USER GUIDE

# NEXDOCHow to obtain web service token in the NEXDOC portal

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## 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 1Log in to the [Online services](https://online.agriculture.gov.au/portal/#/) portal |  |
| Step 2Select **Connect to a new service**  |  |
| Step 3Select **Create web service users for your software installations** tab. |   |
| Step 4Type the reason for your request in the Reason field |  |
| Step 5Select **Request access to this service**  |  |
| Step 6Once 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 1An alert will be sent to your NEXDOC inbox once a decision has been made on your requestThe 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 2Log out of the Online Services Portal |  |
| Step 3Log into the Online Services Portal |  |
| Step 4Select **Manage web services users** |  |
| Step 5Select **+ Create a new token**  |  |
| Step 6Type in the **Token Description** field the software provider.Type a password in the **Set Password** field. |  |
| Step 7Select **Save**  |  |
| Step 8A confirmation message will display with the token ID. |  |
| Step 9Select the **Software Provider** tab. |  |
| Step 10The 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