USER GUIDE

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