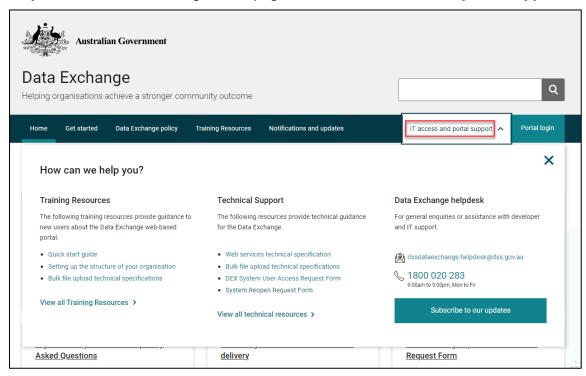
# Data Exchange

## System re-opening request form

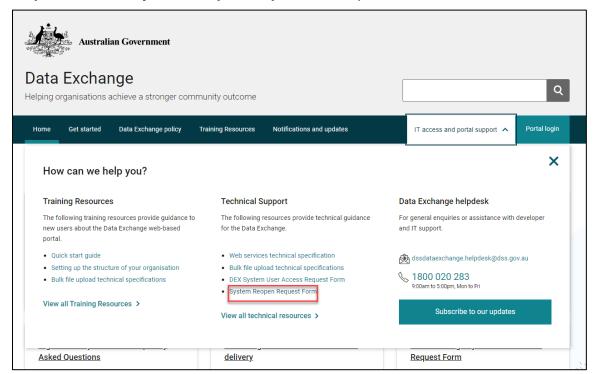
#### Task card

### For organisations

Step 1. On the Data Exchange home page, select the IT access and portal support drop-down arrow.

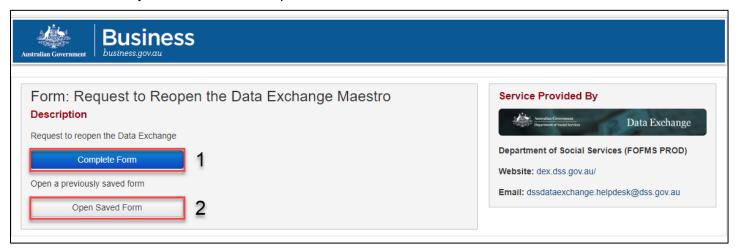


#### Step 2. Select the System Reopen Request Form option.

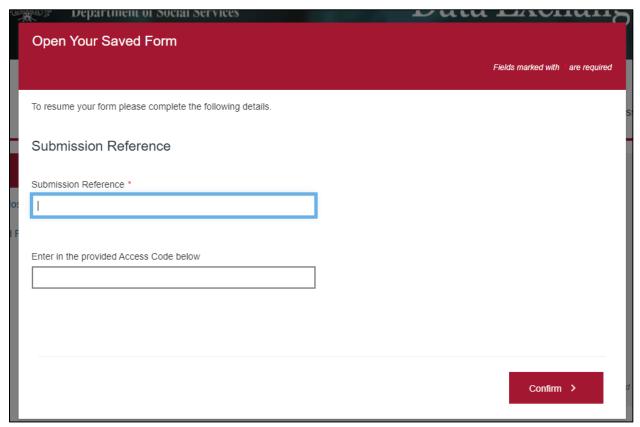


#### Step 3. A new window will appear.

- 1. Select Complete Form for new requests.
- 2. Select Open Saved Form to open a saved form.



If you choose to open a saved form, you will be asked to enter your **Submission Reference** and **Access Code**.

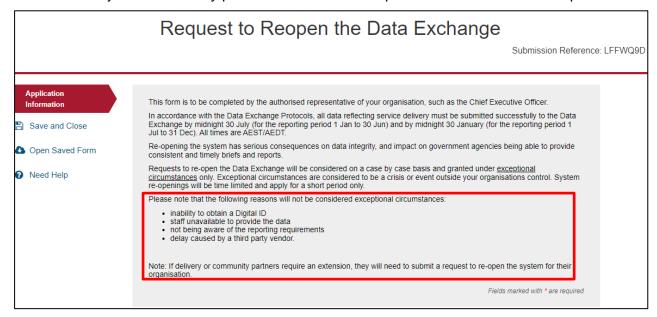


The interface for completing a new or existing form is the same. Refer to **Steps 4-7**.

#### Step 4. Completing the form.

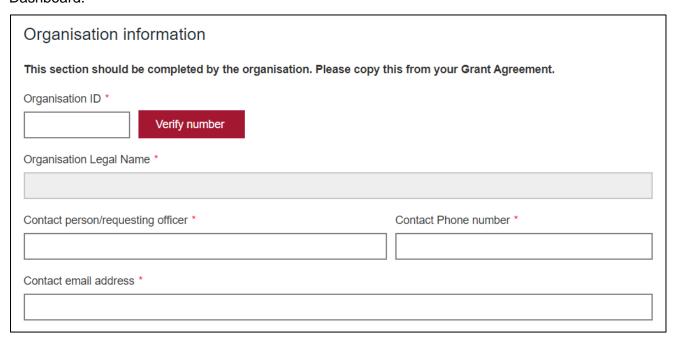
#### Please Note:

- The reasons that are **not** considered "exceptional circumstances".
- Delivery and community partners will need to complete their own extension requests.



Step 5. Complete all fields marked with a red asterisk throughout the form.

You can find the **Organisation Legal Name** and **Organisation ID** in the Manage organisation page, under **Source Organisation name** and **Source Organisation ID**. You can access that page through the MyDEX Dashboard.



#### Step 6. Answer the questions -

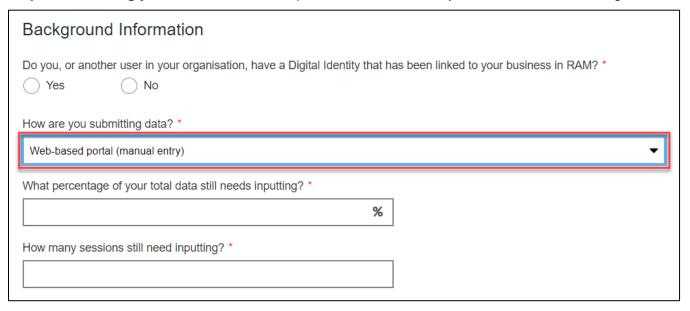
- For the first question, select **No** if this is the first reporting period in the Data Exchange for the program requiring the extension.
- Selecting **Yes** will ask if you have requested an extension for a previous period.

You can now select the program activities you are seeking the extension for by scrolling through the list on the left column. By ticking the box on the left of the activity name, the activity will display in the List of chosen activities box.

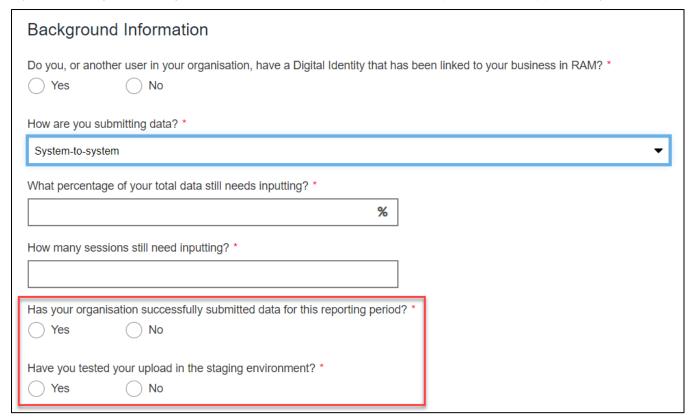
If you have made a mistake, untick the box of the incorrect selection. You cannot exceed more than 15 activities.

Has your organisation used the Data Exchange for previous reporting periods? *  Yes  No				
Has your organisation already requested an extension for this reporting period? *  Yes  No				
Note: Only the program activities that are in the Data Exchange will be considered.				
Has your organisation requested an extension for a previous reporting period? *				
Yes No				
Available program activities (choose the value/s and then select Add): (If your program activity is not in the list, select the "Not in the list" option)  List of chosen program activities (Max 15 per form)				
	Accredited Training for Sexual Violence Responses	_	€	Be Connected
	Assistance with Care and Housing		✓	Building Employer Confidence in Inclusion and
<b>S</b>	Be Connected			Disability
	Beyond Barbed Wire			
	Budget Based Funded Program			
lacksquare	Building Employer Confidence in Inclusion and Disability			
	Care Relationships and Carer Support			
	Cashless Debit Card Support Services			
	Cashless Debit Card Support Services – Job Support Hube	•		

**Step 7. Submitting your data:** Click the drop-down arrow to select your method for submitting data.

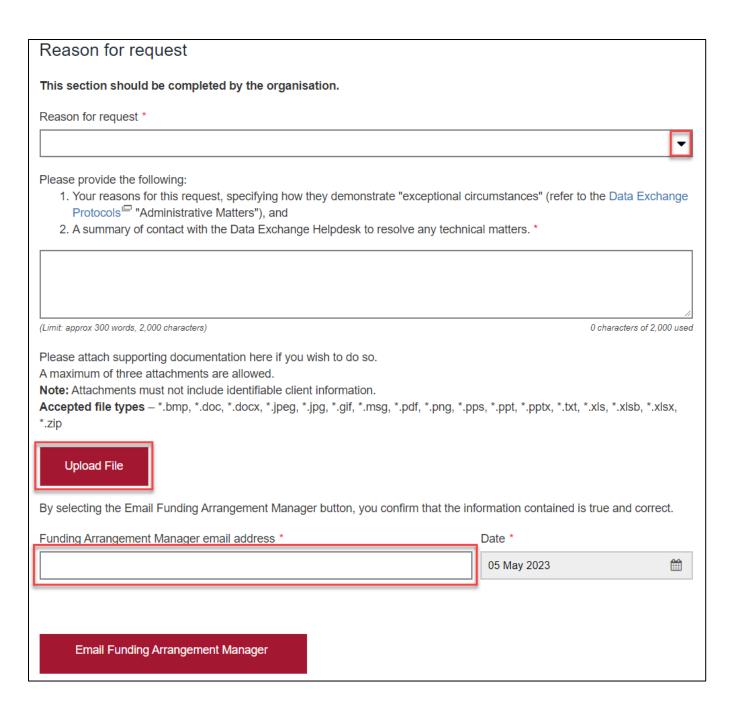


If you select System to system or Bulk XML additional Yes / No questions will appear for you to answer.



#### Adding a reason for the request

- Click the drop-down to select a reason from the list provided. Below is a text box to provide further details.
- Attach supporting documentation if you wish to do so. Attachments must not include identifiable client information. Select the Click to Upload button
- Please ensure the Funding Arrangement Manager email address ends with @dss.gov.au



The Helpdesk is available to provide system support to users of the Data Exchange.

You can contact the Data Exchange Helpdesk by email at <a href="mailto:dssdataexchange.helpdesk@dss.gov.au">dssdataexchange.helpdesk@dss.gov.au</a> or on 1800 020 283.