USER GUIDE

# NEXDOC: Adding an Exporters TRACES ID for honey

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### Purpose of this document

This document will guide exporters on how to update their account to include their Exporters TRACES ID.

**Note:** If you do not already have a user account, please refer to *Create and Manage your account* user guide for instructions on how to complete this registration.

**Note:** For information on how exporters obtain their TRACES exporter number, please refer to *EU TRACES New Technology (NT) - Frequently Asked Questions*

### Adding an Exporters TRACES ID for honey

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| Step 1Log in to NEXDOC. |  |
| Step 2Select **Go to NEXDOC Homepage** |  |
| Step 3Select **Account** tab. |  |
| Step 4Select **NEXDOC services** tab. |  |
| Step 5Select **Exporter Management** tab.  |  |
| Step 6Select the exporter profile you need to update.  |  |
| Step 7Type your TRACES exporter number in the EU TRACES exporter number field. |   |

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| Step 8Select **Submit.** |   |
| Step 9Your TRACES exporter number update has now been lodged with the department. |  |
| Step 10Once your request has been actioned by the department, you will receive a notification in your NEXDOC inbox.  |  |
| If your TRACES exporter number is rejected, the notification will provide the reason for this decision. Complete steps 3 to 8 to re-lodge. |

## Contact the NEXDOC help desk.

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