Log in to the Data Exchange web-based portal

Task card

This task card discusses the following:

KEY HIGHLIGHTS
- You must have a Digital ID (myID) 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 ID (myID) linked to your organisation though 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 ID (myID) to a business, you can access selected government online services, such as the Data Exchange, using Digital ID (myID).

Accessing the Data Exchange for the first time

All users accessing the Data Exchange web-based portal for the first time with their Digital ID (myID) 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.
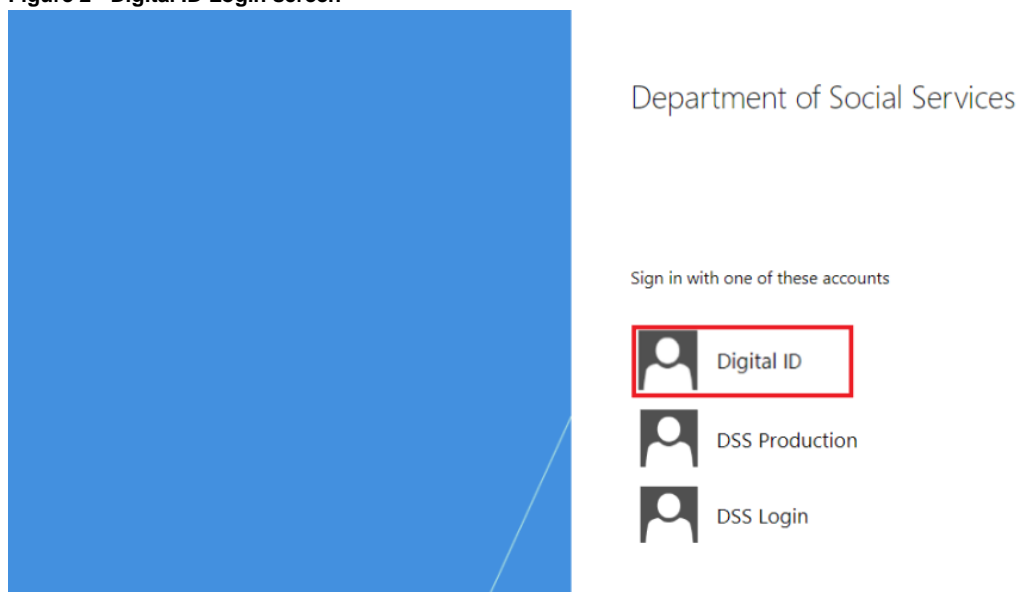
Figure 1 – The Data Exchange home page
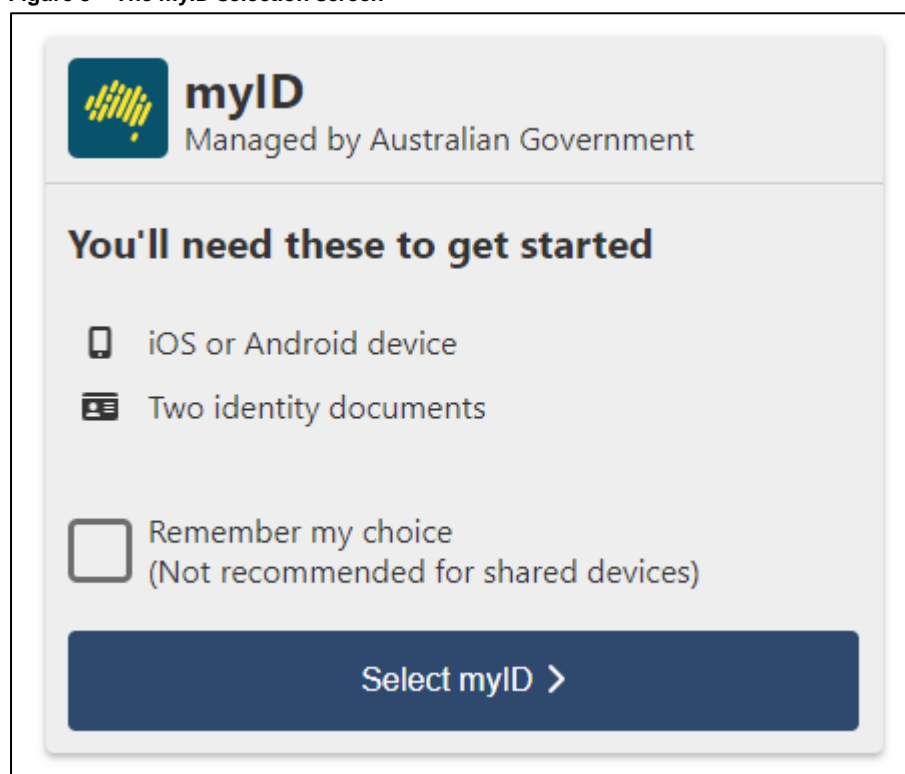
Step 3 –Digital ID Login screen

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

Figure 2 - Digital ID Login screen

You will be redirected to the 'Select your identity provider' webpage where you can choose the myID Digital ID option. Refer to Figure 3.
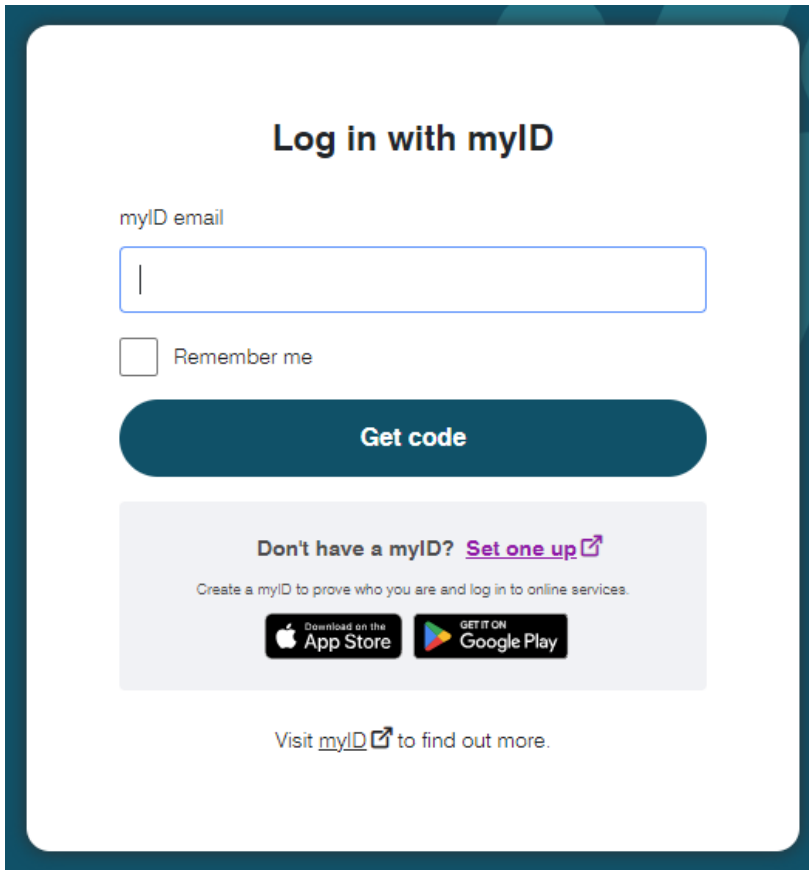
Figure 3 – The myID selection screen

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 myID app from this page or if you have already done this step, enter your myID 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 MYID EMAIL ADDRESS ENTRY SCREEN

Step 5 – Accept the code
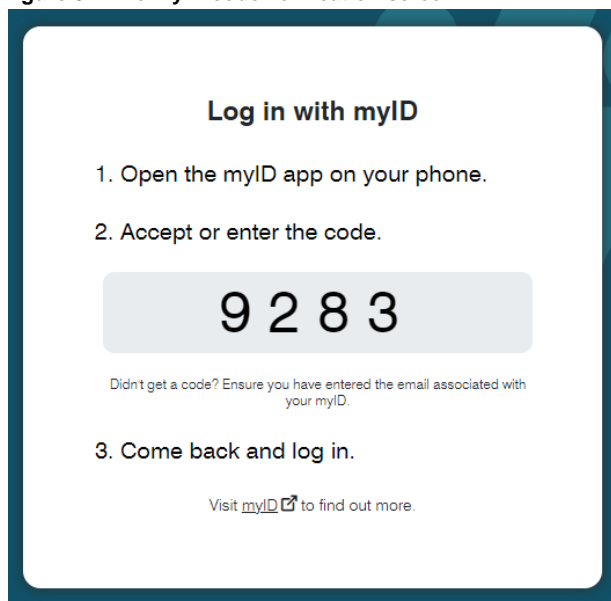
A code will appear on your phone and computer – if the codes match, accept the code on your phone.

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

Figure 5 – The myID 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

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

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

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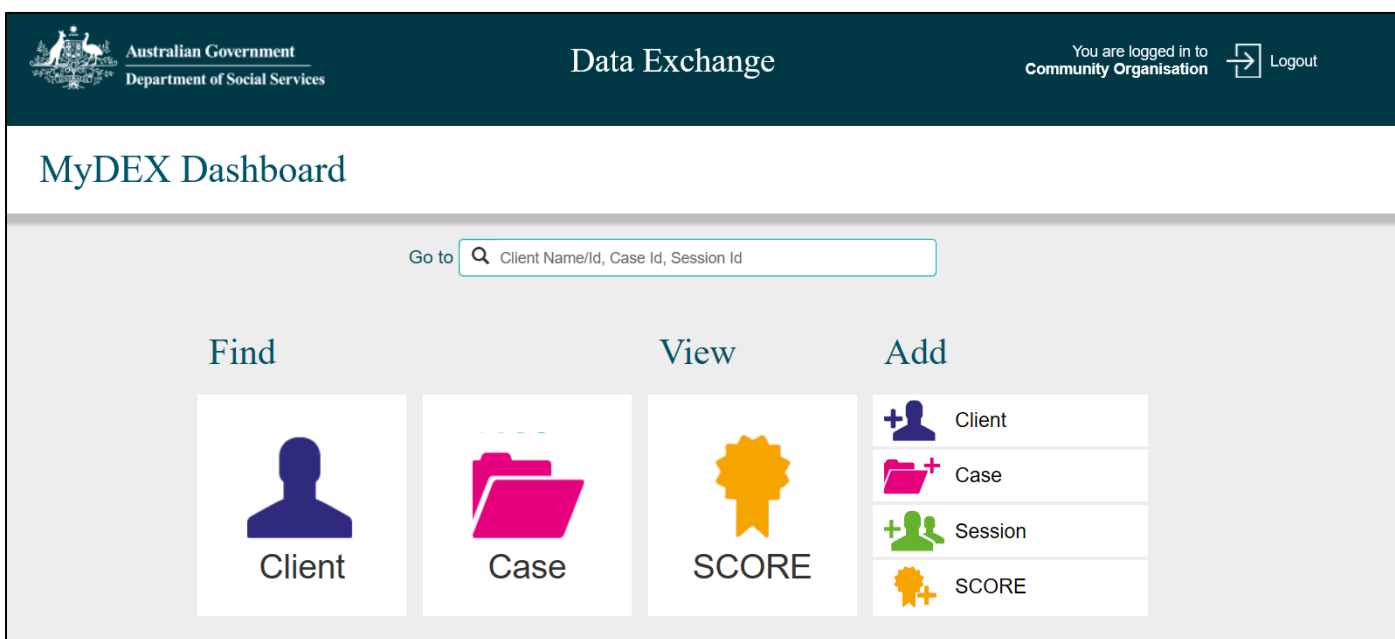
This confirms that you have successfully completed the account activation process. Select the Go to Data Exchange link to access the portal. Refer to Figure 9.

Figure 9 – Finish screen
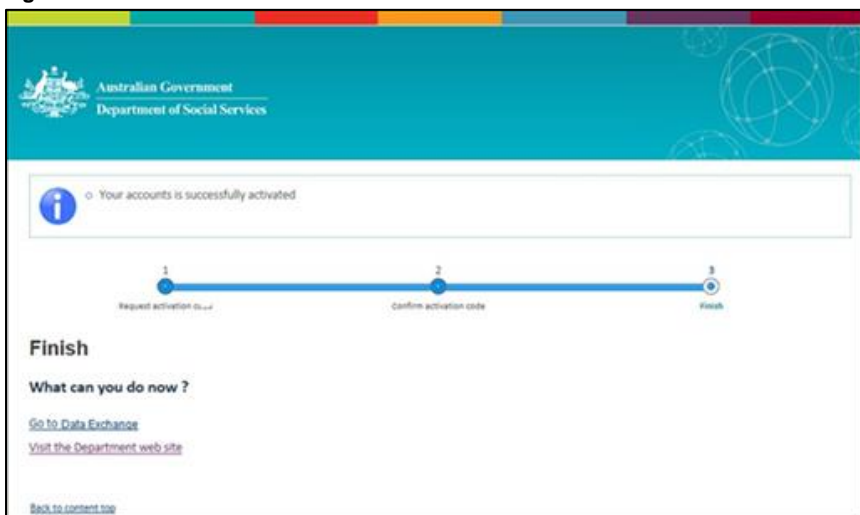
Step 10 – Data Exchange web-based portal home page

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

You can visit the myID and RAM websites for further information, or assistance.

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