Log in to the Data Exchange web-based portal

Task card
This task card discusses the following:

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- Accessing the Data Exchange for the first time
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  - Step 3 – AUSkey Login screen
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  - Step 6 – Finish screen
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KEY HIGHLIGHTS

- You must be registered with an AUSkey before you can request access to the Data Exchange.
- Your AUSkey certificate and password will be provided to you via email by your AUSkey Administrator.
- An AUSkey Administrator is different to a Data Exchange Organisation (DEX Org) Administrator.
- A DEX Organisation Administrator must complete a User access request form and once approved by the Helpdesk they can then create additional users in the Date Exchange web-based portal.
- DEX Organisation Administrators cannot create another DEX Organisation Administrator.
- The account activation process for the Data Exchange only needs to be completed once by all users.

Prior to accessing the Data Exchange
Prior to requesting a Data Exchange web-based portal user account, your organisation must be registered with an AUSkey. The Australian Business Register (ABR) manages the oversight and issuing of AUSkeys. The AUSkey Registration Guide also provides useful information on AUSkeys as well as the AUSkeys and the Data Exchange task card.

Accessing the Data Exchange for the first time
All users accessing the Data Exchange web-based portal for the first time, will need to 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 and 7.

Step 1 - Request access to the Data Exchange
Complete a User access request form and submit it to the Data Exchange Helpdesk.
Step 2 – Log in to the Data Exchange

Select the **Log In** button on the Data Exchange website home page. Refer Figure 1.

**Figure 1 – The Data Exchange home page**

![Data Exchange home page](image1.jpg)

Step 3 – AUSkey Login screen

The AUSkey **Login** screen will display. Refer Figure 2.

**Figure 2 - AUSkey Login screen**

![AUSkey Login screen](image2.jpg)

In the **Select** field, click on the **drop down arrow** and select your **AUSkey certificate**.

Enter your **AUSkey password** and select **CONTINUE**.

**Note:** Your AUSkey certificate and password will be provided to you via email by your AUSkey Administrator.
Step 4 – Request activation code

The Request activation code for DSS Data Exchange will display. Refer Figure 3.

Figure 3 - Request activation code for Data Exchange screen

Type in your email address that matches your AUSkey information and select Continue. You will be sent an email containing your activation code.

Step 5 – Confirmation activation code

The Confirm activation code for DSS Data Exchange screen will display. Refer Figure 4.

Figure 4 – Confirm activation code screen

Enter the activation code contained in the email and select Confirm.
Step 6 – Finish screen

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

This confirms that you have completed the account activation process successfully.

![Finish screen](image)

**Figure 5 – Finish screen**

Step 7 – 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. Refer Figure 6.

![Data Exchange home screen](image)

**Figure 6 - Data Exchange web-based portal home screen**

More information on the Data Exchange can be found in the [Data Exchange Protocols](#) and the [Training resources](#) tab.

For technical support; contact the Data Exchange Helpdesk by email dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283 between 08.30am - 5.30pm (AEST/AEDT) Monday to Friday.