Data Exchange – Digital ID

As part of your Grant Agreement, you will be using Data Exchange (DEX) to report your organisation's client data and information about your service delivery. Data Exchange helps you and your funding agency improve outcomes for individuals, families, and communities. For more information about Data Exchange, please visit What is the Data Exchange?

Digital ID is the Department of Social Services preferred, secure way to log into DEX. To discuss other options for accessing DEX, please email the Helpdesk We strongly recommend you start the process to **get access as early as possible** before your reporting deadlines, as it can take up to a few weeks to complete all steps.

To watch a video on a more comprehensive look at how to complete the below steps, please go to Data Exchange - Digital ID

There are **three key steps** you need to follow to get access to Data Exchange when using Digital ID:

Step 1: Create your Digital ID

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

Need help? **Visit** https://www.myid.gov.au/ **Call** 1300 287 539 (option 2)

Step 2: Link your Digital ID to your Organisation

Relationship Authorisation Manager (RAM) is the Australian Government's authorisation service that allows you to act on behalf of an organisation. How you do this depends on your role in the organisation.

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.

Visit: https://info.authorisationmanager.gov.au/get-started

Need help? **Visit** https://info.authorisationmanager.gov.au **Call** 1300 287 539 (option 3)

Step 3: Request access to the Data Exchange

Once your Digital ID is created and linked to your organisation in RAM, you can request access to the Data Exchange.

Complete and submit a Data Exchange Access Request

Need help? **Visit** https://dex.dss.gov.au **Email** dssdataexchange.helpdesk@dss.gov.au

What comes next?

- Setting up additional DEX users
- Setting up outlets
- Setting up if you have a Delivery Partner/s