Australian Government
Department of Agriculture, Fisheries and Forestry

Agricultural Trade Reform

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

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

Step 1 Log in to the Online services portal	
Step 2 Select **Connect to a new service**	

<u>Step 3</u> Select **Create web service users for your software installations** tab.	**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) declaration of understanding. For exporters, occupiers of registered establishments or their employees/agents to declare their eligibility to become Automated Export Permit Issuers (AEPIs) and to demonstrate their understanding of export eligibility requirements. **Create web service users for your software installations** Web services are secured and require user accounts to be used by your software. **Service Request History** **View Service Request History – You have no active requests** View the status of all current and completed service requests.
<u>Step 4</u> Type the reason for your request in the Reason field	← 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: Reason **Request access to this service**
<u>Step 5</u> Select **Request access to this service**	← 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: Reason Connect to my software- user guide **Request access to this service**

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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

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
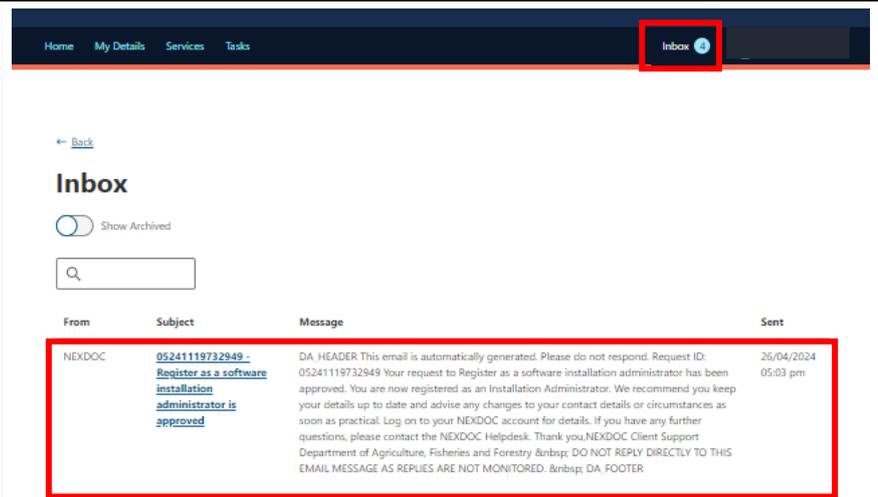
Log out of the Online Services Portal | |

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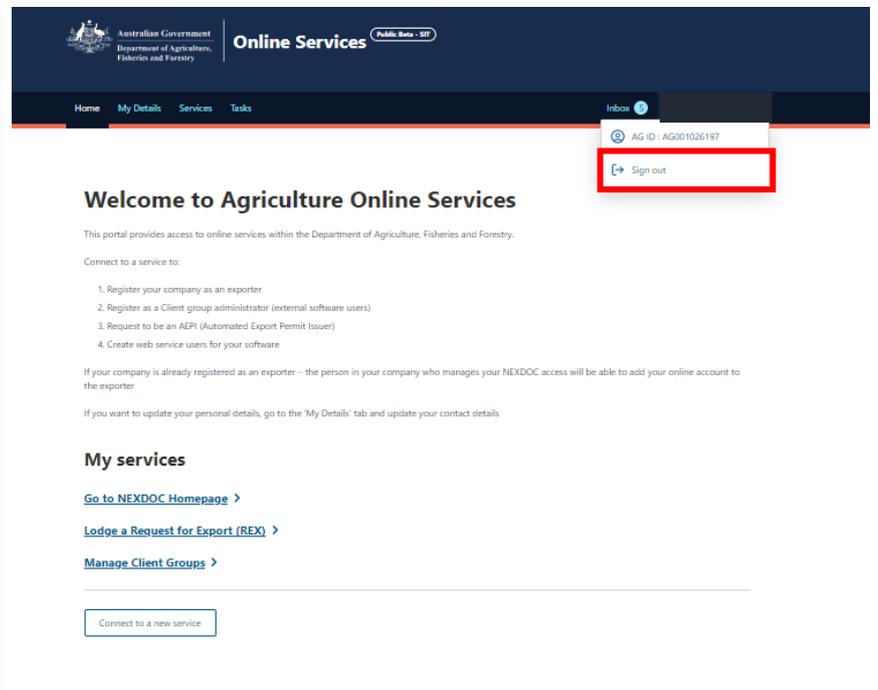
Step 3	
Log into the Online Services Portal	**Online Services - Login** ❓ Australian Government **Department of Agriculture, Fisheries and Forestry** Email or Client ID Password — Forgot my password Login Don't have an account? 🏛 Continue with Digital Identity Create Account Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.
Step 4 Select **Manage web services users**	**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 **My services** **Go to NEXDOC Homepage** › **Lodge a Request for Export (REX)** › **Manage Client Groups** › **Manage web service users** › Connect to a new service
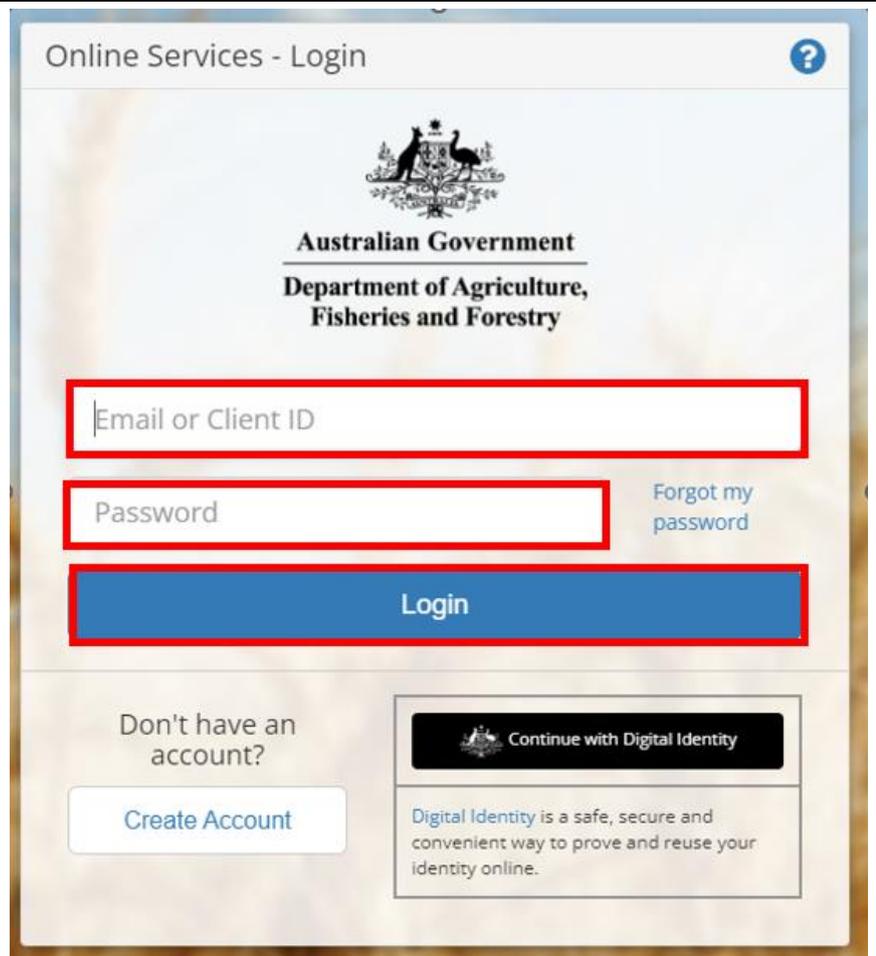
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Step 5	
Select **+ Create a new token**	← Back **Manage Software Installation Tokens** ⬤ View disabled tokens **Tokens - enabled** No token. [+ Create a new token]

Step 6	
Type in the **Token Description** field the software provider. Type a password in the **Set Password** field.	← Back **New Token** Token Description [ ] 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. [ ] ☐ Show password [Save]

Step 7	
Select **Save**	← 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. [........] ☐ Show password [Save]

Step 8	
A confirmation message will display with the token ID.	← Back ✔ • Token Software Provider (457b3ce648b943c99c45582121db9b2f) has been created **Manage Software Installation Tokens** ⬤ View disabled tokens **Tokens - enabled** Search token [🔍] **Software Provider** enabled [+ Create a new token]

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Step 9 Select the **Software Provider** tab.	← Back ✓ • Token Software Provider (457b3ce648b943c99c45582121db9b2f) has been created **Manage Software Installation Tokens** ◯ View disabled tokens **Tokens - enabled** Search token 🔍 **Software Provider** enabled ➕ Create a new token
Step 10 The exporters software token is found in the **Installation Token** field.	← Back **Token - Software Provider** Disable Token Installation Token: 457b3ce648b943c99c45582121db9b2f **Token Description** Software Provider Set a new password Save
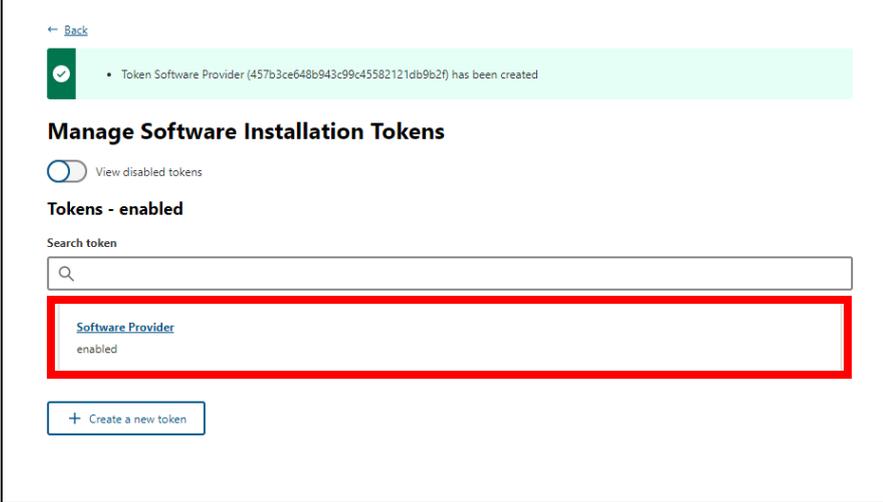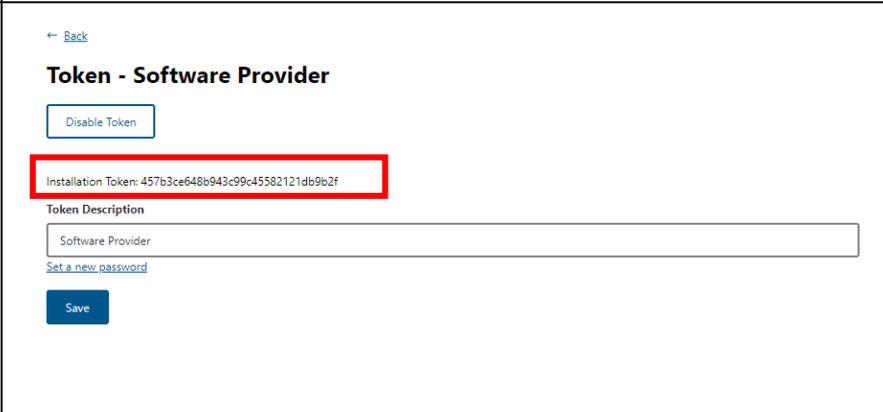
Contact the NEXDOC help desk.

For more information or assistance, please contact NEXDOC@aff.gov.au