**USER GUIDE**

**NEXDOC:****How to add a new commodity to my existing profile**

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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.

## How to add a new commodity to my existing exporter profile.

As more commodities are onboarded onto NEXDOC you can add a commodity onto your existing exporter profile.

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| NEXDOC Portal Homepage |
| Step 1Log in to NEXDOC. |  |
| Step 2Select **Go to NEXDOC Homepage.**  |  |
| Step 3Select **Account** tab. |  |
| Step 4Select **NEXDOC services*.*** |  |
| Step 5Select **Manage Export Commodities*.*** |  |
| Step 6Select the commodity you would like to export and select **Save**. |  |
| Step 7You will receive a notification your request has been submitted to the department. |  |
| Step 8You will receive a notification advising you application has been approved. |  |

Once the department has approved your commodity request you will need to request My print.

## How to request My print for a commodity.

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| Step 1Select **Account**. |  |
| Step 2Select **NEXDOC services**. |  |
| Step 3Select **Manage My Printer**.  |  |
| Step 4Select the commodity you would like to allow My Printer permissions. |  |
| Step 5Select Submit |  |
| Step 6A notification will appear confirming the action.  |  |

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## Contact the NEXDOC help desk.

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