



# 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

### Step 1

Log in to the [Online services](#) portal

Online Services - Login

Australian Government  
Department of Agriculture,  
Fisheries and Forestry

Email or Client ID

Password [Forgot my password](#)

Login

Don't have an account?  
[Create Account](#)

[Continue with Digital ID](#)

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

### Step 2

Select [Go to NEXDOC Homepage](#)

Home My Details Services Tasks Inbox 0 UG User Guide

## Welcome to Agriculture Online Services

This portal provides access to online services within the Department of Agriculture, Fisheries and Forestry.

Connect to a service to:

1. Register your company as an exporter
2. Register as a Client group administrator (external software users)
3. Request to be an AEPI (Automated Export Permit Issuer)
4. Create web service users for your software

If your company is already registered as an exporter – the person in your company who manages your NEXDOC access will be able to add your online account to the exporter

If you want to update your personal details, go to the 'My Details' tab and update your contact details

### My services

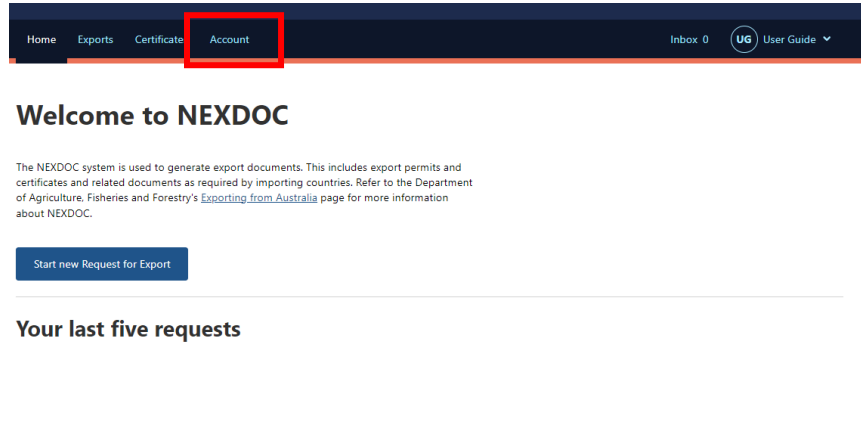
[Go to NEXDOC Homepage >](#)

[Lodge a Request for Export \(REX\) >](#)

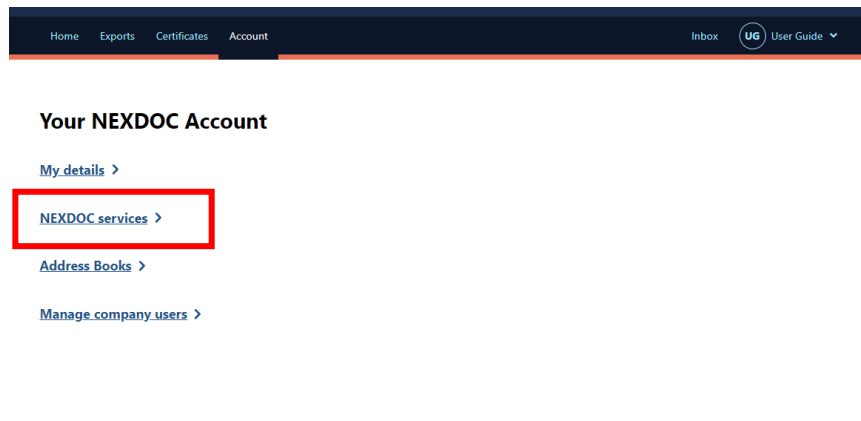
[Manage Client Groups >](#)

[Manage web service users >](#)

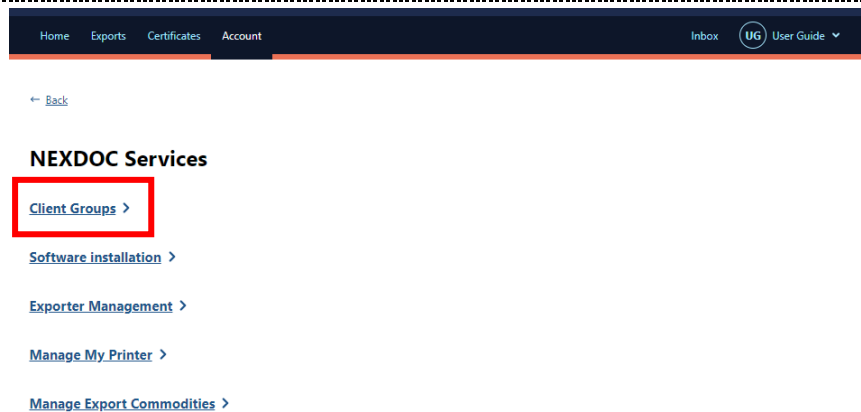
[Connect to a new service](#)

**Step 3**Select the **Account** tab


The screenshot shows the NEXDOC web application interface. At the top, there is a dark navigation bar with the following items: Home, Exports, Certificates, and Account. The 'Account' tab is highlighted with a red box. To the right of the navigation bar, there is an 'Inbox 0' indicator, a 'UG' user profile icon, and a 'User Guide' dropdown menu. Below the navigation bar, the main content area displays 'Welcome to NEXDOC'. A paragraph of text explains the system's purpose: 'The NEXDOC system is used to generate export documents. This includes export permits and certificates and related documents as required by importing countries. Refer to the Department of Agriculture, Fisheries and Forestry's [Exporting from Australia](#) page for more information about NEXDOC.' Below this text is a blue button labeled 'Start new Request for Export'. Further down, there is a section titled 'Your last five requests' which is currently empty.

**Step 4**Select the **NEXDOC services**


The screenshot shows the 'Your NEXDOC Account' page. The navigation bar at the top is identical to the previous step, with the 'Account' tab highlighted. The main content area is titled 'Your NEXDOC Account' and contains a list of links: 'My details >', 'NEXDOC services >', 'Address Books >', and 'Manage company users >'. The 'NEXDOC services >' link is highlighted with a red box.

**Step 5**Select the **Client Groups** tab


The screenshot shows the 'NEXDOC Services' page. The navigation bar at the top is identical to the previous steps, with the 'Account' tab highlighted. Below the navigation bar, there is a 'Back' link. The main content area is titled 'NEXDOC Services' and contains a list of links: 'Client Groups >', 'Software installation >', 'Exporter Management >', 'Manage My Printer >', and 'Manage Export Commodities >'. The 'Client Groups >' link is highlighted with a red box.

**Step 6**Select **Change** under the heading Manage members.

← Back

### Manage enabled client group

View disabled client group

[Exporter Client Group](#)  
Status: enabled  
Client group token: 31303731343532313932313637393631

[Eggs UG](#)  
Status: enabled  
Client group token: 2d363437353634393836373132333930

[Honey user guide](#)  
Status: enabled  
Client group token: 36303339353832363333313536373036

[Exporter Client Group](#)  
Status: enabled  
Client group token: 2d343338313238343631333634333237  
User

[+ Add client group](#)

### Manage members

Update member details and subscription to client groups.

Members 4

[Change](#)

**Step 7**

Select **Edit** on the line of the member details you wish to view.

← Back

### Manage All Members

View Disabled Members

#### All Members - enabled

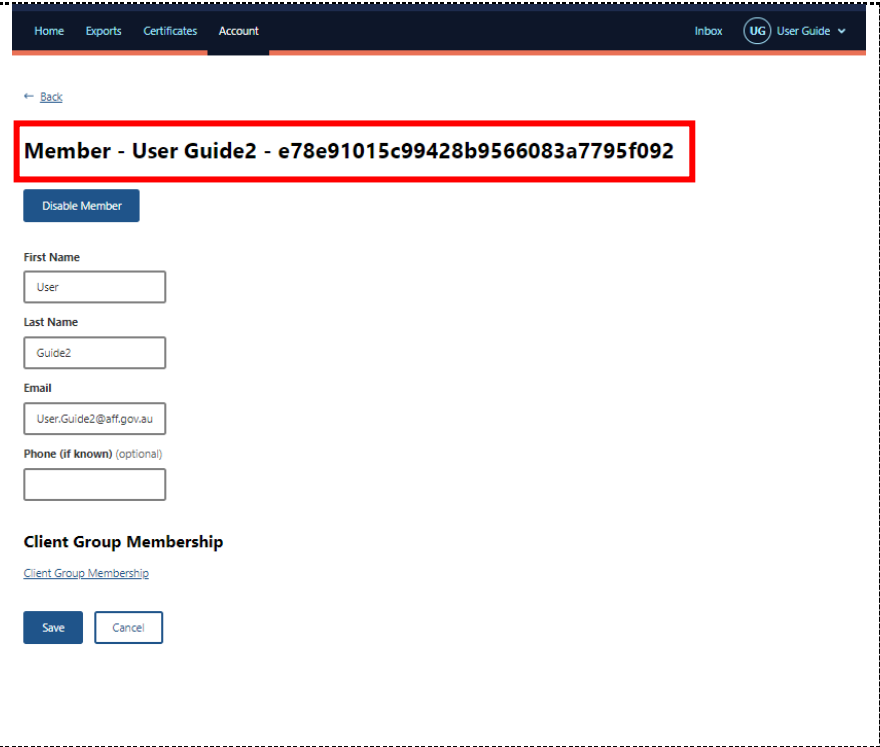
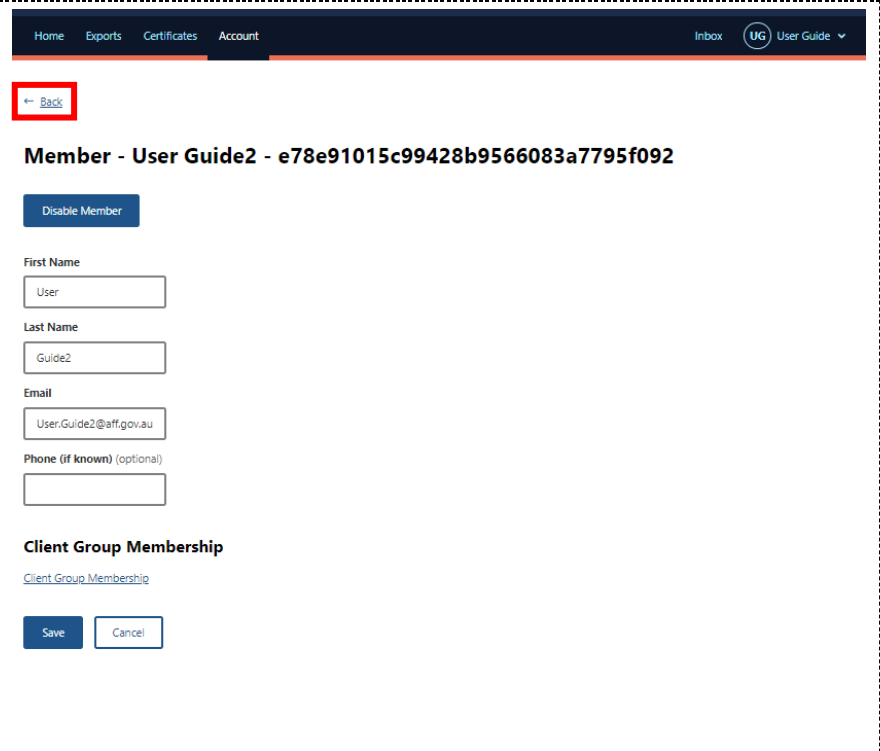
Search member (optional)

| Last name | First name | Email                      | Action               |
|-----------|------------|----------------------------|----------------------|
| Guide     | User       | User.guide@aff.gov.au      | <a href="#">Edit</a> |
| Guide2    | User       | User.Guide2@aff.gov.au     | <a href="#">Edit</a> |
| Guide24   | User       | uesr.training24@aff.gov.au | <a href="#">Edit</a> |
| Guide01   | User       | User.Guide01@aff.gov.au    | <a href="#">Edit</a> |

[+ Add a new member](#)

**Step 8**

The Member Token will display under their name.

|  |   |
|--|---|
|  |   |
| <p><b>Step 9</b></p> <p>Select <b>Back</b> to return to the Manage all Members screen.</p> |  |

Contact the NEXDOC help desk

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