



# USER GUIDE

## NEXDOC: Adding Alternate Trading names in your NEXDOC Exporter Portal account

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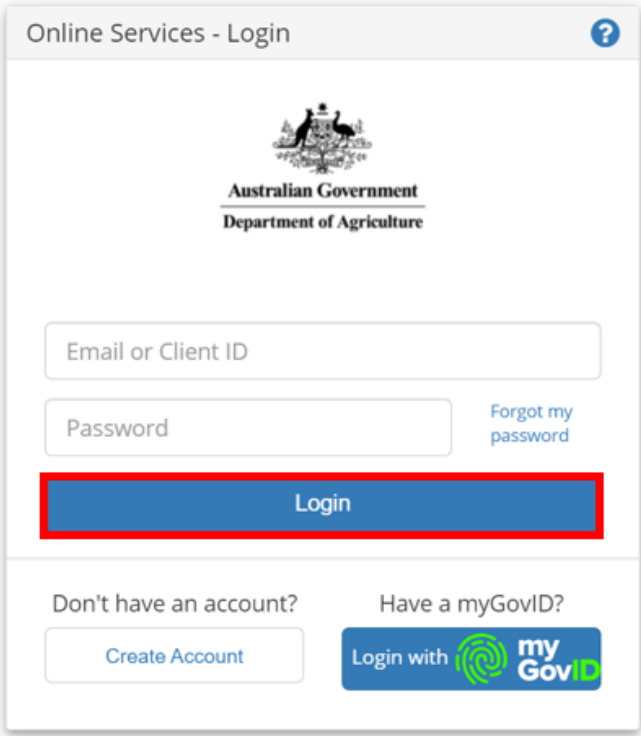
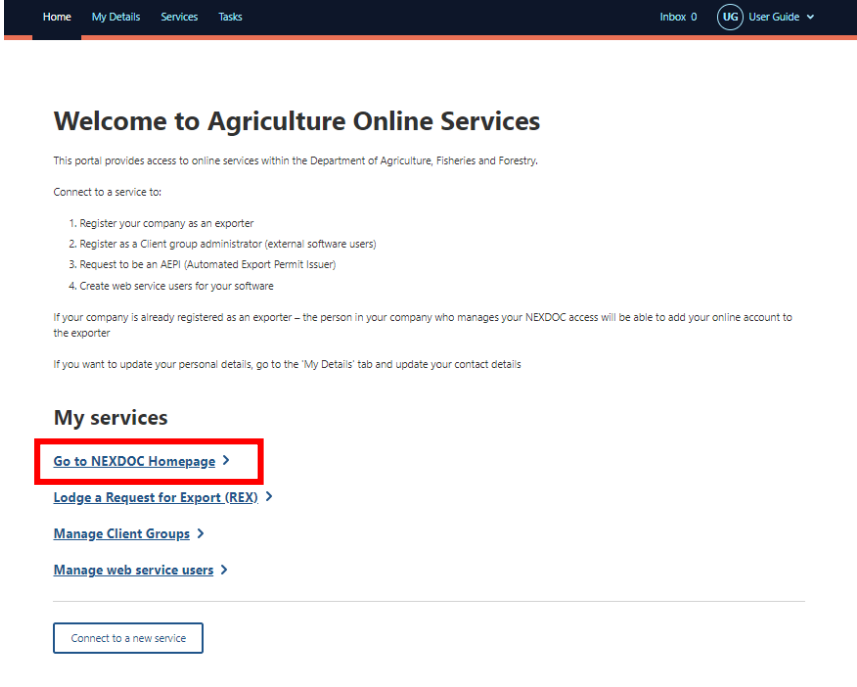
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## Purpose of this document

Exporters using the NEXDOC Portal can now add Alternate Trading names to their exporter account. This document will give you a step-by-step guide to adding an Alternate Trading name in the NEXDOC Portal.

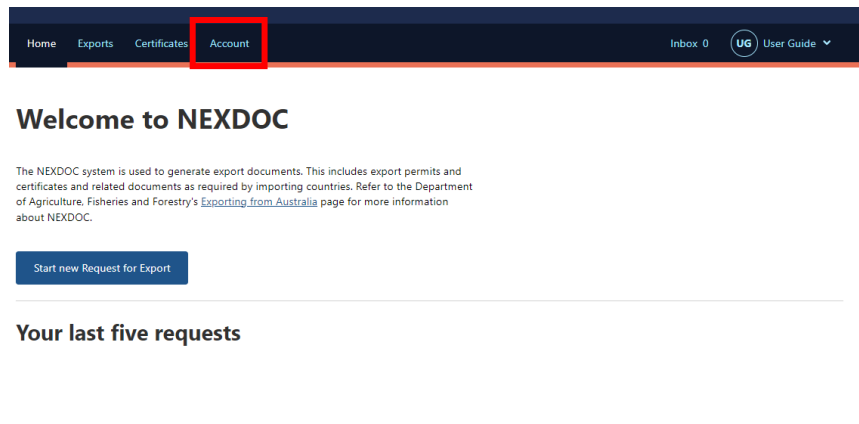
## Adding an Alternate Trading name to your Exporter account

**Note:** To add an Alternate Trading name, you must have already set up a Primary exporter account.

<p><b>Step 1</b></p> <p>Log in to the Online Services Portal</p>	
<p><b>Step 2</b></p> <p>Select <b>Go to NEXDOC Homepage</b>.</p>	

**Step 3**

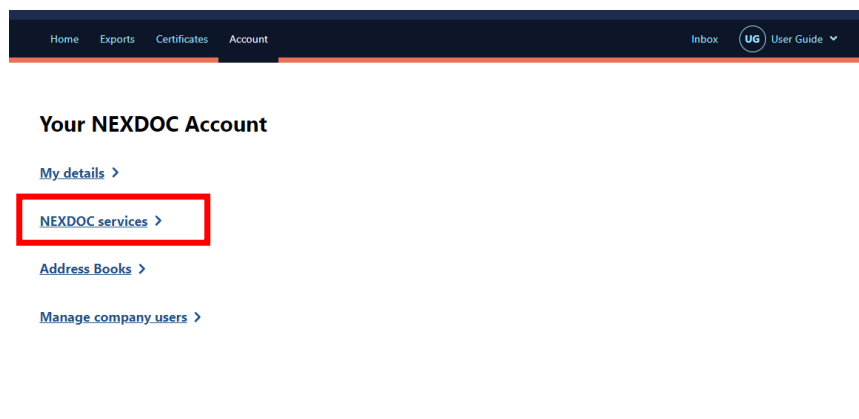
Select Account.



The screenshot shows the NEXDOC Account page. At the top, there is a navigation bar with 'Home', 'Exports', 'Certificates', and 'Account' (highlighted with a red box). To the right of the navigation bar, it says 'Inbox 0' and 'UG User Guide'. Below the navigation bar, the main heading is 'Welcome to NEXDOC'. Underneath, there is a paragraph of text explaining the system's purpose. A blue button labeled 'Start new Request for Export' is visible. Below that, the section 'Your last five requests' is shown, but it is currently empty.

**Step 4**

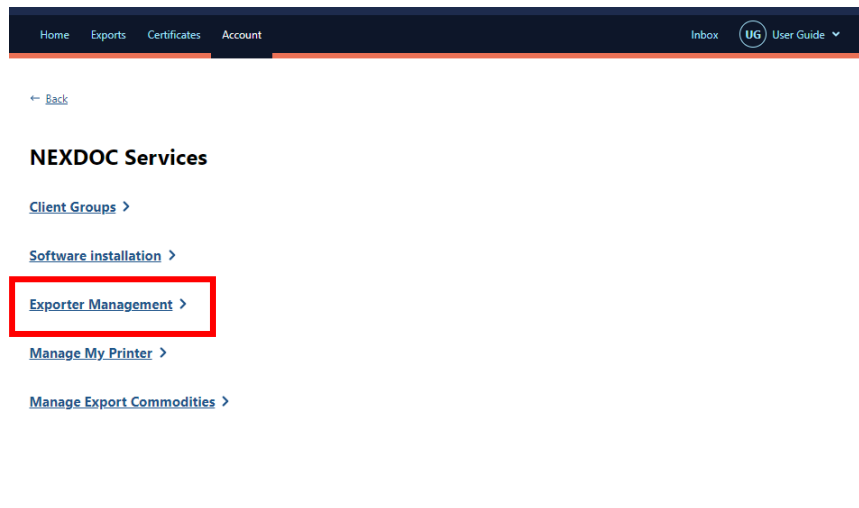
Select NEXDOC services



The screenshot shows the 'Your NEXDOC Account' page. The navigation bar is the same as in Step 3. Below the navigation bar, the heading is 'Your NEXDOC Account'. There are four links listed: 'My details >', 'NEXDOC services >' (highlighted with a red box), 'Address Books >', and 'Manage company users >'.

**Step 5**

Select Exporter Management



The screenshot shows the 'NEXDOC Services' page. At the top left, there is a '← Back' link. The heading is 'NEXDOC Services'. Below the heading, there are five links: 'Client Groups >', 'Software installation >', 'Exporter Management >' (highlighted with a red box), 'Manage My Printer >', and 'Manage Export Commodities >'.

## Step 6

### Select + Add alternate trading name

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### Manage exporter account

Manage exporter account permits you to keep your registered exporter account and alternate trading name details up to date.

Select an exporter to update your details, noting some changes may require approval by the department.

Add a new alternate trading name to request an additional trading name to be used on your export requests and related permits and certificates.

[HG86013 - Department of Agriculture, Fisheries and Forestry](#) Primary account

70 Northbourne Ave Canberra ACT 2601  
Email: User.Guide@aff.gov.au  
Phone: 0262721234

[HH48011 - Test User Guide](#)

70 Northbourne Ave Canberra ACT 2601  
Email: Test.User.Gudie@aff.gov.au  
Phone: 02 6272 9876

+ Add alternate trading name

## Step 7

Complete the fields for:

- Company name
- Physical address
- Contact person
- Company email
- Company phone and Postal address.

**Note:** You will not be able to change ABN in the alternate trading name, as it has been pulled from your primary account.

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### Add an alternate trading name

Please complete your alternate trading name details, these will be approved by the department and will be selectable in the exporter details page for use on your export documentation.

Company name

ABN (primary account): 34190094983

#### Physical address

Address line 1

Address line 2

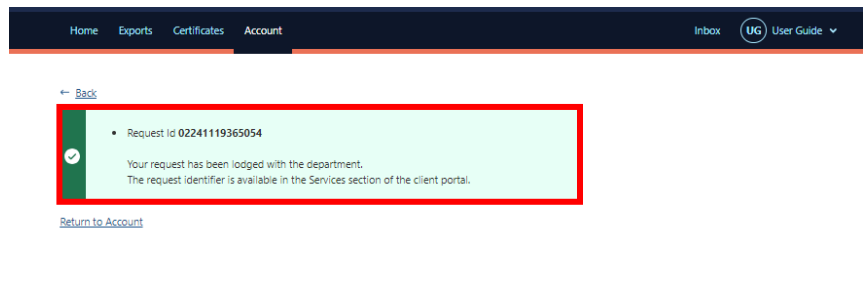
City

State

Postcode

Country

	<p><b>Contact person</b></p> <p><input checked="" type="radio"/> I am the contact person <input type="radio"/> Someone else is the contact person</p> <p><a href="#">Confirm contact changes</a></p> <p>Company email <input type="text"/></p> <p>Company Phone <input type="text"/></p> <p><b>Postal Address</b></p> <p><input type="checkbox"/> Same as physical address.</p> <p><b>Postal address</b></p> <p>Address line 1 <input type="text" value="Enter a location"/></p> <p>Address line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Country <input type="text" value="v"/></p>
<p><b>Step 8</b></p> <p>Select <b>Confirm contact changes</b>.</p>	<p><b>Contact person</b></p> <p><input checked="" type="radio"/> I am the contact person <input type="radio"/> Someone else is the contact person</p> <p><a href="#">Confirm contact changes</a></p> <p>Company email <input type="text"/></p> <p>Company Phone <input type="text"/></p> <p><b>Postal Address</b></p> <p><input type="checkbox"/> Same as physical address.</p> <p><b>Postal address</b></p> <p>Address line 1 <input type="text" value="Enter a location"/></p> <p>Address line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Country <input type="text" value="v"/></p>

<p><b>Step 9</b></p> <p>Select <b>Submit</b></p>	<p><b>Contact person</b></p> <p><input checked="" type="radio"/> I am the contact person</p> <p><input type="radio"/> Someone else is the contact person</p> <p><b>Company email</b></p> <input type="text"/> <p><b>Company Phone</b></p> <input type="text"/> <p><b>Postal Address</b></p> <p><input checked="" type="checkbox"/> Same as physical address.</p> <hr/> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
<p>Your request has now been lodged with the department.</p>	 <p>The screenshot shows a navigation bar with 'Home', 'Exports', 'Certificates', 'Account', 'Inbox', and 'UG User Guide'. Below the navigation bar, there is a 'Back' link. A green notification box contains the following text:</p> <ul style="list-style-type: none"> <li>Request id 02241119365054</li> </ul> <p>Your request has been lodged with the department. The request identifier is available in the Services section of the client portal.</p> <p><a href="#">Return to Account</a></p>

Contact the NEXDOC help desk.

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