



USER GUIDE

How to apply for Automated Export Permit Issuer in NEXDOC

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Purpose of this document

This document provides information on how to apply for the Automated Export Permit Issuer ability in NEXDOC, which enables you to approve export requests (REX) under the *Export Control Act*. It gives guidance on applying for this permission for commodities transitioning to NEXDOC.

What is AEPI or Automated Export Permit Issuer?

This is a permission in NEXDOC and is equivalent to the AQA User ID in EXDOC. A NEXDOC AEPI user can authorise a Request for Export (REX) for an exporter or establishment where AEPI authorisation is allowed.

In general, a Request for Export (REX) is authorised by the department. This permission enables you to authorise certain REX applications. There are restrictions around AEPI authorisation, such as if the importing country requires departmental authorisation.

In NEXDOC, in accordance with the *Act*, this permission is linked to an individual, rather than to a registered establishment.

For further information, see the [FAQ: Automated Export Permit Issuer status in NEXDOC](#). (link to be added)

1. Access the Online Services portal

Step 1

Log in to the [Online Services portal](#).

If you do not have an account in the Online Portal:

Select Create Account or Continue with Digital Identity to create an account.

In this guide we will Create Account

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 Identity](#)

Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.

Step 2

Enter your email address

Online Services - Create Account

Australian Government
Department of Agriculture,
Fisheries and Forestry

- 1 To create a new account enter your email address and accept the Terms and Conditions
- 2 Enter the confirmation code emailed to you
- 3 Complete your registration

Email Address

I have read and accept the Terms and Conditions

Verify Email

Step 3

Read the terms and conditions and if agreed, select the tick box.

Select **Verify Email**

Online Services - Create Account

Australian Government
Department of Agriculture,
Fisheries and Forestry

- 1 To create a new account enter your email address and accept the Terms and Conditions
- 2 Enter the confirmation code emailed to you
- 3 Complete your registration

Email Address

User_guide@aff.gov.au

I have read and accept the Terms and Conditions

Verify Email

Step 4

A confirmation code has been sent to your email.

Type the confirmation code into the into the box.

A new confirmation code has been sent to your email.

Online Services - Create Account

Australian Government
Department of Agriculture,
Fisheries and Forestry

- 1 To create a new account enter your email address and accept the Terms and Conditions
- 2 Enter the confirmation code emailed to you
- 3 Complete your registration

Confirmation Code

Validate Code Resend Code

Step 5

Select **Validate Code**

A new confirmation code has been sent to your email.

Online Services - Create Account

Australian Government
Department of Agriculture,
Fisheries and Forestry

- 1 To create a new account enter your email address and accept the Terms and Conditions
- 2 Enter the confirmation code emailed to you
- 3 Complete your registration

Confirmation Code

Validate Code Resend Code

Step 6

Type in your password.
Retype the same Password.

Step 7

Retype the same Password in Step 6.

Step 8

Type your first name and then Last name.

Click Complete Registration.

Online Services - Create Account

Australian Government
Department of Agriculture,
Fisheries and Forestry

- To create a new account enter your email address and accept the Terms and Conditions
- Enter the confirmation code emailed to you
- Complete your registration

Email
User_guide@aff.gov.au

Password (required)

Confirm password (required)

First Name (required)

Last Name (required)

Complete Registration

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

2. Connect to NEXDOC

Step 1
Select
Connect to a service

Australian Government
Department of Agriculture,
Fisheries and Forestry

Online Services Public Beta - PPR

Home My Details Services Tasks

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:

- Register your company as an exporter
- Register as a Client group administrator (external software users)
- Request to be an AEPI (Automated Export Permit Issuer)
- 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 the exporter

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

Connect to a new service

3. Register as an Exporter or Create a Client Group

You must complete the process to register either as an Exporter or create a Client Group **before** you can Request to be an Automated Export Permit Issuer.

If you are an Exporter:

- Select **Register as an Exporter** and complete the steps in the registration process.
- Then you can either:

NEXDOC: How to apply for Automated Export Permit Issuer (AEPI) status in NEXDOC

OFFICIAL

- a) Email NEXDOC@aff.gov.au to request to be allocated AEPI permission for the transferring commodity in NEXDOC, or
- b) Return to the Services page (using the Back button), and
- c) Select the **Request to be an Automated Export Permit Issuer (AEPI)** option from the NEXDOC Services section and complete the steps in the process.

If you are a Freight Forwarder:

- 1. Select **Client Group Administrator for External Software Users** and complete the steps in the registration process.
- If you are not legally responsible for the export of goods but are involved in the process of exporting goods, you are a client of an exporter, as an agent or freight forwarder.

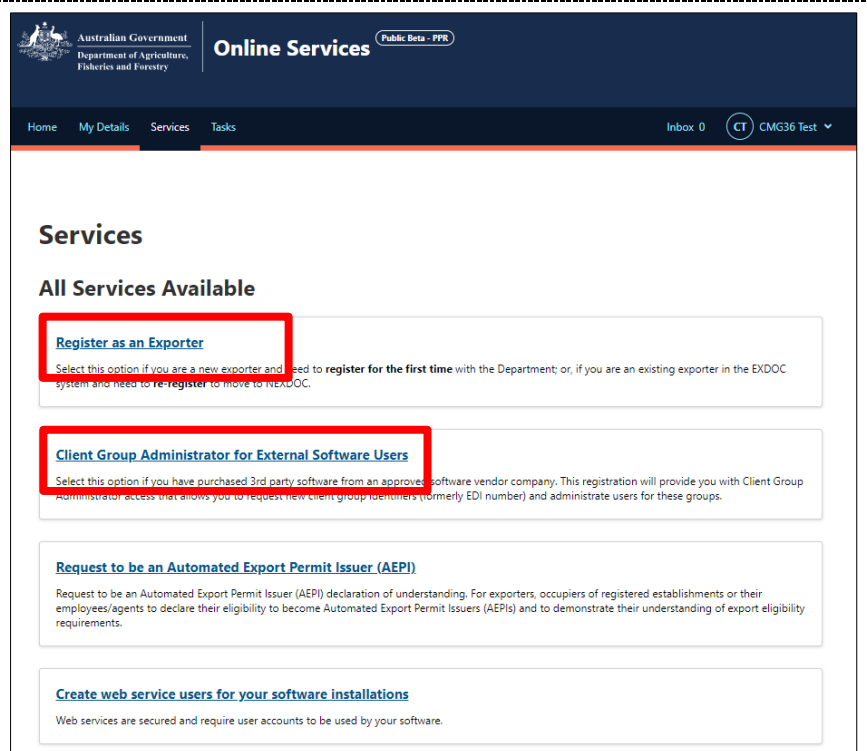
Step 1

Select the appropriate option for registration in NEXDOC.

If you are an Exporter, select Register as an Exporter. Complete this process first.

Or

Create a Client Group if you are an agent or freight forwarder.



Once completed Return to Services.

3. Request to be an Automated Export Permit Issuer (AEPI)

Step 1

Select Request to be an Automated Export Permit Issuer (AEPI).

The screenshot shows the 'Online Services' page of the Australian Government Department of Agriculture, Fisheries and Forestry. The page title is 'Online Services' with a 'Public Beta - PPR' badge. The navigation bar includes 'Home', 'My Details', 'Services', and 'Tasks'. The main content area is titled 'Services' and 'All Services Available'. There are four service cards: 'Register as an Exporter', 'Client Group Administrator for External Software Users', 'Request to be an Automated Export Permit Issuer (AEPI)', and 'Create web service users for your software installations'. The 'Request to be an Automated Export Permit Issuer (AEPI)' card is highlighted with a red border. The text for this card reads: 'Request to be an Automated Export Permit Issuer (AEPI) declaration of understanding. For exporters, occupiers of registered establishments or their employees/agents to declare their eligibility to become Automated export Permit Issuers (AEPIs) and to demonstrate their understanding of export eligibility requirements.'

4. Applicant Details

Step 1

Enter the **company name**.

Select the commodity you are applying to issue permits for.

Select **Next**.

The screenshot shows the 'Request to be an Automated Export Permit Issuer (AEPI) Applicant Details' form. The page title is 'Request to be an Automated Export Permit Issuer (AEPI) Applicant Details'. The progress indicator shows '0 of 5 steps completed' with 'Applicant Details' as the current step. The form includes a 'Company name (Legal entity name)' text input field, which is highlighted with a red box. Below it, there are three checkboxes for commodity selection: 'Dairy', 'Eggs', and 'Fish', all of which are highlighted with a red box. At the bottom of the form, there is a blue 'Next' button, also highlighted with a red box. The text above the checkboxes reads: 'Indicate which commodities you are applying to issue permits for'.

5. Applicant Status

Step 1

Select the option that matches your status.

Select **Next**.

Australian Government
Department of Agriculture,
Fisheries and Forestry

Online Services Public Beta - PPR

Home My Details Services Tasks Inbox

Progress
1 of 5 steps completed

← Back

Request to be an Automated Export Permit Issuer (AEPI)
Applicant Status

Indicate your status

- Exporter
- Occupier of a registered export establishment
- Employed or engaged by an exporter
- Employed or engaged by the occupier of a registered export establishment

Next Back

6. Applicant Eligibility

Step 1

Select one or all of the eligibility requirements.

Select **Next**.

Australian Government
Department of Agriculture,
Fisheries and Forestry

Online Services Public Beta - PPR

Home My Details Services Tasks Inbox CT CMG35 T

Progress
2 of 5 steps completed

← Back

Request to be an Automated Export Permit Issuer (AEPI)
Applicant Eligibility

Confirm that your company has systems in place to ensure that in your role as AEPI you:

- Authorise export permits before products leave Australia
- Authorise export permits in NEXDOC or ask a department authorised officer to do so
- Check that export products meet all export, legislative and importing country requirements and conditions listed in your company's approved arrangement before authorising export permits
- Have the necessary compliance declarations issued by the manufacturers of the products before authorising export permits

Next Back

7. Eligibility Checklist

Step 1

Upload attachments to confirm products meet minimum export requirements.

If your company does not have a checklist, click on the link to a sample checklist to complete and submit.

For information on eligibility see the [Approving export permits in NEXDOC](#) advice.

Select **Next**.

Australian Government
Department of Agriculture, Fisheries and Forestry

Online Services Public Beta - PFR

Home My Details Services Tasks Inbox CT CMG35 Test

Progress
3 of 5 steps completed

- Applicant Details Completed
- Applicant Status Completed
- Eligibility Completed
- Eligibility Checklist Not started
- Submit Not started

[← Back](#)

Request to be an Automated Export Permit Issuer (AEPI)
Export eligibility checklist

You must use an approved paper based or electronic checklist to confirm products meet minimum export requirements. The checklist must be auditable.

If your company does not have a checklist use [the sample provided](#)

Attachments

Please attach an export eligibility checklist customised for your business needs

Drag and drop files here or select files to upload.

Select files

Next Back

8. Applicant Declaration

Step 1

Read the privacy notice and declaration.

If you agree, Select the **I agree** button.

When you click the **I agree** button, the application will be lodged.

Australian Government
Department of Agriculture, Fisheries and Forestry

Online Services Public Beta - PFR

Home My Details Services Tasks Inbox CT CMG35 Test

Progress
4 of 5 steps completed

- Applicant Details Completed
- Applicant Status Completed
- Eligibility Completed
- Eligibility Checklist Completed
- Submit Not started

[← Back](#)

Request to be an Automated Export Permit Issuer (AEPI)
Applicant declaration

By clicking on the 'I agree' button below, I hereby agree to and accept the following

Privacy Notice:

- 'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual.
- By completing and submitting this form you consent to the collection of all personal information contained in this form.
- The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the Privacy Act 1988) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.
- The department may disclose your personal information to Australian Government agencies, including the Department of Immigration and Border Protection, to overseas governments or agencies and persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.
- See the department's [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.

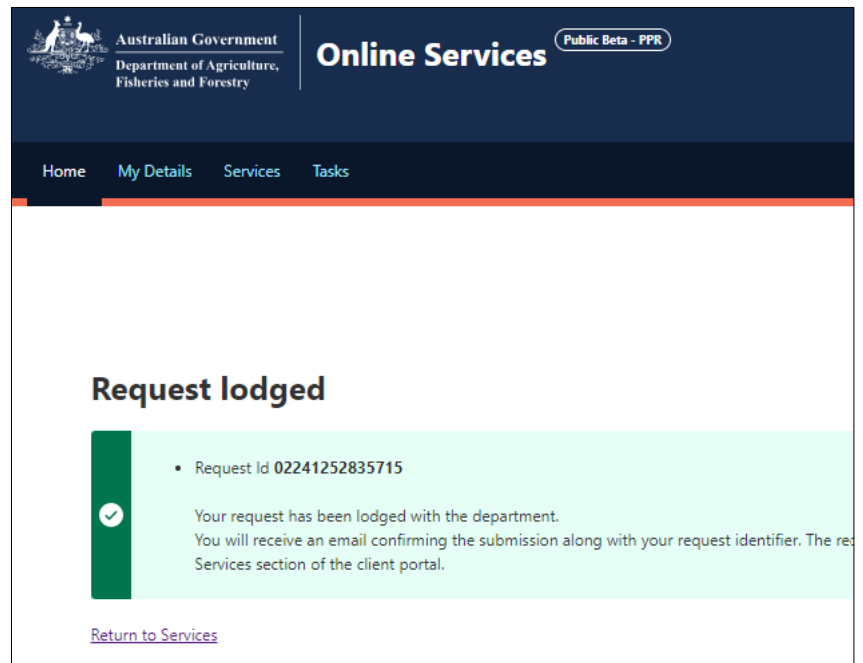
I have read and understood the privacy notice and Privacy Policy.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the Criminal Code 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum of 12 months imprisonment.

I agree Back

The Request for AEPI has been lodged.

Select Return to Services for more options.



The screenshot shows the 'Online Services' page of the Australian Government Department of Agriculture, Fisheries and Forestry. The page header includes the department's name and logo, and a 'Public Beta - PPR' badge. The navigation menu contains 'Home', 'My Details', 'Services', and 'Tasks'. The main content area displays a 'Request lodged' confirmation message with a green checkmark icon and a list item: 'Request Id 02241252835715'. The message text states: 'Your request has been lodged with the department. You will receive an email confirming the submission along with your request identifier. The request will be processed through the Services section of the client portal.' A 'Return to Services' link is provided at the bottom of the message.

The department will review your application, and you will be notified of the decision through the NEXDOC inbox within the NEXDOC portal.

Contact the NEXDOC help desk

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