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

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| Step 8  Select **Submit.** |  |
| Step 9  Your TRACES exporter number update has now been lodged with the department. |  |
| Step 10  Once 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](mailto:NEXDOC@aff.gov.au)