Log in to the Data Exchange

The Data Exchange (DEX) uses the Australian Government Digital ID System to verify users. Digital ID is a safe, secure and convenient way to prove who you are online.

This task card details the process of logging in to the Data Exchange web-based portal using your Digital ID.

To discuss other options for accessing DEX, please email the Data Exchange Helpdesk.

Access Required: All roles

In this task card:

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Log in to the Data Exchange

Setup your Digital ID

myID is the Australian Government's Digital ID app, which you can download to your smart device. **myID** allows you to prove who you are when accessing government online services.

A **myID** is set up with a user's personal email address. It should not be a shared, or work email address.

Download the **myID** app on your smart device through **Apple Store** or **Google Play** and follow the steps within the app to set up your Digital ID

More information about setting up **myID** is available on the myID website.

Link your Digital ID to an ABN using RAM

Relationship Authorisation Manager (**RAM**) is an authorisation service that allows you to act on behalf of a business online when linked with your Digital ID. How you link depends on your role.

If you are the Principal Authority (generally the CEO or Director), you must link your Digital ID to your organisation's ABN in **RAM**. Once linked, you can access online services on behalf of the business and authorise others to do the same.

If you are another user, the Principal Authority or authorisation administrator needs to authorise you to act on behalf of the organisation. When you are authorised, you will receive an email from **RAM** to link your Digital ID to your organisation.

More information about accepting an authorisation request can be found on the RAM website.

Request access to the Data Exchange

To alleviate the need to submit multiple access request forms, it is recommended that the first person to access the Data Exchange within an organisation become the **Organisation Administrator**. The Organisation Administrator will be able to manage user access for the organisation.

Anyone requesting **Organisation Administrator** access will need to complete a System User Access Request Form and submit it to the Data Exchange Helpdesk.

Note: Organisation Administrators can only create **Data Exchange** access for users. All users will need to set up their **Digital ID** and be linked to the business in **RAM**.

Information on how to add users to the Data Exchange can be found in the Add and edit a user task card.

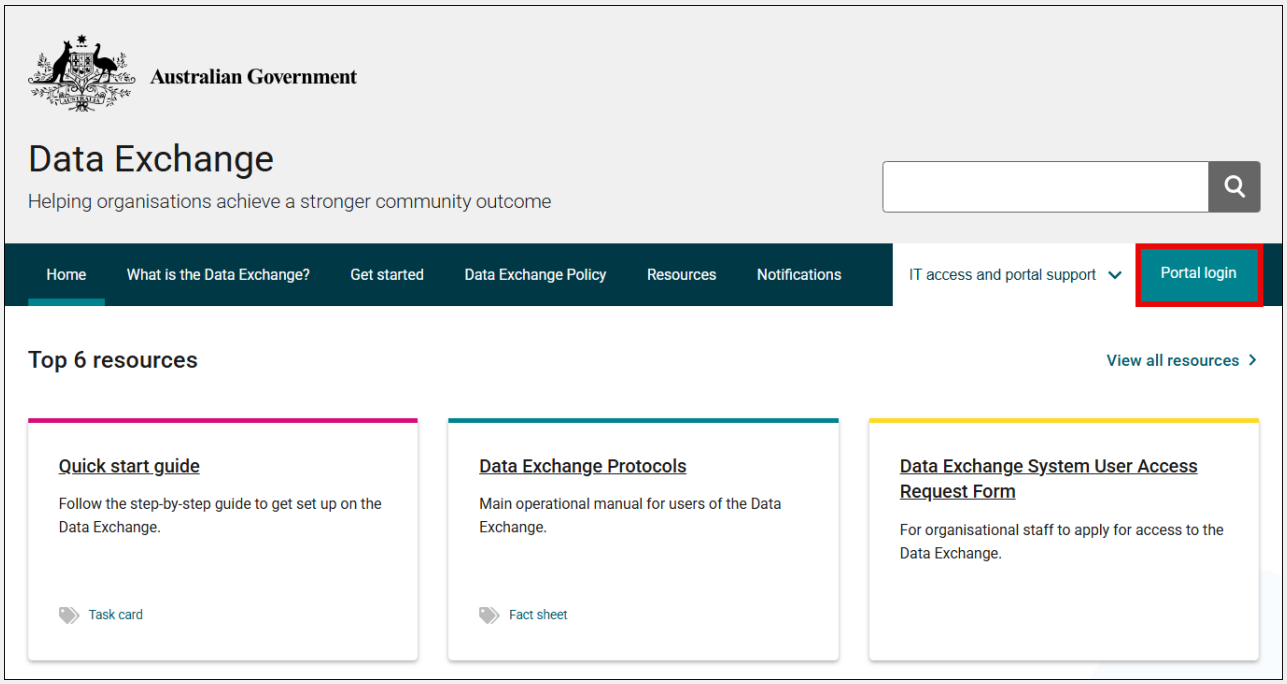
Sign in to the Data Exchange using Digital ID

From your internet browser, navigate to the Data Exchange website via the following URL. This link can be saved as a favourite for ease of access in future:

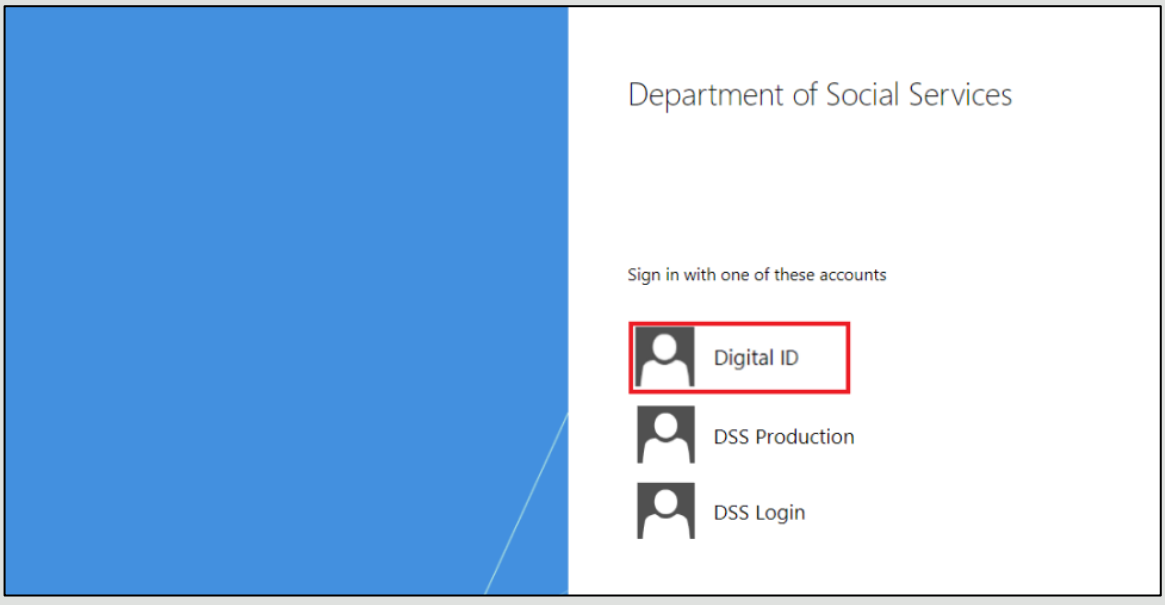
https://dex.dss.gov.au/

Note: Internet Explorer is no longer a supported browser for logging in to the Data Exchange. Please choose an alternate web browser such as Microsoft Edge, Google Chrome etc.

Select the **Portal login** button from the Data Exchange home page

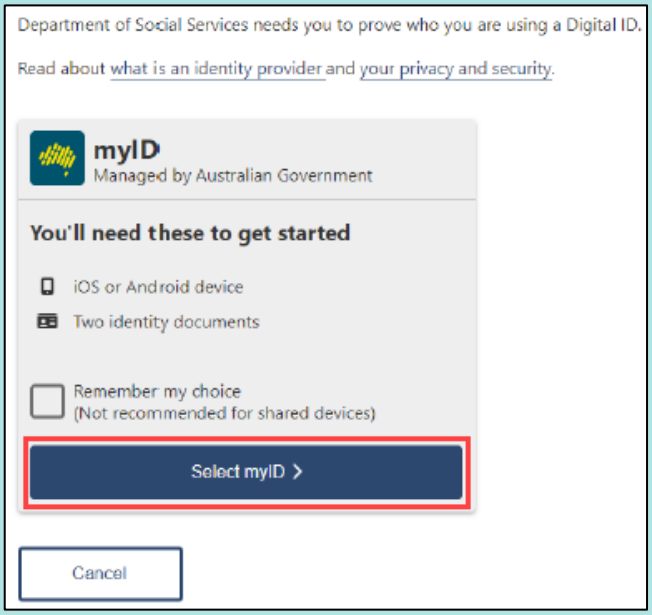


The sign in options screen will display. Select **Digital ID**



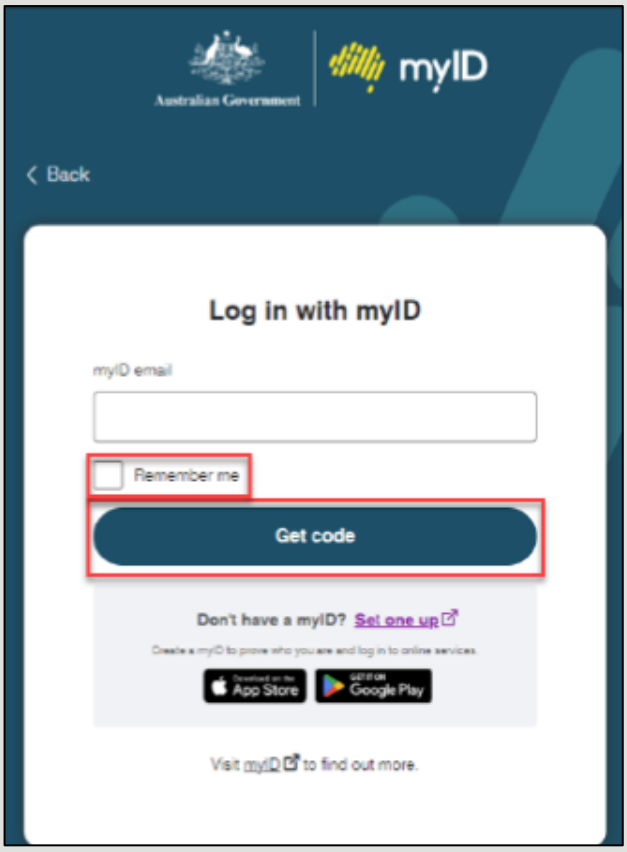
You will then be required to choose your Digital ID by clicking **Select myID**.

You can also select **Remember my choice** to automatically progress to the **Log in with myID** screen next time

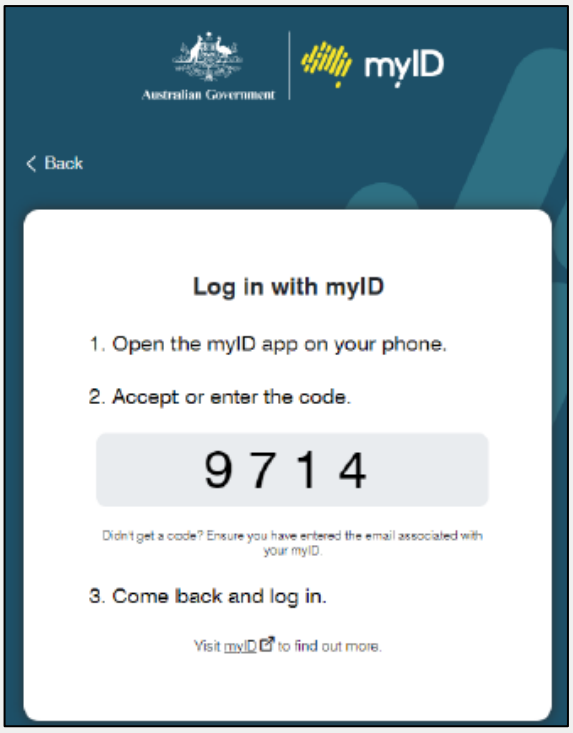


The **Login with myID** screen will display. Enter your myID email address and select **Get Code**.

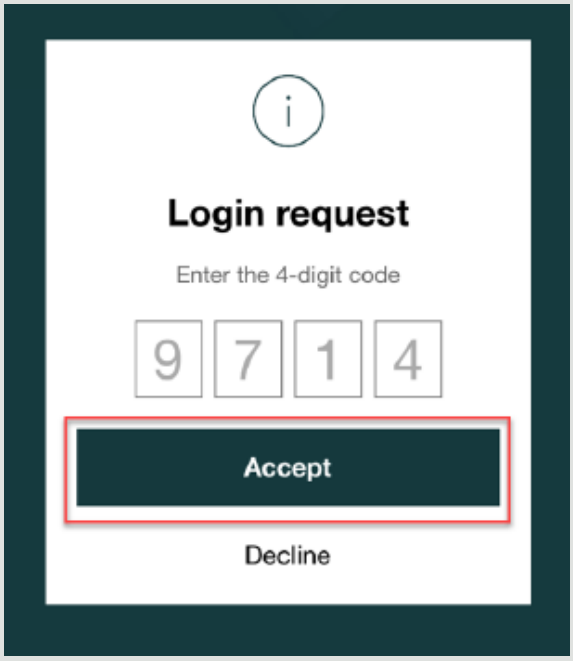
You can select **Remember me**, and on subsequent log in's, you will not need to enter your email address, and the four-digit code will be pre-filled in your app for you to accept.



The following screen will display a four-digit code

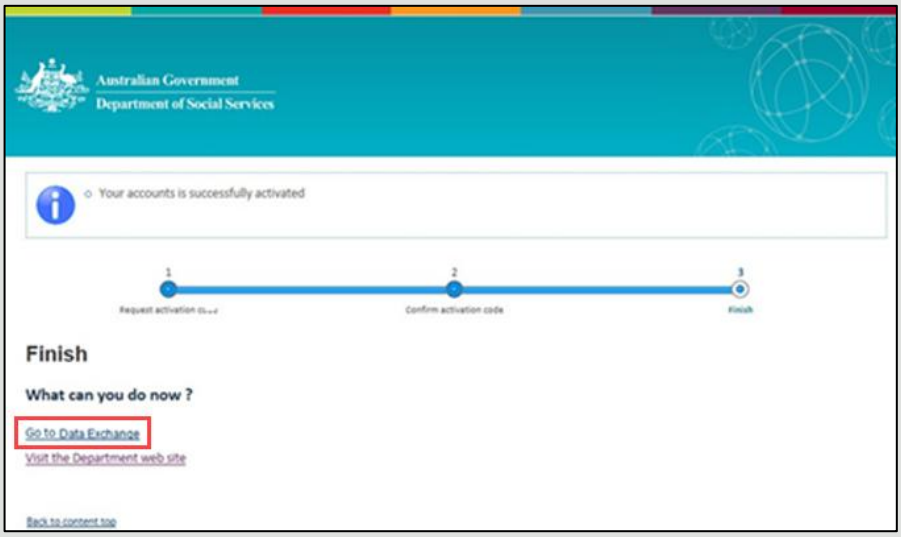


Open the **myID** app on your smart device. Enter the four-digit code and select **Accept**



Log in to the Data Exchange

Once you have successfully entered your activation code, you will be directed to the finish page. Select **Go to Data Exchange**



For assistance with **Digital ID**, please see the resources available on the Digital ID and myID websites.

For assistance with **Relationship Authorisation Manager**, please visit the RAM website.

For technical assistance with the **Data Exchange**, please contact the Helpdesk at dssdataexchange.helpdesk@dss.gov.au or via the online contact form