



# How do I view and print AIMS Directions via myGovID?

This task card demonstrates how to view and print AIMS Directions in the Portal logging in via myGovID .

*NOTE: Refer to “How do I login to the Biosecurity Portal?” on how to register and login to the Portal.*

*NOTE: The Portal works best with the latest version of Google Chrome, Safari and Microsoft Edge. Internet Explorer and Mozilla Firefox are not supported.*

*You must allow pop-ups on your browser before proceeding.*

## AIMS Directions

### Viewing AIMS Directions

Browse to [biosecurity.awe.gov.au](https://biosecurity.awe.gov.au)

Login using your myGovID digital identity. If you have not registered, refer to “How do I register to use the Biosecurity Portal?”

An authenticated user (logged in using their myGovID digital identity) can view and print all Directions issued against an AIMS Entry ID.

*NOTE: Food Control Certificates cannot be viewed via the Portal at this point.*

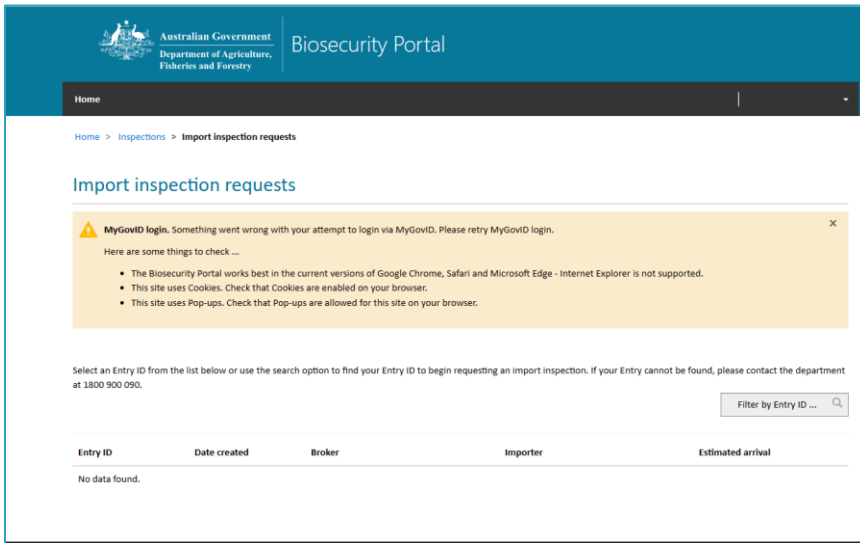
You will be able to view Directions against an AIMS Entry ID when:

- Approved Arrangement – if the AA number is listed against an active Direction.
- Brokerage – the ABN of the brokerage is listed against the import declaration in the Integrated Cargo System (ICS).
- Importer – the ABN of the importer is listed against the import declaration in the Integrated Cargo System (ICS).

Select “View import directions” from the Portal Home page, **enter** a valid Entry ID and click **Submit**.

The screenshot shows the Biosecurity Portal interface. On the left, the 'Home' page has a navigation menu with five items: 'Inspection requests', 'View import directions' (highlighted with a red box), 'Approved Arrangement outcomes', 'My profile', and 'My organisation'. On the right, the 'Directions' page is displayed, featuring a form with the following elements: a title 'Directions', a label 'Entry Id\*' with a red asterisk, a sub-instruction 'To view import directions, enter an Entry Id and select the submit button', an empty text input field, and a blue 'Submit' button.

Figure 1: Enter an Entry ID to view Directions



*NOTE: If no Entry ID is returned, please ensure you review and check the common reasons this may have occurred and try again.*

Figure 2: No Entry IDs displayed for selection – trouble shooting

A pop-up window will appear

*NOTE: If you are a representative of multiple ABNs, please select the organisation you are representing. This pop up validates the business you are representing prior to integrating with departmental import systems.*

**Select** the Direction you wish to view. **Press Ctrl+P** to print the Direction. **Select** Close to return to the previous screen.

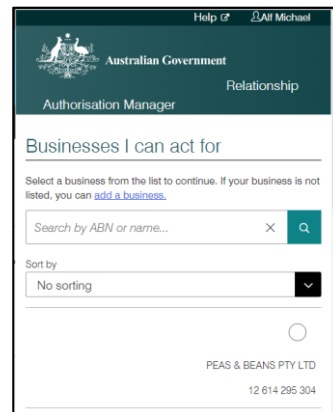


Figure 3: Select the business you are representing to lodge an inspection

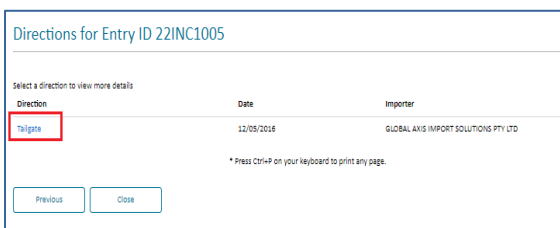


Figure 4: Select the Direction you wish to view



### Direction Details - Inspection: Tailgate

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Entry ID: 22INC1005

Lines	Description	Legal Refs	Quantity	Package	Country	AEP
1	BVB BASIC PEAT - IP15016868		24.50 T		NETHERLANDS	
2	BVB BASIC PEAT - IP15016868		24.50 T		NETHERLANDS	

Additional Information: The importer and/or owner of the goods, subject to Biosecurity control are liable to pay any expenses connected with the inspection, transportation, storage, maintenance, treatment, movement, removal, disposal or destruction of the goods. In addition the Master, owner and/or agent of any conveyance under Biosecurity control, or directed to be treated are liable to pay the cost of piloting or towing the conveyance, removing things from the conveyance and treating the conveyance and goods on the conveyance or removed from it. If at the end of a period for which any goods have been isolated, a Director of Biosecurity is of the opinion that the goods cannot be released without an unacceptable high level of biosecurity risk, he or she may direct that the goods be secured in such a manner and for such further period as stated in the direction. If goods are moved or otherwise interfered with in contravention of the Biosecurity Act 2015 they may be taken into control of the Commonwealth. The Commonwealth does not accept liability for damage which may occur as a result of any necessary treatment. If the person in charge of goods has been notified that treatment may damage the goods, and the person in charge does not, before the end of 30 days after the day on which the person in charge receives the notice, give written notice to a Director of Biosecurity stating that they agree to the treatment, the goods may be taken into control of the Commonwealth. A cost recovery charge that is due and payable to the Commonwealth under the Biosecurity Act 2015 may be recovered as a debt due to the Commonwealth by action in a relevant court [section 596].

To query information contained in this document, contact the department on 1800 900 090

The highly compliant importer scheme is now live. Further information can be found at [www.agriculture.gov.au/biosecurity-trade/import/arrival/clearance-inspection/hci-scheme](http://www.agriculture.gov.au/biosecurity-trade/import/arrival/clearance-inspection/hci-scheme)

Previous
Close

\* Press Ctrl+P on your keyboard to print any page.

Figure 5: AIMS Direction