USER GUIDE

# NEXDOCHow to view a Member 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 view your Member Token in the NEXDOC portal.

Note: You must register via the online service portal before you can use the NEXDOC portal. Please refer to Create and Manage your account user guide for instructions on how to complete this registration.

Note: If you have registered for a client group administrator, you are able to:

* View your Member token.
* Add/ remove people from your Member Token group.

## How to view a Member Token in the NEXDOC portal

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| Step 1Log in to the [Online services](https://online.agriculture.gov.au/portal/#/) portal |  |
| Step 2Select **Go to NEXDOC Homepage** |  |
| Step 3Select the **Account** tab |   |
| Step 4Select the **NEXDOC services** |  |
| Step 5Select the **Client Groups** tab |  |
| Step 6Select **Change** under the heading Manage members. |  |
| Step 7Select **Edit** on the line of the member details you wish to view.  |  |
| Step 8The Member Token will display under their name. |  |
| Step 9Select **Back** to return to the Manage all Members screen. |  |

## Contact the NEXDOC help desk

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