



Log in to the Data Exchange web-based portal

Task card

This task card discusses the following:

- [Prior to accessing the Data Exchange](#)
- [Accessing the Data Exchange for the first time](#)
 - [Step 1 – Request access to the Data Exchange](#)
 - [Step 2 – Log in to the Data Exchange](#)
 - [Step 3 – AUSkey Login screen](#)
 - [Step 4 – Request activation code](#)
 - [Step 5 – Confirm activation code](#)
 - [Step 6 – Finish screen](#)
 - [Step 7 – Data Exchange web-based portal home page](#)

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 Data 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 to 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.

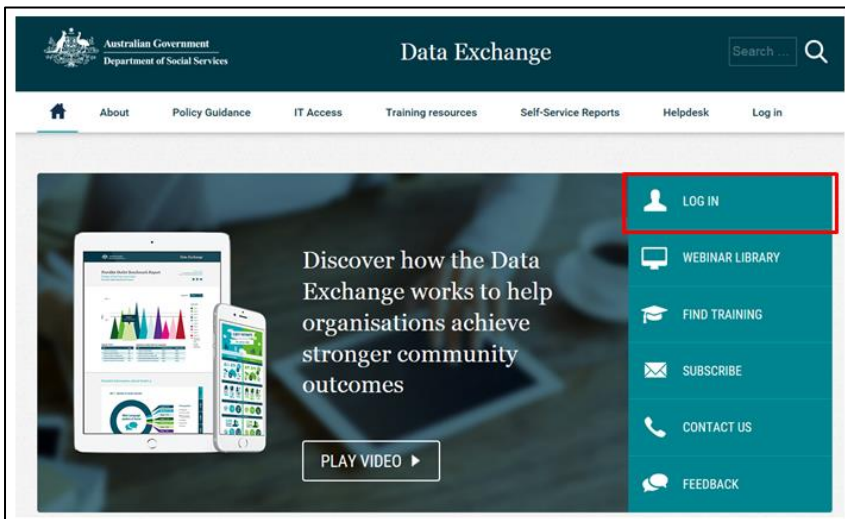
Step 1 - Request access to the Data Exchange

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.

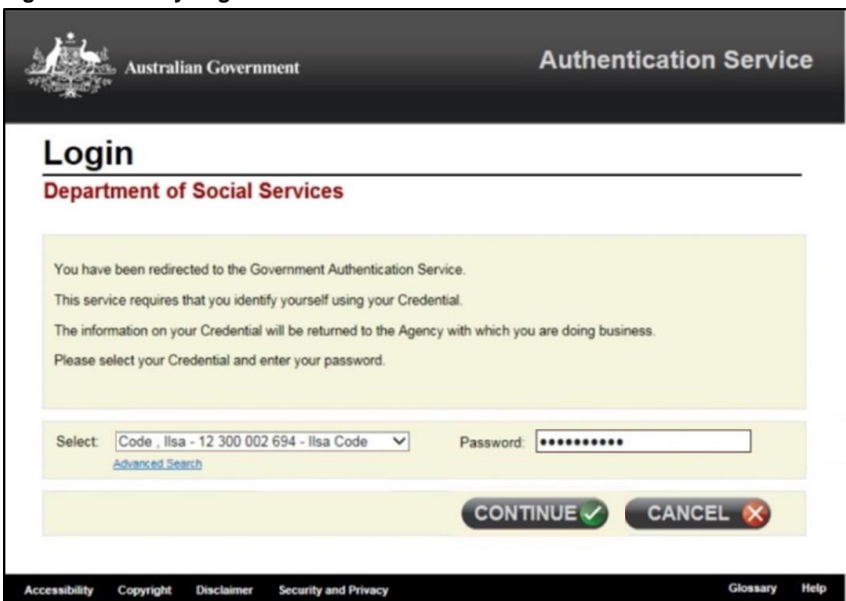
Figure 1 – The Data Exchange home page



Step 3 – AUSkey Login screen

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

Figure 2 - AUSkey Login screen



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

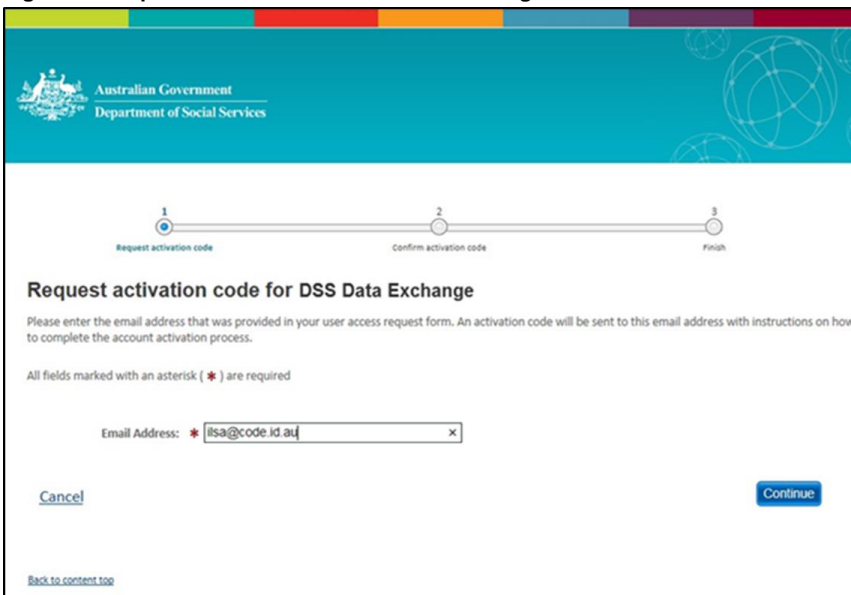
Enter your AUSkey **password** and select **CONTINUE**.

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



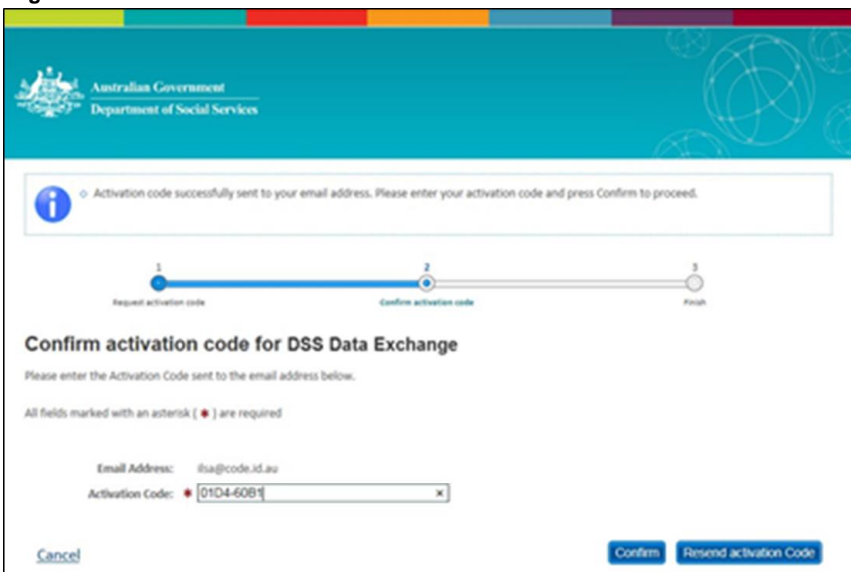
Type in your email address that matches your AUSKey information and select **Continue**.

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



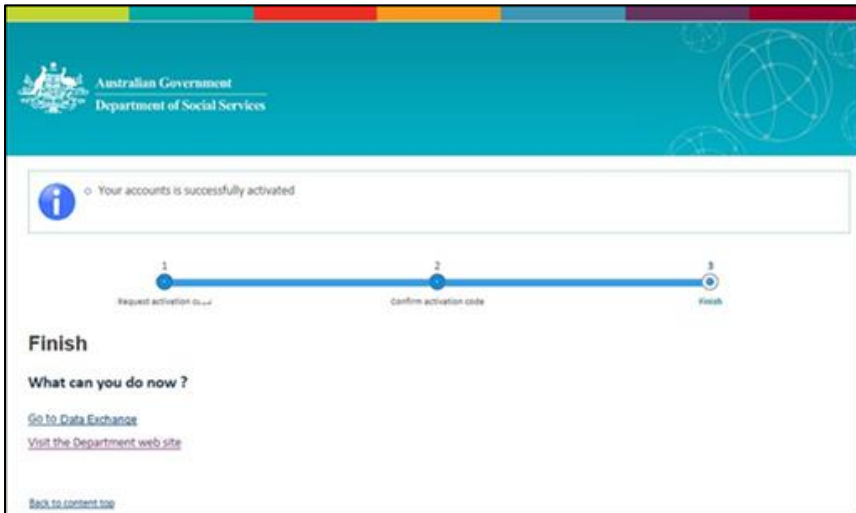
Enter the **activation code** contained in the email and select **Confirm**.

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.

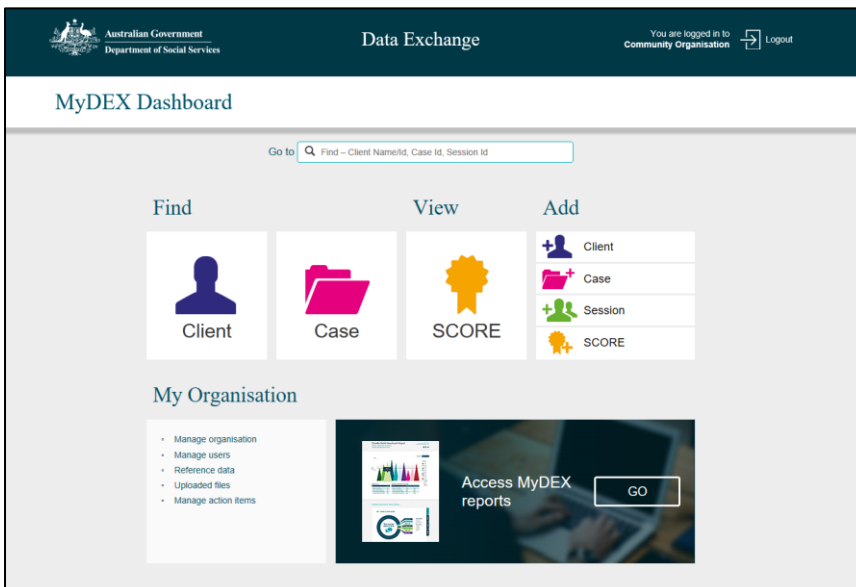
Figure 5 – Finish screen



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.

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.