



# Overview – How do I view and update my Approved Arrangement (AA) details?

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### Before you start

1.1 This user guide provides an overview of what the Approved Arrangement Management Product (AAMP) is, who can use it, and how to use AAMP to view and update your Approved Arrangement (AA) details.

## What is AAMP?

- 1.2 AAMP is a web application that will enable biosecurity industry participants (BIPs) to view and update details of their AAs.
- 1.3 AAMP will minimise the need for you to email us with requests to update your AA details, simplifying and modernising AA administration.

## Who can use AAMP?

- 1.4 AAMP will be available for use by all BIPs operating under an AA (under Chapter 7 of the *Biosecurity Act 2015*). Using AAMP, BIPs will be able to add and remove contact persons (including managers) for each of their AAs.
- 1.5 People who are listed as contact persons for an AA will be able to register, login and use AAMP and access the details of that AA.

## How to use AAMP?

- 1.6 To use AAMP, you will need to:
  - 1.6.1 Be listed as a contact person (including as a manager) for an AA. Note: If you receive emails from us about AAMP, you are already listed as a contact person for an AA.
  - 1.6.2 Sign up using a web link we will email to you. You will need to sign up using the email address at which you received the web link. This is the email address associated with your AA.



- 1.6.3 Install the latest version of a multi-factor authentication (MFA) application (app) on your phone. There are many different MFA apps available for Android and iOS. These include Microsoft Authenticator and Google Authenticator. Many people will already have one of these installed on their phone for use with things like internet banking.
- 1.6.4 Use AAMP with these compatible devices:  
Mobile – with Android & iOS compatible web browsers  
Desktop – with Windows & Mac compatible web browsers
- 1.7 After you sign up and login to AAMP the first time, you will be able to add, update and remove contact persons (including managers) for each of your AAs using AAMP. Please note changes to class 19 AAs can only be made by the AA manager.
- 1.8 People who are listed as contact persons for your AA will be able to sign up, login and use AAMP and access the details of that AA. They will need to sign up using the same email address associated with that AA. This will be the email address you have received emails about AAMP on.

## When will I need to request an MFA device reset and how do I do it?

- 1.9 You will need to request an MFA device reset if:
- 1.9.1 You were not able to successfully complete your MFA setup on your phone or it is no longer working as expected and therefore you cannot login to AAMP (for example, if you repeatedly encountered an error during MFA setup or if you repeatedly encountered an error after you enter your AAMP MFA code from the MFA app on your phone into AAMP).
- 1.9.2 You have a new phone and were not able to transfer your AAMP MFA account from your old phone to your new phone (for example, if you repeatedly encountered an error when you were transferring your AAMP MFA account from your old phone to your new phone or if your old phone with your AAMP MFA account has been lost or damaged).
- 1.10 To request an MFA reset, you will need to email AA Canberra ([aa.canberra@aff.gov.au](mailto:aa.canberra@aff.gov.au)) with your request and approved arrangement details. Please include 'AAMP' in the subject field of your email. Once your MFA reset has been completed, you will be able to:
- 1.10.1 Setup MFA on your phone by following the 'How to Setup MFA After an MFA Reset' steps in the 'AAMP User Guide - How to Troubleshoot MFA Issues'.
- 1.10.2 If you have a new phone, you will be able to setup MFA on your new phone by following the 'How to Setup MFA on a New Phone' steps in the 'AAMP User Guide - How to Troubleshoot MFA Issues'.

## AAMP home page

- 1.11 The AAMP home page is the first page you see when you log in to AAMP. You can view the information on the home page by using the following steps:



- 1.12 You can click the navigation tiles to show the:
- **'My Approved Arrangements'** page
  - **'Manage Contact Details'** page
  - **'Australian Biosecurity Import Conditions' (BICON)** external web site
  - **'Approved Arrangement Search Tool'** web page
  - **'Reportable biosecurity incidents'** web page
  - Compose a new email to provide feedback to [aa.canberra@aff.gov.au](mailto:aa.canberra@aff.gov.au) (as shown in figure 1)

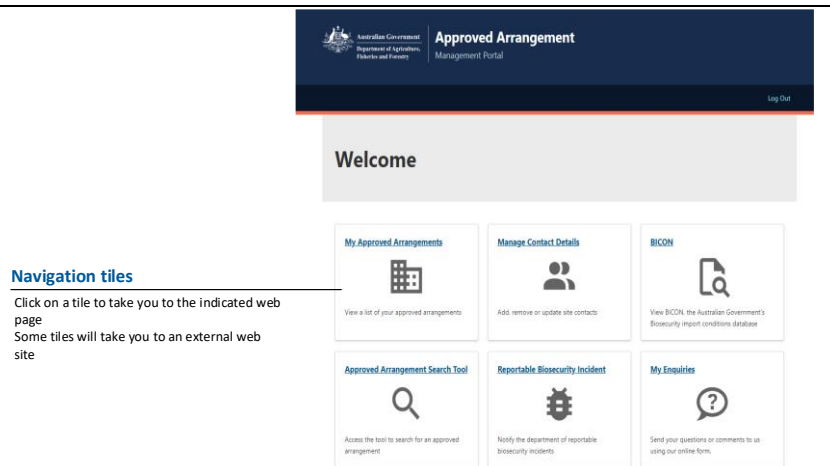


Figure 1: Screenshot of the AAMP home page navigation tiles.

- 1.13 The **'Import Industry Advice Notices'** table shows updates and notices that are useful to industry. From the table, you can click on the **Title** link to view the details of the notice (as shown in figure 2).
- 1.14 From the **'My Bookmarks'** table, you can click the **'Manage Bookmarks'** button to add or remove up to 10 different web site links (as shown in figure 2).

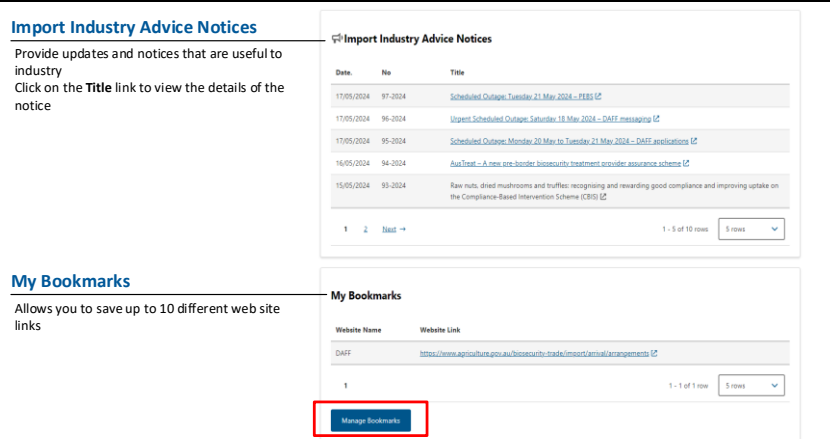


Figure 2: Screenshot of the 'Import Industry Advice Notices' and 'My Bookmarks' sections on the lower half of the AAMP home page.

## My Approved Arrangements page

- 1.15 The **'My Approved Arrangements'** page shows you a list of the AAs you are associated with and the classes, including class 19 AAs. You can view the information on the page by using the following steps:



1.16 From the 'Approved Arrangements' table, you can click on the 'View AA' button to view the details for the selected AA (as shown in figure 3).

1.17 The AA class statuses and their definitions are:

- Applied – the class has been applied for under an application process
- Approved – the class has been approved
- Suspended – the class has been suspended
- Revoked – the class has been revoked
- Not Approved – the class is going to be revoked with a future effective date

**Approved Arrangements (AA)**  
Shows a list of AAs you are associated with and the classes  
Click the **View AA** button to view the AA details

**Approved Arrangements Class Statuses**

	The class has been applied for under an application process
	The class has been approved
	The class has been suspended
	The class has been revoked
	The class is going to be revoked with a future effective date

Figure 3: Screenshot of the 'Approved Arrangements' table on the 'My Approved Arrangements' page in AAMP.

1.18 The 'Class 19 Approved Arrangements' table will show if you are listed as a contact person for a class 19 AA. From the table, you can click the 'View AA' button to view the class 19 AA details (as shown in figure 4).

**Class 19 Approved Arrangements**  
Will show if you are associated with a class 19 AA  
Click the **View AA** button to view the class 19 AA details

Figure 4: Screenshot of 'Class 19 Approved Arrangements' table on the 'My Approved Arrangements' page in AAMP.

## How to navigate within AAMP?

1.19 You will be able to navigate within the AAMP web pages by using the following steps:

1.20 Using your mouse, you can click the:

- Header link to take you to the Department 'Approved Arrangements' web page
- Top menu links to take you to the 'My Approved Arrangements' page, 'Manage Contact Details' page or log out of AAMP
- AAMP breadcrumbs which shows you the current page you are on and clicking on the links will take you to the indicated previous page, or
- Left menu links to navigate to the 'Approved Arrangement Details' page, 'Contact Details'

**Header link**  
Takes you to the department Approved Arrangements web page

**Top menu links**  
Takes you to the indicated AAMP web page or logs you out of AAMP

**AAMP breadcrumbs**  
Shows you the current page you are on and takes you to the indicated previous page

**Left menu links**  
Takes you to the indicated AAMP web page



<p>page, <b>Classes</b> page, <b>'Notices'</b> page or <b>'Arrangement Documents'</b> page for your selected Approved Arrangement (as shown in figure 5)</p>	<p>Figure 5: Screenshot of 'Approved Arrangement Details' page in AAMP.</p>
<p>1.21 You can click the footer links to show the departments:</p> <ul style="list-style-type: none"> <li>• External web site</li> <li>• 'Australian Biosecurity Import Conditions' (<b>BICON</b>) external web site</li> <li>• <b>'Approved Arrangement Search Tool'</b> web page</li> <li>• <b>'Reportable biosecurity incidents'</b> web page</li> <li>• <b>'Approved Arrangements'</b> web page</li> <li>• <b>'Accessibility'</b> web page</li> <li>• <b>'Disclaimer'</b> web page</li> <li>• <b>'Privacy'</b> web page</li> <li>• Compose a new email to provide feedback to <a href="mailto:aa.canberra@aff.gov.au">aa.canberra@aff.gov.au</a></li> <li>• <b>Biosecurity Portal</b> web page (as shown in Figure 6).</li> </ul>	<div data-bbox="1050 488 1465 779" data-label="Image"> <p>The screenshot shows two sections: 'Postal Address' with a text input field containing 'PO Box 100 Botany NSW 2019' and an 'Edit Postal Address' button; and 'Publish AA' with a checked radio button and the text 'Publish my site details on the department's website'. Below this is a note: 'Enabling this setting will publish your AA site details on the department website'. A small note at the bottom right says '** Information last updated on 15/01/2024'.</p> </div> <div data-bbox="667 824 922 873" data-label="Text"> <p><b>Footer links</b>      Takes you to the indicated external web site</p> </div> <div data-bbox="965 824 1476 940" data-label="Image"> <p>The screenshot shows a dark blue footer bar with white text. It contains a row of links: BICON, Approved Arrangement Search Tool, Reportable Biosecurity Incidents, DMFF Approved Arrangement, Accessibility, Disclaimer, Privacy, Feedback, and Go to Biosecurity Portal. Below the links is a small paragraph: 'We acknowledge the traditional owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.' and '© Commonwealth of Australia'.</p> </div> <p>Figure 6: Screenshot of the footer links on the 'Approved Arrangement Details' page in AAMP.</p>

## Approved Arrangement Details page

1.22 The **'Approved Arrangement Details'** page shows you the **'Approved Arrangement Details'**, **'Contact Details'**, **'Classes, Notices'** and **'Arrangement Documents'** for your selected AA. You can view the information on the page by using the following steps:



1.23 From the **'Approved Arrangements Details'** page, you can view the status for your AA (as shown in figure 7).

- 1.24 The AA statuses and their definitions are:
- Applied – the arrangement has been applied for under an application for a new AA
  - Approved – the arrangement has been approved
  - Suspended – the arrangement has been suspended
  - Revoked – the arrangement has been revoked

1.25 From the **'Approved Arrangements Details'** table, you can click the **'Edit Approved Arrangement Details'** button to edit the details for your AA (as shown in figure 7)

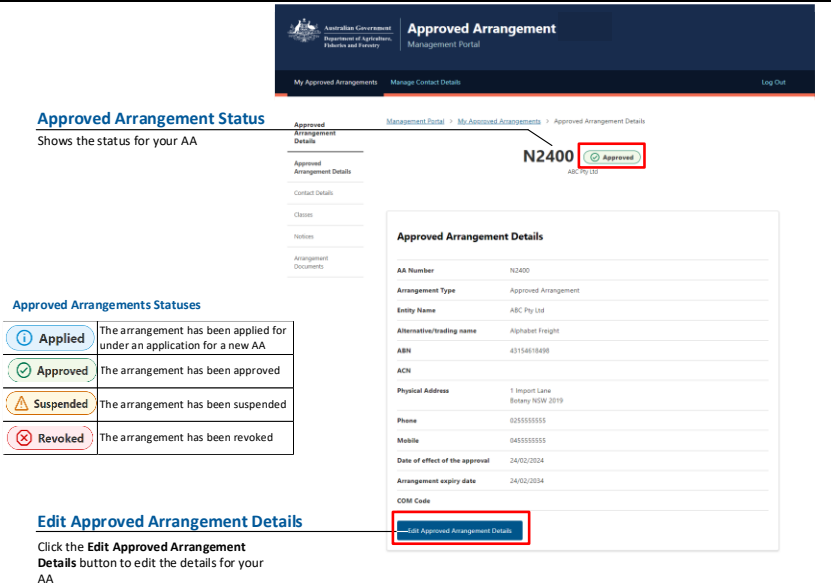


Figure 7: Screenshot of **'Approved Arrangement Details'** page in AAMP.

1.26 From the **'Postal Address'** table, you can select the **'Edit Postal Address'** button to edit the postal address (as shown in figure 8).

1.27 From the **'Publish AA'** section, you can slide the toggle to the right to publish your AA on the department web site (as shown in figure 8).

**Note: The physical address can be updated for AAs with class 10s and 12s only.**

**Note: It will take one business day to update the publishing status on the department's web site.**

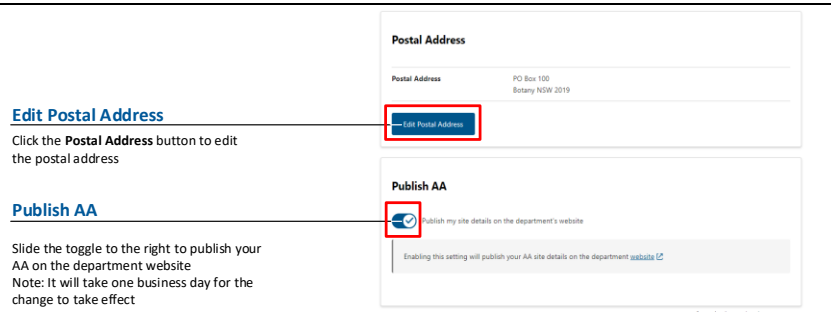


Figure 8: Screenshot of **'Postal Address'** table and **'Publish AA'** section from the **'Approved Arrangement Details'** page in AAMP.

## Contact Details page

1.28 The **'Contact Details'** page shows you all the contacts associated with your selected AA, including the preferred contact, the postal address and emails of who you would like biosecurity directions issued through AIMS to be sent to. You can view the information on the page by using the following steps:



- 1.29 From the **'Contact Details'** table, you can click the **'Remove'** button to remove the selected contact (as shown in figure 9) .
- 1.30 You can click the contact **'Name'** link to view and edit the details for the selected contact (as shown in figure 9).
- 1.31 The star next to a contact name indicates this is the preferred contact (as shown in figure 9).
- 1.32 You can click the **'Add New Contact'** button to add a new contact (as shown in figure 9).

**Contact Details**  
The **Contact Details** page shows all the contacts associated with your selected AA

**Remove contact**  
Click the **Remove** button to remove the selected contact

**Contact star**  
The star next to a contact name indicates this is the preferred contact

**Contact name link**

**New contact**  
Click the **Add New Contact** button to add a new contact

Figure 9: Screenshot of 'Contact Details' page, a left menu link on the 'Approved Arrangement Details' page in AAMP.

- 1.33 From the **'Postal Address'** table, you can select the **'Edit Postal Address'** button to edit the postal address for your AA (as shown in figure 10).
- 1.34 From the **'Email to receive biosecurity directions'** section, you can add and remove email addresses that will be made available in the department's import management system for the issuing of biosecurity directions (as shown in figure 10).

**Edit Postal Address**  
Click the **Edit Postal Address** button to edit the postal address  
Note: This will also update the postal address on the **Approved Arrangement Details** page

**Email to receive biosecurity directions**  
Allows you to view, add and remove the emails of who you would like biosecurity directions issued through AAMs to be sent to

Figure 10: Screenshot of 'Postal Address' table and 'Email to receive biosecurity direction' section on the bottom portion of the 'Contact Details' page in AAMP.

## Classes page

- 1.35 The **'Classes'** page shows you all the classes for your selected AA, any non-standard conditions that have been varied as part of your AA and any directions issued (not applicable to class 19 AAs) under sections 421, 426 or 429 of the *Biosecurity Act 2015*. You can view the information on the page by using the following steps:



- 1.36 From the 'Classes' table, you can click the **Class** link to view the class conditions on the department 'Approved Arrangements' web page (as shown in figure 11).
  - 1.37 You can click the class **'History'** button to view the class status change history (as shown in figure 11).
  - 1.38 From the 'Non-Standard Conditions' table, you can click the **'File Name'** link to view the notice of variation for the selected non-standard condition (as shown in figure 11).
  - 1.39 You can click the **'Download'** button to download the notice of variation (as shown in figure 11).
- Note: The 'Non-Standard Conditions' table will only show if your AA has non-standard conditions.**
- 1.40 From the 'Directions' table, you can click the direction **'History'** button to view the direction history (as shown in figure 11).

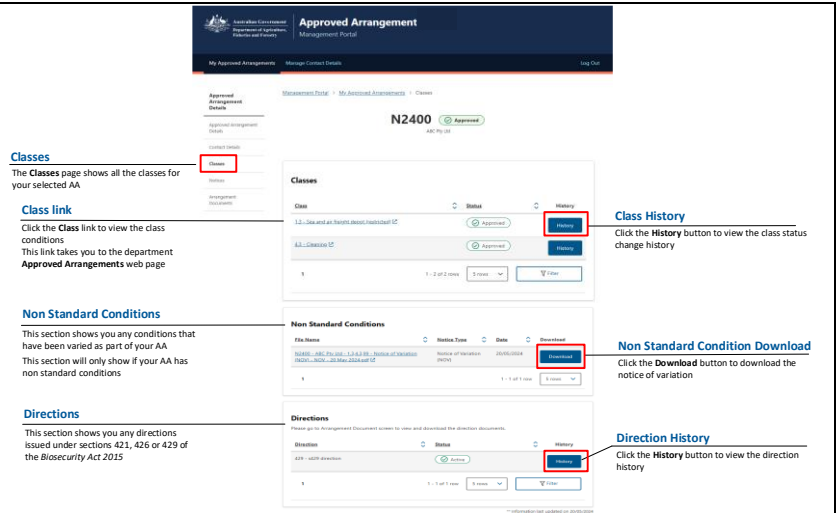


Figure 11: Screenshot of 'Classes' page, a left menu link of 'Approved Arrangement Details' page in AAMP.

## Notices page

- 1.41 The 'Notices' page allows you to view and download any notices associated with your AA. You can view the information on the page by using the following steps:
- 1.42 From the 'Notices' table, you can click the **'File Name'** link to view your notice (as shown in figure 12).
  - 1.43 You can click the **'Download'** button to download your notice (as shown in figure 12).
  - 1.44 You can click the **'Filter'** button to filter specific types of notices for your AA (as shown in figure 12).

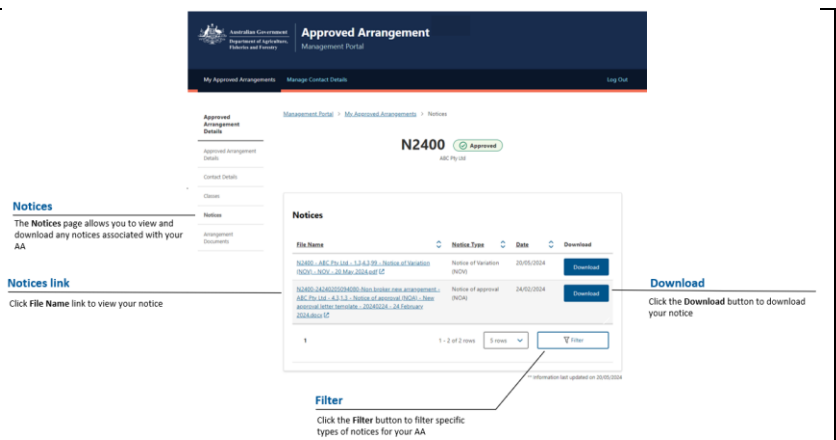


Figure 12: Screenshot of 'Notices' page, a left menu link of 'Approved Arrangement Details' page in AAMP.





## Arrangement Documents page

1.45 The 'Arrangement Documents' page shows a list of any documents associated with your AA. You can view the information on the page by using the following steps:

1.46 From the 'Arrangement Documents' table, you can click the 'File Name' link to view your AA document (as shown in figure 13).

1.47 You can click the 'Download' button to download your AA document (as shown in figure 13).

**Arrangement Documents**

The Arrangement Documents page shows a list of any documents associated with your AA

**Document link**  
Click the **File Name** link to view your AA document

File Name	Document Type	Attached On	Download
<a href="#">N2400 - ABC Pty Ltd - 13.4.19 - Notice of Variation (N2400 - 10.10.2014) (1)</a>	Notice of Variation (N2400)	20/05/2024	<a href="#">Download</a>
<a href="#">N2400 - ABC Pty Ltd - 13.4.19 - Notice of Approval (N2400 - 10.10.2014) (1)</a>	Notice of Approval (N2400)	24/02/2024	<a href="#">Download</a>
<a href="#">N2400 - ABC Pty Ltd - 13.4.19 - Approved Arrangement Application (N2400 - 10.10.2014) (1)</a>	Approved Arrangement Application	24/02/2024	<a href="#">Download</a>
<a href="#">N2400 - ABC Pty Ltd - 13.4.19 - Site Map (N2400 - 10.10.2014) (1)</a>	Site Map	24/02/2024	<a href="#">Download</a>

1 - 4 of 4 items | 1 items | [View](#)

\*\* information last updated on 20/05/2024

**Download**  
Click the **Download** button to download your AA document

Figure 13: Screenshot of 'Arrangement Documents' page, a left menu link of 'Approved Arrangement Details' page in AAMP.

## Further information

1.48 If you require further information or support, please email AA Canberra ([aa.canberra@aff.gov.au](mailto:aa.canberra@aff.gov.au)) with your enquiry and approved arrangement details. Please include 'AAMP' in the subject field of your email.



### **Acknowledgement of Country**

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment, and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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