



# **USER GUIDE**

# NEXDOC How 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

<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 Massword Login
	Don't have an account? Create Account Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.
<u>Step 2</u>	Horme My Detailis Services Tasks Inbox 0 (UG) User Guide ~
Select <b>Connect to a new</b> service	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:
	2. Register as a Client group administrator (external software users)
	s. kequest to be an Aeri (Automated Export remit 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
	My services
	Go to NEXDOC Homepage >
	Lodge a Request for Export (REX) >
	Manage Client Groups >
	Manage web service users >
	Connect to a new service

Stop 2	Τ
Step 3 Select Create web service users for your software installations tab.	Services My Services So to NEXDOC Homepage > Lodge a Request for Export (REX) > Manage Client Groups > Cancel a Service Cancel a Service Muse to be an Automated Export Permit Issuer (AEP) Muset to be an Automated Export Permit Issuer (AEP) Request to be an Automated Export Permit Issuer (AEP) Muset so be an Automated Export Permit Issuer
<u>Step 4</u> Type the reason for your request in the Reason field	View Service Keguest History - You have no active requests         View the status of all current and completed service requests.
<u>Step 5</u> Select <b>Request access</b> <b>to this service</b>	Back You are about to request access to Create web service users for your software installations Web services are secured and require user accounts to be used by your software. Add any comments supporting your request: Remon Connect to my software- user guide Request access to this service

<u>Step 6</u> Once submitted a confirmation will display.	<ul> <li>Your request for access has been submitted. Request ld: 05241119732949</li> </ul> Services My Services Go to NEXDOC Homepage > Lodge a Request for Export (REX) >
	Manage Client Groups > Cancel a Service Cancel exporter registration > All Services Available Request to be an Automated Export Permit Issuer (AEPI) Request to be an Automated Export Permit Issuer (AEPI) Request to be an Automated Export Permit Issuer (AEPI) Request to be an Automated Export Permit Issuer (AEPI) Request to be an Automated Export Permit Issuer (AEPI)
The request is now with	Create web service users for your software installations         Image: the provide a request for this service. No new requests are permitted until a decision is made on the pending request.         Image: the provide a request for this service. No new requests are permitted until a decision is made on the pending request.         Request Id       05241119732349         Request Status       SUBMITTED         Requested On       26 April 2024         Contact Us       0(2) 6272 4700         Web services are secured and require user accounts to be used by your software.         The Department for review.

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

<u>Step 1</u>	Home My D	etails Services Tasks	Inbox 3	
An alert will be sent to				
once a decision has	← <u>Back</u>			
been made on your	Inbo	(		
request	Sho	w Archived		
	Q			
The message states	From	Subject	Message	Sent
Register as a software installation administrator is approved.	NEXDOC	05241119732949 - Register as a software installation administrator is approved	DA, HEADER This email is automatically generated. Please do not respond. Request ID: 05241119712949 Your request to Register as a software installation administrator has been approved. You are now registered as an Installation Administrator. We recommend you keep your details up to date and advise any changes to your contact details or ricumstances as soon as practical. Log on to your NEXDOC account for details. If you have any further questions, please contact the NEXDOC Helpoles. Thank you.NEXDOC Client Support Department of Agriculture, Fisheries and Forestry &inbace. Do NOT REPLY DIRECTLY TO THIS EMAIL MESSAGE AS REPLIES ARE NOT MONITORED. &nbarg: DA, FOOTER	26/04/2024 05:03 pm

You will need to wait 10minutes for your software installation access to become available on your homepage.



<u>Step 3</u>	Online Services - Login		0
Log into the Online Services Portal	Austr Depart Fish	alian Government ment of Agriculture, eries and Forestry	
	Email or Client ID		
	Password	Forg pas	got my ( sword
		Login	
	Don't have an account?	Continue with Digital Id	lentity
	Create Account	Digital Identity is a safe, secure a convenient way to prove and reu identity online.	nd Ise your
Step 4	Welcome to Agriculture	Online Services	
services users	This portal provides access to online services within the Departm Connect to a service to: 1. Register your company as an exporter 2. Register as a Client group administrator (external software 3. Request to be an AEPI (Automated Export Permit Issuer) 4. Create web service users for your software	ent of Agriculture, Hishenes and Forestry. users)	
	If your company is already registered as an exporter – the person to the exporter If you want to update your personal details, go to the 'My Detail	in your company who manages your NEXDOC access will be able s' tab and update your contact details	e to add your online account
	My services		
	Go to NEXDOC Homepage >		
	Manage Client Groups > Manage web service users >		
	Connect to a new service		

<u>Step 5</u> Select <b>+ Create a new</b> <b>token</b>	← <u>Back</u> Manage Software Installation Tokens ) View disabled tokens Tokens - enabled No token. + Create a new token
<u>Step 6</u> Type in the <b>Token</b> <b>Description</b> field the software provider. Type a password in the <b>Set Password</b> field.	← Back New Token  Token Description  Set Password  Assword  Sow  Sow
<u>Step 7</u> Select <b>Save</b>	► Back      New Token      Token Description      Software Provider      Set Password      Password must be a minimum of 10 characters, and contain at least one uppercase character, one lowercase character, one special character and one number.      Since      Show password      Save
<u>Step 8</u> A confirmation message will display with the token ID.	• Eack   • Othern Software Provider (457b3ce648b943c99c45582121db9b2f) has been created <b>Demos Software Provider (457b3ce648b943c99c45582121db9b2f) has been created </b> • Or view disabled tokens <b>Software Provider</b> • enabled       • Create a new token

<u>Step 9</u> Select the <b>Software</b> <b>Provider</b> tab.	<ul> <li>Eack</li> <li>I token Software Provider (457b3ce648b943c99c45582121db9b2f) has been created</li> <li>Danage Software Installation Tokens</li> <li>View disabled tokens</li> <li>Tokens - enabled</li> <li>Software Provider</li> <li>enabled</li> <li>I software Provider</li> <li>enabled</li> </ul>
<u>Step 10</u> The exporters software token is found in the <b>Installation Token</b> field.	← Back  Token - Software Provider  Disable Token  Installation Toker: 457b3ce648b943c99c45582121db9b2f  Token Description  Software Provider  Set a new password  Swe

# Contact the NEXDOC help desk.

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