

Step-by-step guide

NEXDOC onboarding to TradeClear

Get your business ready to use NEXDOC in [TradeClear](#).

Before you start, find out who is a principal authority for your business in **Relationship Authorisation Manager (RAM)**. This is someone listed on the Australian Business Register (ABR) as a responsible person for the business. They are often the owner or a company director.

For more information, go to [Who can set up | Relationship Authorisation Manager](#).

There are **7 steps** to onboard a business to TradeClear:

- the principal authority does **steps 1 to 5**
- employees do **step 6**
- everyone is advised to do **step 7**.

Note: If your business is already set up in TradeClear, you may need to be invited to act for the business (**step 5**). You'll then need to do **step 6**.

For the principal authority

Step 1: Set up your myID if you don't have one

[myID](#) is your personal Digital ID with the Australian Government. Set up your myID with your personal email address, **not** a shared or work email. The identity documents you provide to set up myID are linked to the email you use.

For more information, go to [How to set up myID | myID](#).

You won't need to use a personal email address for TradeClear. You can use your work email address to receive TradeClear notifications or set up email sign-in.

Step 2: Check and strengthen your myID if you need to

Before linking your business in RAM, make sure your **myID** strength is 'Strong':

1. Open the myID app on your phone.
2. Follow the steps to check or upgrade your identity strength.

If you can only achieve a 'Standard' myID, you can link your business by calling RAM support on **1300 287 539**.

For more information, go to [What identity strength do I need?](#).

Step 3: Link your business in RAM

You must now link the business to your myID in RAM:

1. Sign in to [RAM](#).
2. Select 'View or manage authorisations' to check if your business is linked.
3. If your business is not linked, select 'Link your business'.
4. Follow the steps to link your myID and ABN.

For more information, go to [RAM support](#) or call **1300 287 539**.

When your business shows a status of 'active' you can leave RAM and go to [TradeClear](#).

Step 4: Set up your TradeClear account

1. Go to [TradeClear](#).
2. Follow the steps to create an account using your myID.
3. Confirm your email and notification preferences. You can use your work email address for this.
4. Add a business that is linked in RAM.

If your business has an authorisation administrator assigned in RAM, they can also create the TradeClear account.

For more information, go to [Create a TradeClear account using Digital ID](#).

Step 5: Invite others to act for your business

Invite other people to act on behalf of your business in TradeClear so they can access NEXDOC:

1. [Sign in](#) to your TradeClear account.
2. Select 'Export'.
3. Select the business you want to invite the person to.
4. Select 'Manage people'.
5. Select 'Invite a person'. Use their individual business email address if they have one.
6. Follow the steps to enter their details and assign them a role based on the tasks and information they need to access.

For more information, go to [Invite someone to act for a business](#).

You can assign the following TradeClear roles to people you invite:

- The **'Manager'** role is for people who'll manage access to NEXDOC.
- The **'User'** role is for others who'll use NEXDOC.

Note: We recommend you first invite someone who'll manage access to NEXDOC for other staff. They can then take over and repeat this step to invite others.

Once you've invited someone, they will:

- receive an email with a code
 - create their own TradeClear account if they don't already have one
 - accept your invitation to act for the business.
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For employees

Step 6: Accept an invitation to act for a business

If you're an employee who'll use NEXDOC, you need to accept an invitation to act for the business in TradeClear:

1. [Sign in](#) to your TradeClear account or create an account if you don't already have one.
2. Select 'Export'.
3. Select 'Accept an invite'.
4. Enter the code you received via email.
5. Review and accept the invite.

For more information, go to [Accept an invite to act for a business](#).

For everyone

Step 7: Set up email sign-in (optional)

Email sign-in is an alternative way to access your TradeClear account. You can use it as a back-up option if myID isn't available.

We recommend you set it up now:

1. [Sign in](#) to your TradeClear account with myID.
2. Go to 'Profile and settings' and select 'Sign-in options'.
3. Follow the steps to add email sign-in.

Email sign-in gives you fewer permissions than myID. For example, you may not be able to manage establishments or apply for licences.

For more information, go to [Add email sign-in to your account](#).



Next steps

Once you've completed these steps, you need to [connect NEXDOC to TradeClear](#).

Need more help?

Email trade clears support@aff.gov.au

Call **1800 571 125**, Monday to Friday, 9 am to 5 pm AEST