



## Log in to the Data Exchange web-based portal

### Task card

This task card discusses the following:

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#### KEY HIGHLIGHTS

- You must have a Digital Identity (myGovID) before you request access to the Data Exchange.
- The first person accessing the Data Exchange must complete a User Access Request form and send to the Helpdesk before they can create additional users in the Date Exchange web-based portal.
- The account activation process for the Data Exchange needs to be completed once by all users.
- **Please Note:** Internet Explorer is no longer a supported browser for logging into the Data Exchange. Please choose an alternative web browser such as Microsoft Edge, Chrome etc.

### Before accessing the Data Exchange

Before requesting a Data Exchange web-based portal user account, you must have a Digital Identity ([myGovID](#)) linked to your organisation through the [Relationship Authorisation Manager](#) (RAM).

The [principal authority](#) within the organisation needs to link your organisation to an Australian Business Number (ABN) in Relationship Authorisation Manager (RAM). Once linked, they can set up [authorisations for employees and others](#) to act on behalf of the business.

Once you have linked your Digital Identity (myGovID) to a business, you can access selected government online services, such as the Data Exchange, using Digital Identity (myGovID).

## Accessing the Data Exchange for the first time

All users accessing the Data Exchange web-based portal for the first time with their Digital Identity (myGovID) must complete the following account activation steps. The account activation process only needs to be completed once. As a returning user, you will only need to complete steps **2, 3, 4 and 5**.

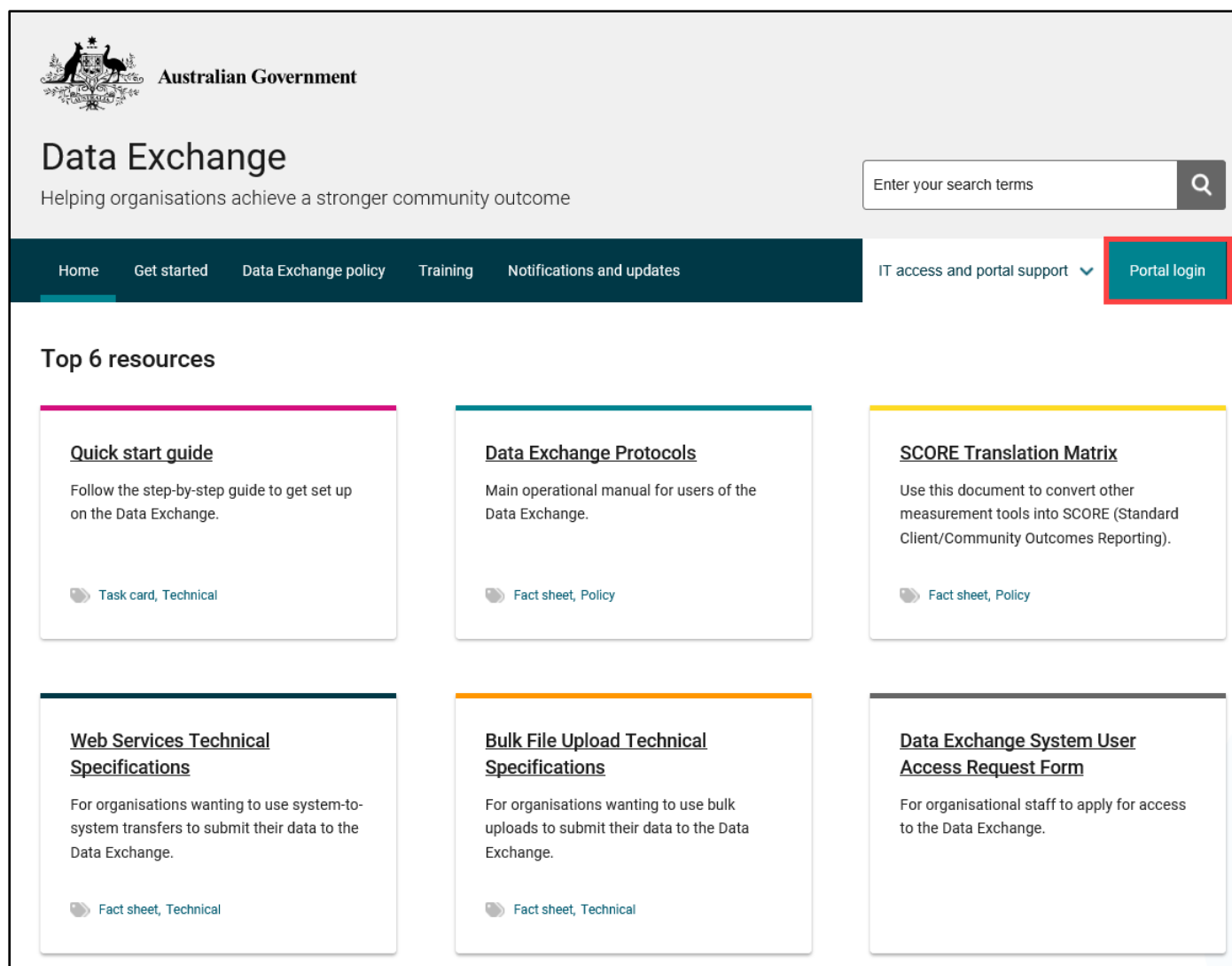
### Step 1 – Request access to the Data Exchange

The first person accessing the Data Exchange on behalf of an organisation must complete a [User access request form](#) and submit it to the [Data Exchange Helpdesk](#) before they can access the Data Exchange web-based portal. Organisation Administrators are then able to set up other staff in the Data Exchange as new users.

### Step 2 – Log in to the Data Exchange

Select the **Log In** button on the [Data Exchange website](#) home page. Refer to Figure 1.

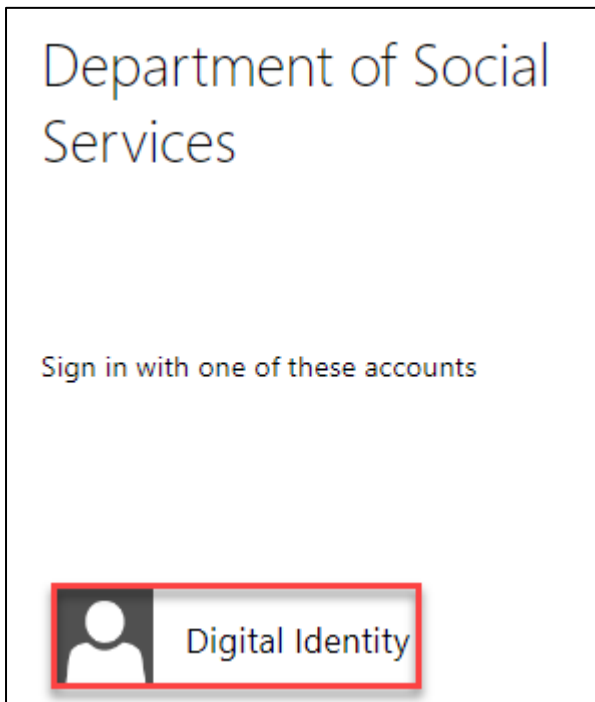
Figure 1 – The Data Exchange home page



### Step 3 –Digital Identity Login screen

The Digital Identity **Login** screen will display. Select **Digital Identity**. Refer to Figure 2.

Figure 2 - Digital Identity Login screen



You will be redirected to the 'Select your identity provider' webpage where you can choose the myGovID Digital Identity option. Refer to Figure 3.

Figure 3 – The myGovID selection screen



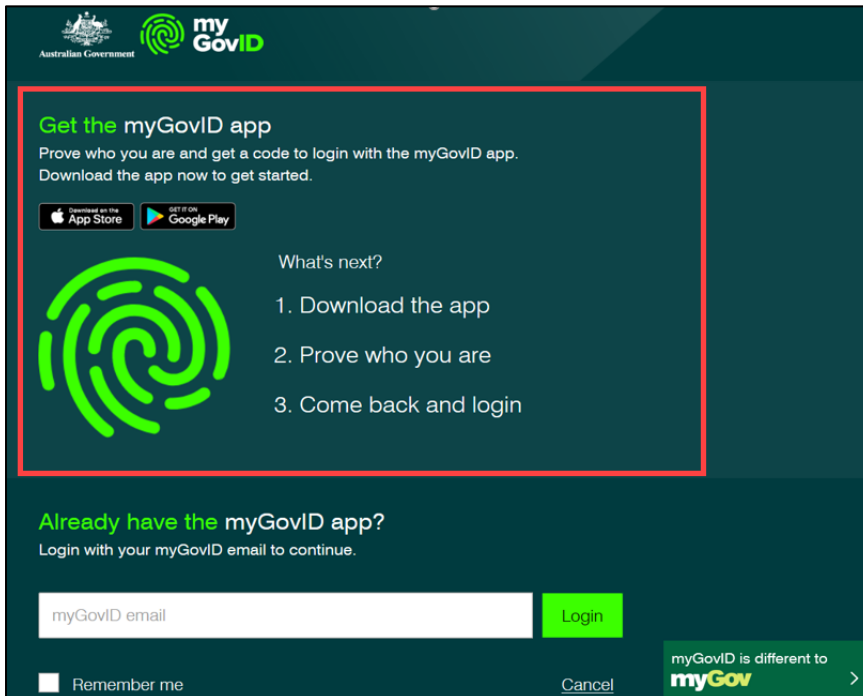
## Step 4 – Login for first time

The first time you do this process you will need to enter your email address and a code.

You can follow the link to download the myGovID app from this page or if you have already done this step, enter your myGovID email address.

You can also click the 'remember me' option if you are using a computer that you often use. Refer to Figure 4.

Figure 4 – The myGovID email address entry screen

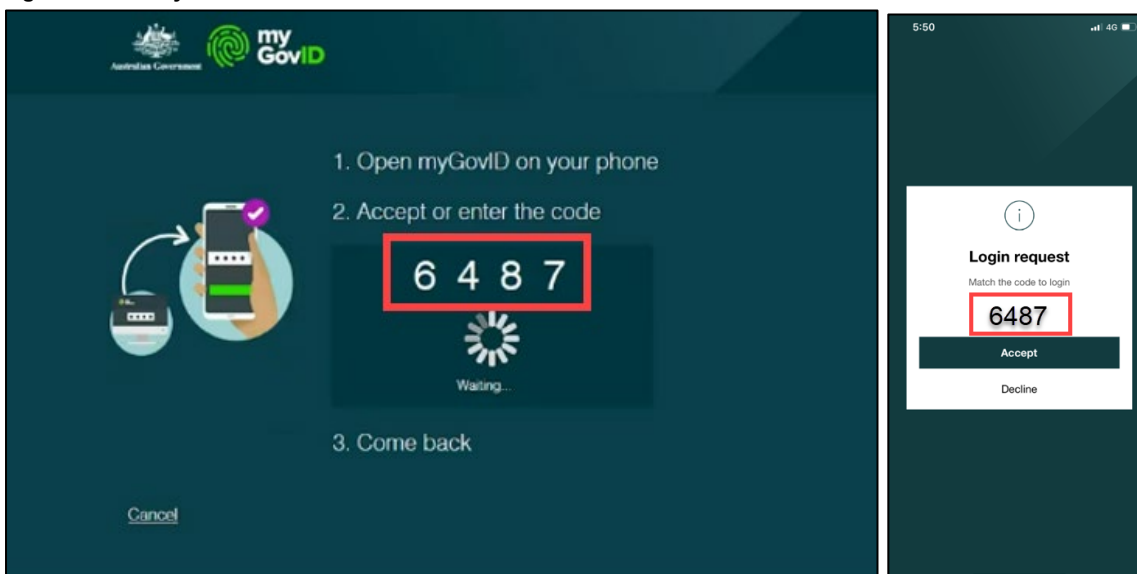


## Step 5 – Accept the code

A code will appear on your phone and computer – if the codes match, accept the code on your phone.

Remember, the code only lasts for 60 seconds. Refer to Figure 5.

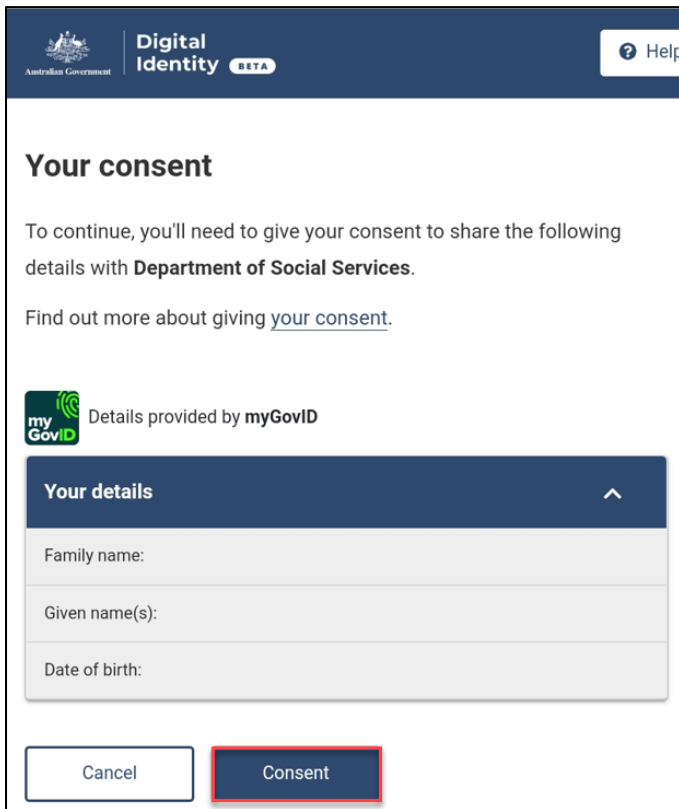
Figure 5 – The myGovID code verification screen



## Step 6 – Provide consent

The Provide consent screen will appear. Refer to Figure 6.

Figure 6 – The Consent to share details with DSS screen



**Your consent**

To continue, you'll need to give your consent to share the following details with **Department of Social Services**.

Find out more about giving [your consent](#).

**myGovID** Details provided by myGovID

**Your details**

Family name:

Given name(s):

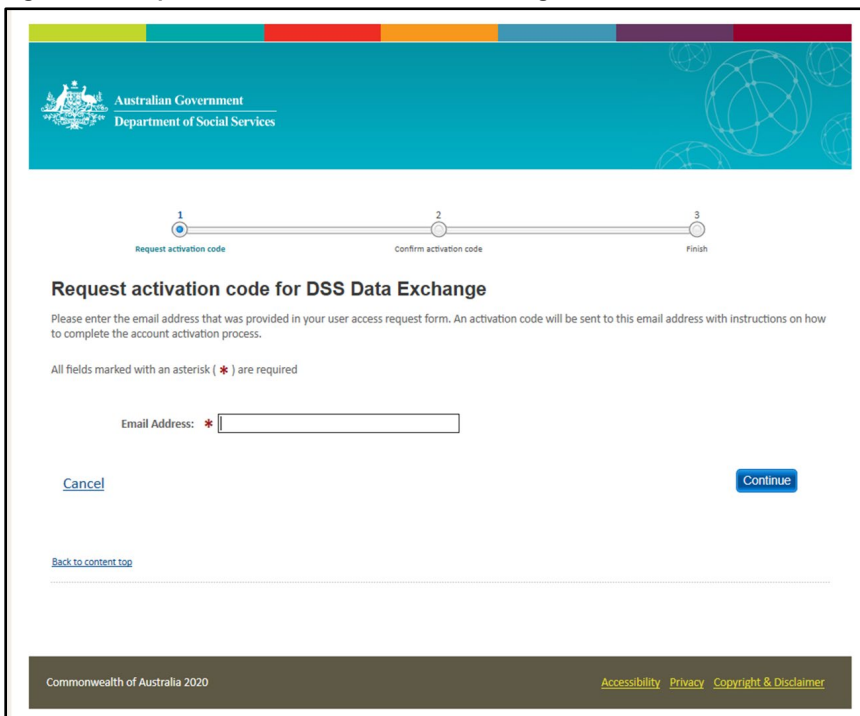
Date of birth:

Cancel Consent

## Step 7 – Request activation code

The **Request activation code for the Data Exchange** will display. Refer to Figure 7.

Figure 7 -- Request activation code for Data Exchange screen



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1 Request activation code 2 Confirm activation code 3 Finish

**Request activation code for DSS Data Exchange**

Please enter the email address that was provided in your user access request form. An activation code will be sent to this email address with instructions on how to complete the account activation process.

All fields marked with an asterisk (\*) are required

Email Address: \*

Cancel Continue

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Type in your email address that **matches** your Data Exchange User Account and select **Continue**.

You will be sent an email containing your activation code.

## Step 8 – Confirm activation code

The **Confirm activation code for Data Exchange** screen will display. Refer to Figure 8.

Figure 8 – Confirm activation code screen

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1 Request activation code 2 Confirm activation code 3 Finish

### Request activation code for DSS Data Exchange

Please enter the email address that was provided in your user access request form. An activation code will be sent to this email address with instructions on how to complete the account activation process.

All fields marked with an asterisk ( \* ) are required

Activation Code \*

[Cancel](#) [Continue](#)

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Enter the **activation code** contained in the email and select **Confirm**.

## Step 9 – Finish screen

When you have confirmed your activation code the **Finish** screen will display. Refer to Figure 5.

This confirms that you have successfully completed the account activation process. Select the **Go to Data Exchange** link to access the portal. Refer to Figure 9.

Figure 9 – Finish screen

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1 Request activation code 2 Confirm activation code 3 Finish

### Finish

**What can you do now ?**

[Go to Data Exchange](#)  
[Visit the Department web site](#)

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## Step 10 – Data Exchange web-based portal home page

The Data Exchange web-based portal **home page** will display and you are ready to start entering data.

The screenshot shows the MyDEX Dashboard interface. At the top left is the Australian Government Department of Social Services logo. The page title is "Data Exchange". On the top right, it says "You are logged in to Community Organisation" with a "Logout" button. Below the header is the "MyDEX Dashboard" title. A search bar is present with the placeholder text "Go to Client Name/Id, Case Id, Session Id". The main content area is divided into three sections: "Find", "View", and "Add". Under "Find", there are icons for "Client" (a person silhouette), "Case" (a folder), and "SCORE" (a ribbon). Under "View", there is a "SCORE" icon (a ribbon). Under "Add", there is a list of items to add: "Client" (person icon), "Case" (folder icon), "Session" (person icon), and "SCORE" (ribbon icon).

You can visit the [myGovID](#) and [RAM](#) websites for further information, or assistance.

For system support, contact the Data Exchange Helpdesk by email at [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283.