



# My printer function in NEXDOC

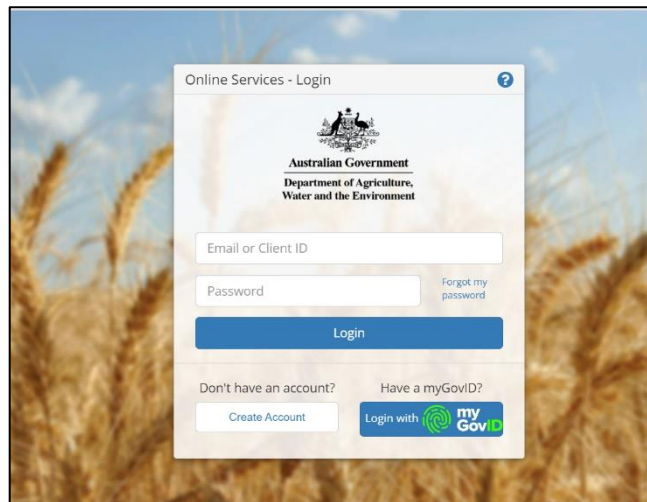
## Apply to use the My printer function

### Log in to the Online Services portal

1. Go to the [Online services](#) portal
2. Enter your **email or Client ID and password**
3. Select **login**.

You must use the Online Services portal even if you use third party software.

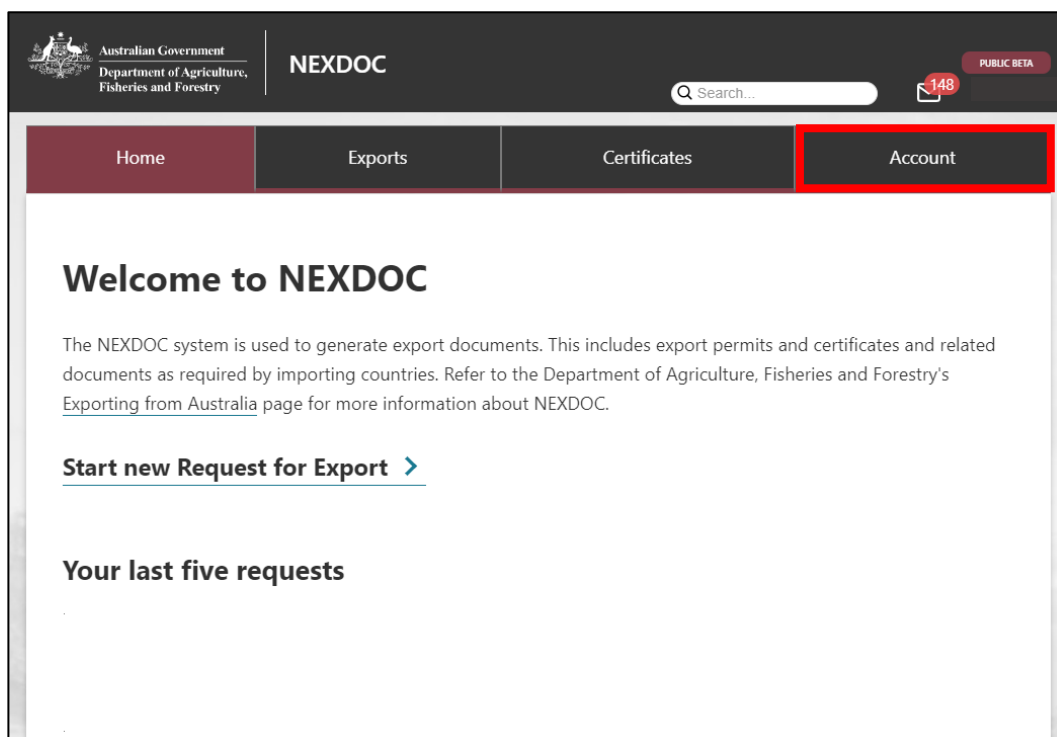
If you're not registered in the Agriculture Online Services Portal, you will need to create an account.



### Apply to use the My Printer function

Once you've logged into [Online services](#), you will need to connect to NEXDOC.

1. Select the '**Account**' tab.





2. Select 'NEXDOC Services'

The screenshot shows the NEXDOC user interface. At the top left is the Australian Government logo and text: "Australian Government Department of Agriculture, Fisheries and Forestry". The main header "NEXDOC" is centered. On the right, there is a search bar with "Search..." and a notification icon with "148". A "PUBLIC BETA" badge is also present. Below the header is a navigation menu with "Home", "Exports", "Certificates", and "Account". The main content area is titled "Your NEXDOC Account" and contains a list of menu items: "My details", "NEXDOC services", and "Address Books". The "NEXDOC services" item is highlighted with a red rectangular box.

3. Select 'Manage My Printer'

The screenshot shows the "NEXDOC Services" page. At the top left is the Australian Government logo and text: "Australian Government Department of Agriculture, Fisheries and Forestry". The main header "NEXDOC" is centered. On the right, there is a search bar with "Search..." and a notification icon with "148". A "PUBLIC BETA" badge is also present. Below the header is a navigation menu with "Home", "Exports", "Certificates", and "Account". The main content area is titled "NEXDOC Services" and contains a list of menu items: "Client Groups", "Exporter Management", "Manage My Printer", and "Manage Export Commodities". The "Manage My Printer" item is highlighted with a red rectangular box.



4. Tick the 'Requires My Printer' tick box.

Australian Government  
Department of Agriculture,  
Fisheries and Forestry

NEXDOC

Search...

PUBLIC BETA

148

Home Exports Certificates Account

[← Back](#)

## Update My Printer Permission

**Do you still require access to my printer?**

The Department allows some documents to be printed in locations outside of the Department's offices. In these cases, clients can print on their premises once they have been assessed and cleared to do so. Select this option if you would like to be assessed for My Printer.

### My Printer

Requires My Printer

The Department allows some documents to be printed in locations outside of the Department's offices. In these cases, clients can print on their premises once they have been assessed and cleared to do so. Select this option if you would like to be assessed for My Printer. If you select no, you can apply for My Printer at a later time via the Account menu within the application.

**Submit**

Select 'Submit'

5. Select the export commodities you want to enable remote print for

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Requires My Printer

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#### My Printer available for following Commodities

Select commodities to enable My Printer.

Honey

Dairy

Other Goods



6. To complete your registration:

- a) read the declaration and privacy notice
- b) if you agree, select 'Submit',

### My Printer

Requires My Printer

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#### My Printer available for following Commodities

Select commodities to enable My Printer.

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By clicking the Save button below, I hereby agree to and accept the following:

- I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.
- I, and/or the company where I am employed, may be audited by authorised department officers regarding any interaction I have had with NEXDOC, and as part of this process may be asked to provide evidence to substantiate any information I entered into the NEXDOC system.
- I have read and understood the Privacy Notice and Privacy Policy.
- I consent to the collection, use and disclosure of my personal information, including disclosure to overseas authorities, as set out in the Privacy Notice.

Privacy Notice:

←

**Submit**

### Application review

Your application will be sent to the department for assessment and we will review the information you have provided.

Once your application has been assessed you will be notified of the decision through the NEXDOC inbox within the NEXDOC portal.

### Contact us for assistance

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

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