Select **Request access to this service** |  |
| Step 6  Once submitted a confirmation will display. |  |
| The request is now with the Department for review. | |

## **How to view a web service token in the NEXDOC portal**

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| Step 1  An alert will be sent to your NEXDOC inbox once a decision has been made on your request  The message states Register as a software installation administrator is approved. |  |
| You will need to wait 10minutes for your software installation access to become available on your homepage. | |
| Step 2  Log out of the Online Services Portal |  |
| Step 3  Log into the Online Services Portal |  |
| Step 4  Select **Manage web services users** |  |
| Step 5  Select **+ Create a new token** |  |
| Step 6  Type in the **Token Description** field the software provider.  Type a password in the **Set Password** field. |  |
| Step 7  Select **Save** |  |
| Step 8  A confirmation message will display with the token ID. |  |
| Step 9  Select the **Software Provider** tab. |  |
| Step 10  The exporters software token is found in the **Installation Token** field. |  |

## Contact the NEXDOC help desk.

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