

Cargo Interactive User Guide

Version 2.0

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Cargo Interactive Overview

What is Cargo Interactive?

Cargo Interactive is the gateway to the Department of Home Affairs ('The Department') online cargo service facility, hosted by the Customs Connect Facility (CCF) platform. CCF accepts electronic transactions from both people (referred to as Users) and machines (referred to as Devices). Each User and Device transacting with The Department must first be registered to deal electronically with The Department.

Identity Manager is the application within Cargo Interactive used to register and maintain details of all Users and Devices that transact electronically with The Department for cargo reporting purposes.

For more information about Identity Manager, see the Identity Manager User Guide.

Who uses the Cargo Interactive application?

Only Users who have been registered to deal with Cargo Interactive can use this Application. Users identify themselves electronically with use PKI Digital Certificates to electronically identify themselves.

Users are registered either as Individuals who personally deal with The Department or as a representative of an Organisation. Devices are always registered as a representative of an Organisation.

Individuals

A User who deals with The Department as an Individual must first complete the Cargo Interactive Registration process. During this process they will digitally sign (with their PKI Digital Certificate) the User Agreement which outlines the terms and conditions of use of the CCF.

A registered User can use the Cargo Interactive application to:

- View their User details.
- Associate further PKI Digital Certificates with their account.

Organisations

An Organisation who deals with The Department must first have a suitably authorised representative complete the Cargo Interactive Registration process on behalf of the Organisation. During the process this representative will digitally sign (with their PKI Digital Certificate) the User Agreement which outlines the terms and conditions of use of the CCF. This representative is referred to as the Signing Authority.

Signing Authorities

A Signing Authority can use Identity Manager within Cargo Interactive to:

- View their User details.
- Register and maintain all Users associated with their Organisation.
- Register and maintain all Devices associated with their Organisation.
- Transfer their Signing Authority role to another Registered User of their Organisation.
- Grant (and remove) an administrative role to Registered Users of their Organisation.

If a registered User is granted an administrative role they are referred to as an Administrator. Administrators can use the Identity Manager to:

- View their User details.
- Register and maintain all Users associated with their Organisation.
- Register and maintain all Devices associated with their Organisation.

How this User Guide works

This User Guide has been divided into three chapters:

- Functions available to all Registered Users.
- Functions available to Users who have the Administrator role.
- Functions available to Users who are the Signing Authority for their Organisation.

The Signing Authority can perform all functions available to Users with the Administrative role.

How to Self-Register Your Organisation

Introduction

In order for a new organisation to communicate with The Department, it must first be registered in the Customs Connect Facility (CCF). The person who registers the organisation is the person that will sign the CCF User Agreement on behalf of the organisation thereby taking responsibility on behalf of the organisation for agreement to interact with The Department within defined terms and conditions.

This person will also be automatically assigned the Signing Authority role.

To Register for Cargo Interactive

Please refer to the "Cargo Interactive Identity Manager Self-Registration User Guide" document.

Functions Available to All Registered Users

To log into the Cargo Interactive application

Once a User has successfully logged into Cargo Interactive they will be presented with a menu of applications which they have rights to access. This includes ICS, TAPIN, and Identity Manager.

All registered Users have the rights to access the Identity Manager application.

STEP 1. Browse to the Cargo Interactive Homepage.

The Cargo Interactive page is available at https://www.ccf.customs.gov.au/.



Figure 1: The Cargo Interactive Homepage.

STEP 2. Login to Cargo Interactive. The Terms and Conditions for use are displayed.

Department of Home Affairs	Cargo Interactivo
	Wed, 17 Apr 2024
Welcome to Cargo Interactive	
Cargo Interactive is the gateway to the Department of Home Affairs online ap of Home Affairs business applications. You must be registered to deal electro	oplication, the Common Connect Facility (CCF). This provides online access to a range onically with Home Affairs before you can login.
Θ	Θ
LOGIN TO CARGO INTERACTIVE	REGISTER FOR CARGO INTERACTIVE
If you are registered to deal with Cargo Interactive, <u>click here to login.</u>	To deal electronically with Cargo Interactive, <u>click here</u>

Figure 2: The Cargo Interactive Homepage with Login for Cargo Interactive highlighted.

NOTE

For institutions which are not registered with the Department, please consult the Cargo Interactive Identity Manager Self-Registration User Guide for more information on how to self-register.

STEP 3. Click on the Identity Manager link in the application menu.

If you agree to be bound by the terms of the CCF User Agreement, click "I agree".



Figure 3: Click "I agree" to agree to be bound by the terms of the CCF User Agreement.



Figure 3a: Click "I agree" to agree to be bound by the terms of the CCF User Agreement (I agree highlighted).



STEP 4. Select Certificate for Authentication



Figure 5: Credential Authorization Screen

To log into ICS

STEP 1. Log into Cargo Interactive.

See above.

STEP 2. Click on the ICS link in the application menu.

n: Dave Adams	Tue, 11 Jun 2024 10:50
Velcome to Ca	rgo Interactive
lease select one of the o	ptions listed below:
ICS Test	Integrated Cargo System (ICS) is used to report the movement and clearance of goods across the Australian border.
TAPIN Test	Tariff and Precedents Information Network is used to create, maintain and store Tariff and Valuation Advance Rulings (Tariff & Valuation Advices). It also allows internal DIBP users with create, maintain and store Tariff Precedents, Handicraft Registrations and Origin Rulings.
Identity	Identity Manager enables an organisation to manage identities registered with Cargo Interactive.

Figure 6a: Welcome to Cargo Interactive page with ICS highlighted

NOTE

These images were taken in the CCF Test environment. In the production environment, "ICS Test" and "TAPIN Test" will be labelled "ICS Prod" and "TAPIN Prod" respectively.

STEP 3. The ICS application opens.

The Integrated Cargo System Home Page will open.

To log into TAPIN

STEP 1. Log into Cargo Interactive.

See above.

STEP 2. Click on the TAPIN link in the application menu.

	Tue, 11 Jun 2024 10:50
/elcome to C	argo Interactive
ease select one of the	options listed below:
ICS Test	Integrated Cargo System (ICS) is used to report the movement and clearance of goods across the Australian border.
0	
	Tariff and Precedents Information Network is used to create, maintain and store Tariff and Valuation Advance Rulings (Tariff & Valuation Advices). It also allows internal DIBP users with create, maintain and store Tariff Precedents, Handicraft Registrations and Origin Rulings.

Figure 6b: Welcome to Cargo Interactive page with TAPIN highlighted

NOTE

These images were taken in the CCF Test environment. In the production environment, "ICS Test" and "TAPIN Test" will be labelled "ICS Prod" and "TAPIN Prod" respectively.

STEP 3. The TAPIN application opens.

The TAPIN Home Page will open.

To log into Identity Manager

STEP 1. Log into Cargo Interactive.

See above.

STEP 2. Click on the Identity Manager link in the application menu.

Australian Government Department of Immigrative and Border Protection	Cargo Interactiv
d In: Amanda Aardvar	K Thu, 16 May 2024 14:32
Welcome to Car	go Interactive
ICS Test	Integrated Cargo System (ICS) is used to report the movement and clearance of goods across the Australian border.
TAPIN Test	Tariff and Precedents Information Network is used to create, maintain and store Tariff and Valuation Advance Rulings (Tariff & Valuation Advices). It also allows internal DIBP users with create, maintain and store Tariff Precedents, Handicraft Registrations and Origin Rulings.
Identity Manager	Identity Manager enables an organisation to manage identities registered with Cargo Interactive.
argo Interactive is provided for use	in accordance with Department of Immigration and Border Protection Policy, the Customs Act and other laws. Please <u>download and read the User Agreement</u> for T rgo Interactive is audited and misuse may result in actions being taken.
	1.

Figure 6c: Welcome to Cargo Interactive page with Identity Manager highlighted

STEP 3. The Identity Manager application opens.

If the user is an Administrator or Signing Authority, they will be taken to the **Organisation Detail Page**, otherwise they will be taken to their own **User Detail Page**.

To view your User details

You can view your User Details in the Identity Manager application within Cargo Interactive. This view will show you what Digital Certificates have been registered for your User and your current rights to access further applications in Cargo Interactive ("Rights to Applications)".

General Details

For Registered Users:

STEP 1. Login to Cargo Interactive.

STEP 2. Login to the Identity Manager application.

The Cargo Interactive Homepage is available at (https://www.ccf.customs.gov.au/).

See "Functions Available to All Registered Users" for more information.

STEP 3. Your User Details screen is displayed.

ogged In: Ama	nda Aardv	ark					Tue, 23 Apr 2024 15	:28
							Ci App Guide	
ORGANIS	ATION:	DEPARTMENT OF HOM	IE AFFAIRS					
ABN:		11122233344						
TYPE:		ABN Organisation						
SIGNING A	AUTHORITY:	Cassandra Cassowary						
ADMINIST	RATORS:	David Drake Emily Emu	Felix Fox					
NAME: AN ROLE: CERTIF The following	ICATES:	RDVARK STERED USER	his user .				Filter Deputter	
Name 🔺	Email	÷	Status 🖨	Valid	Valid	Key Usage 🛛 🍦	Serial Number	
Amanda Aardvark	amanda.aa	rdvark@homeaffairs.gov.	<u>au</u> Valid	21 Aug 2023	22 Aug 2025	DigitalSignature, KeyEncipherment, DataEncipherment	167993742676493011479544320117286007798	

Figure 7: User Details (user)

For Administrators:

STEP 1. Login to the Identity Manager application.

The Cargo Interactive Homepage is available at (<u>https://www.ccf.customs.gov.au/</u>).

See "Functions Available to All Registered Users" for more information.

STEP 2. Your Organisation Detail screen is displayed.

and Border Protection	ion					Idei	ntity Mana	ge
d in: Amanda Aardv	ark						Thu, 16 M	lay 202
Organisation Detail							đ	App guide
ORGANISATION:	CON	IPANY NAME	HERE					
ABN:	6124	18344559						
TYPE:	ABN	Organisation	1					
SIGNING AUTHORITY	: Fran	k Fox						
ADMINISTRATORS:	Erica	a Echidna Ge	orgia Gorilla Henry H	lawk				
Name		Status 🗍	Role	÷	Valid To 🔶	Certificate Status	Email	÷
Amanda Aardvark		Enabled	Registered User		2025	Valid	amanda.aardvark@company.com	1
Pasiania Padaas		Enabled	Registered User		19 Aug 2025	Valid	benjamin.badger@company.com	
<u>benjamin badger</u>		Disabled	Registered User		22 Jul 2025	Valid	catherine.cat@company.com	
Cathy Cat		Disabled	Device		10 Jul 2025	Revoked	diego.device@company.com	
Cathy Cat Diego Device			Administrator		11 Jul 2023	Expired	erica.echidna@company.com	
Cathy Cat Diego Device Erica Echidna		Enabled						
Cathy Cat Diego Device Erica Echidna Showing 1 to 8 of 8 entries	ŧ	Enabled						
Cathy Cat Diego Device Erica Echidna Showing 1 to 8 of 8 entries	ł	Enabled						
Cathy Cat Diego Device Erica Echidna Showing 1 to 8 of 8 entries ADD A USER OR D To register a new User or 10 Certificate button.	EVIC	Enabled E click the Bro	wse button and loca	ite the	e.cer file for the r	new User or Device. Or	ice the .cer file has been selected click th	e Upload

Figure 8: User Details (Administrator)

For Signing Authorities:

STEP 1. Login to the Identity Manager application.

The Cargo Interactive Homepage is available at (<u>https://www.ccf.customs.gov.au/</u>).

See "Functions Available to All Registered Users" for more information.

STEP 2. Your Organisation Detail screen is displayed.

Tue, 23 Apr 2024 1 Organisation Detail Organisation Detail ORGANISATION: DEPARTMENT OF HOME AFFAIRS ABN: 19245551826 TYPE: ABN Organisation SIGNING AUTHORITY: Amanda Aardvark ADMIINISTRATORS: Peter Parrot Melissa Mole Casey Cat Sam Stoat NAME: AMANDA AARDVARK @ ROLE: SIGNING AUTHORITY @ STATUS: Image: Colspan="2">Image: Colspan="2">Organisation cannot be disabled.	Australian Governm Department of Immig and Border Protection	Identity Manager
Organisation Detail Image: Comparisation Detail Image: Organisation ABN: D245551826 TYPE: ABN Organisation SIGNING AUTHORITY: Amanda Aardvark: ADMINISTRATORS: Peter Parrot Melissa Mole Casey Cat Sam Stoat NAME: AMANDA AARDVARK Image: Image: Organisation Cannot be disabled.	jed In: Amanda Aard	vark Tue, 23 Apr 2024 10
Image: ORGANISATION: DEPARTMENT OF HOME AFFAIRS ABN: 19245551826 TYPE: ABN Organisation SIGNING AUTHORITY: Amanda Aardvark ADMINISTRATORS: Peter Parrot Melissa Mole Casey Cat Sam Stoat MAME: AMANDA AARDVARK Image: Image: Organised Casey Cat Sam Stoat Ima	Organisation Detai	🖌 💼 App
ABN: 19245551826 TYPE: ABN Organisation SIGNING AUTHORITY: Amanda Aardvark ADMINISTRATORS: Peter Parrot Melissa Mole Casey Cat Sam Stoat MAME: AMANDA AARDVARK @ ROLE: SIGNING AUTHORITY @ STATUS: ✓ ENABLED Ø The Signing Authority for an Organisation cannot be disabled.	ORGANISATION:	DEPARTMENT OF HOME AFFAIRS
TYPE: ABN Organisation SIGNING AUTHORITY: Amanda Aardvark ADMINISTRATORS: Peter Parrot Melissa Mole Casey Cat Sam Stoat NAME: AMANDA AARDVARK @ ROLE: SIGNING AUTHORITY @ STATUS: Image: Name Casey Cat Sam Organisation cannot be disabled.	ABN:	19245551826
SIGNING AUTHORITY: Amanda Aardvark ADMINISTRATORS: Peter Parrot Melissa Mole Casey. Cat Sam Stoat MAME: AMANDA AARDVARK @ ROLE: SIGNING AUTHORITY @ STATUS: ✓ ENABLED @ The Signing Authority for an Organisation cannot be disabled.	TYPE:	ABN Organisation
ADMINISTRATORS: Peter Parrot Melissa Mole Casey Cat Sam Stoat NAME: AMANDA AARDVARK @ ROLE: SIGNING AUTHORITY @ STATUS: ✓ ENABLED	SIGNING AUTHORIT	Y: Amanda Aardvark
NAME: AMANDA AARDVARK @ ROLE: SIGNING AUTHORITY @ STATUS: Image: Comparison of the Signing Authority for an Organisation cannot be disabled.	ADMINISTRATORS:	Peter Parrot Melissa Mole Casey Cat Sam Stoat
	NAME: AMANDA A	ARDVARK
	NAME: AMANDA AA @ ROLE: SIG! @ STATUS: @ CERTIFICATES: The following certificates	ARDVARK IING AUTHORITY ENABLED The Signing Authority for an Organisation cannot be disabled. have been registered for this user .
Filter Results:	NAME: AMANDA AA @ ROLE: SIGH @ STATUS: @ CERTIFICATES: The following certificates	ARDVARK IING AUTHORITY ENABLED The Signing Authority for an Organisation cannot be disabled. have been registered for this user . Filter Results:
Name Email Status Valid From Valid To Key Usage Serial Number	NAME: AMANDA AA © ROLE: SIGN © STATUS: © CERTIFICATES: The following certificates Name Email	ARDVARK IING AUTHORITY ' ENABLED The Signing Authority for an Organisation cannot be disabled. have been registered for this user . inter Results: inter Re

Figure 9: User Details (Signing Authority)

Certificate Details

An identity's Digital Certificate status can be Valid, Expired or Revoked.

<u>Valid</u> – The User is registered in the Identity Manager and has a valid digital certificate registered with The Department.

<u>Expired</u> – The User is registered in the Identity Manager but the user's digital certificate registered with The Department has expired.

<u>Revoked</u> – The User is registered in the Identity Manager but their digital certificate registered with The Department has been revoked through Digicert.

To add a new certificate to your user details

You may wish to add additional Digital Certificates to your own User. This is usually done when your current Digital Certificate is about to expire and you have just purchased a new Digital Certificate.

Adding User Details is done within the Identity Manager application.

Digital Certificates are normally issued to Users as a pfx file that includes private key information. Only the public key should be uploaded as part of registration, so before proceeding ensure you have the public key as a .cer file.

STEP 1. View your User Details.

STEP 2. In the ADD CERTIFICATE form, select the Browse button.

STEP 3. The Choose File to Upload window displays.

STEP 4. Locate and select the .cer file for the Certificate you wish to add to your User.

STEP 5. Select the Open button.

The Choose File to Upload window closes and the file path of the certificate is displayed.

STEP 6. Select the Add Certificate button.

STEP 7. The User Details screen refreshes.

The new Certificate is displayed in the CERTIFICATES pane.

NOTE

Digital Certificates will only be accepted if they are:

- Currently valid,
- Issued by an accepted Certification Authority, and
- Appropriately bound to the Organisation.

Functions Available to All Users Who Have the Administrator Role

To view your organisation details

The Organisation Detail screen allows an Administrator or Signing Authority to view the details of their organisation, including all Users and Devices which have been registered to their Organisation.

STEP 1. Login to the Identity Manager application.

STEP 2. Your Organisation Detail screen is displayed.

		Ide	ntity Manage
			Wed, 17 Apr 202
AME HERE			
tion			
Georgia Gorilla Henry Hawk	c		
us Role	Valid To	Certificate Status	Email
led Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com
led Registered User	19 Aug 2025	Valid	benjamin.badger@company.com
oled Registered User	22 Jul 2025	Valid	catherine.cat@company.com
led Administrator	10 Jul 2025	Expired	erica echidna@company.com
led Signing Authority	25 Apr 2024	Valid	frank.fox@company.com
led Administrator	16 Jan 2025	Valid	o o@company.com
Browse button and locate th	ie .cer file for the	new User or Device. On	ice the .cer file has been selected click the Uploa
Bro	owse button and locate th	www.ebutton and locate the .cer file for the	owse button and locate the .cer file for the new User or Device. Or



To search for a User or Device

The Organisation Detail screen allows an Administrator to Search all Users and Devices which have been registered to their Organisation.

Department of	vernment Home Affairs			lde	ntity Manage
d In: Amanda Aardva	ark				Wed, 17 Apr 202
Organisation Detail					Ci guide
ORGANISATION:	COMPANY NAME H	ERE			
ABN:	61248344559				
TYPE:	ABN Organisation				
SIGNING AUTHORITY:	Frank Fox				
ADMINISTRATORS:	Erica Echidna Georo	aia Gorilla Henry Hawl	s		
					Filter Results:
Name	▲ Status 🝦	Role 🔶	Valid To 🍦	Certificate Status	Filter Results:
Name Amanda Aardvark	▲ Status ♦	Role 🔶	Valid To 🔶	Certificate Status	Filter Results:
Name Amanda Aardvark Benjamin Badger	▲ Status ♦ Enabled Enabled	Role Registered User Registered User	Valid To 12 Jun 2025 19 Aug 2025	Certificate Status ∲ Valid Valid	Filter Results:
Name Amanda Aardvark Benjamin Badger Cathy Cat	 Status Enabled Disabled 	Role Registered User Registered User Registered User	Valid To 12 Jun 2025 19 Aug 2025 22 Jul 2025	Certificate Status Valid Valid Valid	Filter Results: Email amanda.aardvark@company.com benjamin.badger@company.com catherine.cat@company.com
Name Amanda Aardvark Benjamin Badger Cathy Cat Diego Device	Status Enabled Enabled Disabled Disabled	Role Registered User Registered User Registered User Device	Valid To Image: Tool of the second seco	Certificate Status Valid Valid Valid Revoked	Filter Results:
Name Amanda Aardvark Benjamin Badger Cathy Cat Diego Device Erica Echidna	 Status Enabled Disabled Disabled Enabled 	Role Registered User Registered User Registered User Device Administrator	Valid To 12 Jun 2025 19 Aug 2025 22 Jul 2025 10 Jul 2025 11 Jul 2023	Certificate Status ∲ Valid Valid Valid Revoked Expired	Filter Results:
Name Amanda Aardvark Benjamin Badger Cathy Cat Diego Device Erica Echidna Frank Fox	 Status Enabled Disabled Disabled Enabled Enabled Enabled Enabled 	Role Registered User Registered User Registered User Device Administrator Signing Authority	Valid To 12 Jun 2025 19 Aug 2025 22 Jul 2025 10 Jul 2025 11 Jul 2023 25 Apr 2024	Certificate Status ♦ Valid Valid Valid Revoked Expired Valid	Filter Results:
Name Amanda Aardvark Benjamin Badger Cathy Cat Diego Device Erica Echidna Frank Fox Georgia Gorilla Showing 1 to 8 of 8 entries	 Status Enabled Enabled Disabled Disabled Enabled Enabled Enabled 	Role Registered User Registered User Registered User Device Administrator Signing Authority Administrator	Valid To 12 Jun 2025 19 Aug 2025 22 Jul 2025 10 Jul 2025 11 Jul 2023 25 Apr 2024 16 Jan 2025	Certificate Status	Filter Results:
Name Amanda Aardvark Benjamin Badger Cathy Cat Diego Device Erica Echidna Frank Fox Genoraia Gorilla Showing 1 to 8 of 8 entries ADD A USER OR D To register a new User or D Certificate button. Choose File No file of	Status Enabled Enabled Disabled Disabled Enabled Enabled Enabled Enabled Enabled Evice evice click the Brows thosen	Role Registered User Registered User Registered User Device Administrator Signing Authority Administrator	Valid To 12 Jun 2025 19 Aug 2025 22 Jul 2025 10 Jul 2025 11 Jul 2023 25 Apr 2024 16 Jan 2025 e.cer file for the	Certificate Status Valid Valid Valid Revoked Expired Valid Valid Valid	Filter Results: Email amanda.aardvark@company.com benjamin.badger@company.com catherine.cat@company.com diego.device@company.com erica.echidna@company.com frank.fox@company.com n.d@company.com n.d@company.com n.d@company.com n.d@company.com n.d@company.com n.d@company.com n.d@company.com nce the .cer file has been selected click the Upload
Name Amanda Aardvark Benjamin Badger Cathy Cat Diego Device Erica Echidna Frank Fox Georaia Gorilla Showing 1 to 8 of 8 entries ADD A USER OR D To register a new User or D Certificate button. Choose File No file of	Status Enabled Enabled Disabled Disabled Enabled Enabled Enabled EVICE bevice click the Brows thosen	Role Registered User Registered User Certificate Registered User Administrator Signing Authority Administrator	Valid To 12 Jun 2025 19 Aug 2025 22 Jul 2025 10 Jul 2025 11 Jul 2023 25 Apr 2024 16 Jan 2025 	Certificate Status	Filter Results:

Figure 11: The Organisation Detail Screen (Filter Results highlighted)

STEP 1. View your Organisation Detail.

A list of all Users and Devices registered for the Organisation is displayed in the REGISTERED WITH DIBP pane.

STEP 2. Enter your search criteria in the Filter Results field.

The list of all Users and Devices will automatically filter the list of Users and Devices to show only those entries which match the filter criteria entered.

HINT

To quickly find a User or Device, enter the email address for the User or Device in the Filter Results field.



To add a new user or device

A new User or Device can be added to your Organisation by uploading the corresponding Digital Certificate. Ensure you upload a .cer file with the certificate's public key, not a .pfx file with the private key.

STEP 1. View your Organisation Detail.

STEP 2. In the ADD USER OR DEVICE pane, select the Choose File button.

(Note: some browsers may label this button as "Browse" or some other equivalent.)

The Choose File to Upload window displays.

STEP 3. Locate and select the .cer file for the Certificate for the User or Device you wish to add.

STEP 4. Select the Open button.

The Choose File to Upload window closes and the filepath of the certificate is displayed.

STEP 5. Select the Upload Certificate button.

STEP 6. The screen refreshes and the details of the new User or Device are displayed.

NOTE

Digital Certificates will only be accepted if they are:

- Currently valid,
- Issued by an accepted Certification Authority, and
- Appropriately bound to the Organisation.

To view details of a user

To view the detail of a User who has been registered to represent your Organisation, you will need to locate the User on the Organisation Detail page and select their name which has been linked to their User Details.

STEP 1. View your Organisation Detail.

STEP 2. In the REGISTERED WITH CCF pane, scroll until you see the User.

Use Filter Results if necessary.

The User appears in the list of Users and Devices.

STEP 3. Select the name of the User.

STEP 4. The User Details screen is displayed.

This should be for the User selected in STEP 3.

To view details of a device

To view the detail of a Device which has been registered to represent your Organisation, you will need to locate the Device on the Organisation Detail page and select its name which has been linked to the Device Details.

STEP 1. View your Organisation Detail.

STEP 2. In the REGISTERED WITH CCF pane, scroll until you see the Device.

Use Filter Results if necessary.

The Device appears in the list of Users and Devices.

STEP 3. Select the name of the Device.

STEP 4. The Device Details screen is displayed.

This should be for the Device selected in STEP 3.

To disable a user or device

When a new User or Device is added to Identity Manager they are automatically enabled. This means that they can deal electronically with The Department. In some circumstances, for example where an employee is on extended leave, an Organisation may wish to temporarily disable the identity for a User. This does not cancel the registration or revoke any Digital Certificates. While a User/Device is disabled they cannot deal with The Department electronically.

STEP 1. View the User/Device Details of the User/Device to be disabled.

STEP 2. In the User/Device Details pane, enter the reason for disabling this User/Device.

STEP 3. Select the DISABLE button.

STEP 4. The User/Device Details page will refresh.

The Status field will display the User/Device as DISABLED.

NOTE

If a User is disabled while they have an active session with Cargo Interactive, their session will not be terminated. The next time they attempt to authenticate to the Cargo Interactive their access will be denied.

WARNING

- A Signing Authority can NEVER be disabled.
- Only a Signing Authority can disable an Administrator.

To enable a user or device

An identity's login status can be enabled, pending, incomplete or disabled.

<u>Enabled</u> - An identity with an enabled login status has successfully registered with Customs using a current, valid certificate.

<u>Disabled</u> - While a User/Device is disabled they cannot deal with The Department electronically. A disabled User/Device can be re-enabled by an Administrator at any time using this function.

A disabled identity cannot:

- Auto rollover their certificate;
- Login to Cargo Interactive;
- Submit EDI transactions; or
- Be assigned the Signing Authority or Administrator roles for their organisation.

If a Registered User is disabled while they have an active session with the Gateway, their session will not be terminated within the Gateway. The next time they attempt to authenticate to the Gateway the session will be denied.

<u>Pending</u> - An identity with a pending login status has registered a valid certificate with Cargo Interactive, but an administrator for their organisation still needs to nominate which Cargo Interactive applications they can access on behalf of their organisation. Identities with a pending login status will remain in the Gateway directory for 7 days. They have NO access to applications until their login status changes to "enabled".

This status is assigned when an identity does not fully complete the process of registering with Cargo Interactive. In this instance the Signing Authority for the organisation may be able to assist by sending a new activation email to the identity so that they can complete the registration process.

NOTE

When a new User or Device is added to Identity Manager they are automatically enabled. This means that they can deal electronically with The Department. In some circumstances, for example where an employee is on extended leave, an Organisation may wish to temporarily disable the login for a User. This does not cancel the registration or revoke Digital Certificates.

To re-enable a User that had previously been disabled:

STEP 1. View the User/Device Details of the User/Device to be enabled.

STEP 2. In the User/Device Details pane, select the ENABLE button.

STEP 3. The User/Device Details page will refresh, the Status field will display the User/Device as ENABLED.

To add a new certificate to an existing user

Digital Certificates have a lifespan of 2 years and need to be replaced accordingly. When this happens the new Digital Certificates need to be registered against the User in the Identity Manager application. This function is used to add a new Digital Certificate to an existing User.

STEP 1. View the User Details for the User who has a new Digital Certificate.

		rregistered for this user .			Filter Results	
			Valid	l Valid		
Name 🔺	Email	Status	From	n [†] To	Key Usage Serial Number	
<u>Amanda</u> <u>Aardvark</u>	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin.badger@company.com	
<u>Cathy</u> <u>Cat</u>	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
O ADD A	CERTIFICATE:	rowse button and select t	he .cer file.	The .cer file	must be the authentication certificate for Dave Adams	Once the cer file ha
Choos	ed, click the Add Certifi	icate button. The page wi	II refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.
RIGHTS This user I Cargo Inte	se File No file chosen S TO APPLICATION has the following access rractive:	Add Ce Add Ce NS: s to applications within	II refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.
RIGHTS This user I Cargo Inte ICS Ind	se File No file chosen S TO APPLICATION has the following access ractive: ustry Test	Add Ce	II refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.
RIGHTS This user I Cargo Inte ICS Ind	se File No file chosen S TO APPLICATION has the following access ractive: ustry Test ImpDec Lodge	Add Ce	II refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.
RIGHTS This user I Cargo Inte ICS Ind	se File No file chosen S TO APPLICATION has the following access ractive: ustry Test ImpDec Lodge ImpDec Save & Submit	Add Ce	II refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.
RIGHTS This user I Cargo Inte ICS Ind	A click the Add Certification of the Display click the Add Certification of the Construction of the Constr	Add Ce	Il refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.
Choose C	ed, click the Add Certification of the Displacement of the Displac	Add Ce	Il refresh a	nd the new o	certificate will appear in the list of certificates shown ab	ove.

Figure 12: User Details Screen

STEP 2. In the ADD CERTIFICATE form, select the Choose File button.

	g certificates have been register	ed for this user .			Filter Results:	
Name 🔺	Email	Status	Valid From	Valid To	Key Usage 🝦 Serial Number	¢
Amanda Aardvark	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	Í
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin badger@company.com	
<u>Cathy</u> <u>Cat</u>	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
choning i a						
ADD A O	CERTIFICATE: w certificate click the Browse but ad, click the Add Certificate but se File No file chosen	Itton and select th ton. The page wil Add Cer	e .cer file. refresh an tificate	The .cer file d the new ce	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has
ADD A	CERTIFICATE: w certificate click the Browse build, click the Add Certificate but d, click the Add Certificate but se File No file chosen	Itton and select th ton. The page wil Add Cer	e .cer file. refresh an tificate	The .cer file d the new co	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has
ADD A	CERTIFICATE: w certificate click the Browse but ed, click the Add Certificate but se File No file chosen S TO APPLICATIONS: has the following access to appli- ractive:	Itton and select th ton. The page wil Add Cer cations within	ie .cer file. I refresh an tíficate	The .cer file d the new co	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has
ADD A To add a new been selecte Choos RIGHTS This user P Cargo Inte Cargo In	CERTIFICATE: w certificate click the Browse but ad, click the Add Certificate but se File No file chosen S TO APPLICATIONS: has the following access to appli- ractive: ustry Test	Itton and select th ton. The page wil Add Cer cations within	ie .cer file. I refresh an tificate	The .cer file d the new co	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has
ADD A To add a new been selecte Choos RIGHTS This user f Cargo Inte Cargo Inte ICS Inde	CERTIFICATE: w certificate click the Browse but ad, click the Add Certificate but se File No file chosen S TO APPLICATIONS: has the following access to appli- ractive: ustry Test ImpDec Lodge	Itton and select th ton. The page wil Add Cer	tificate	The .cer file d the new co	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has
ADD A To add a new been selecte Choos RIGHTS This user H Cargo Inte ICS Inde ICS IN	CERTIFICATE: w certificate click the Browse build, d, click the Add Certificate but the File No file chosen S TO APPLICATIONS: that the following access to appli- ractive: ustry Test ImpDec Lodge ImpDec Save & Submit	Itton and select th ton. The page wil Add Cer	e .cer file. refresh an tificate	The .cer file d the new c	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has
ADD A To add a new been selecte Choos RIGHTS This user H Cargo Inte Cargo Inte ICS Inde	CERTIFICATE: w certificate click the Browse build, d, click the Add Certificate but File No file chosen S TO APPLICATIONS: The state following access to appli- ractive: ustry Test ImpDec Lodge ImpDec Save & Submit Pay EFT	Itton and select th ton. The page wil Add Cer	tificate	The .cer file d the new co	must be the authentication certificate for Dave Adams. Once the . ertificate will appear in the list of certificates shown above.	cer file has

Figure 13: User Details Screen (Choose File button highlighted)

STEP 3. The Choose File to Upload window displays.

STEP 4. Locate and select the .cer file for the Signing Certificate you wish to add to your User.

STEP 5. Select the Open button.

The Choose File to Upload window closes and the filepath appears in the Add Certificate form.

Name 🔺	Email	Status	s From	h ∲ Valid To	🛊 Key Usage 🌲 Serial Number	
<u>Amanda</u> <u>Aardvark</u>	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin.badger@company.com	
Cathy Cat	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
Showing 1 to	0 8 of 8 entries		the see file	The see fil	and by the output of a line out the defendence of	Dense Alice and File law

STEP 6. Select the Add Certificate button.

Figure 14: User Details Screen (Certificate Filename highlighted)

Name 🔺	Email	\$ Status	t ≑ Valid From	Valid † To	Filter Results:	
<u>Amanda</u> <u>Aardvark</u>	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin.badger@company.com	
Cathy Cat	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
Showing 1 to	0 8 of 8 entries	rouse button and colort t	bo, cor filo	The corfil	a must be the authentication cartificate for Dave Adams	Once the cer file has
been selecte	d, click the Add Certif	icate button. The page wi	ill refresh a	nd the new	certificate will appear in the list of certificates shown abo	ve.

Figure 15: User Details Screen (Choose File button highlighted)

STEP 7. The User Details screen refreshes.

The new Signing Certificate is displayed in the CERTIFICATES pane.

NOTE

Digital Certificates will only be accepted if they are:

- Currently valid,
- Issued by an accepted Certification Authority, and
- Appropriately bound to the Organisation.

To add a new certificate to an existing device

Digital Certificates have a lifespan of 2 years and need to be replaced accordingly. When this happens the new Digital Certificates need to be registered against the Device in the Identity Manager application. This function is used to add a new Digital Certificate to an existing Device.

STEP 1. View the Device Details for the Device which has a new Digital Certificate.

C HOLL	REGISTERED DEVICE					
Ø STATUS:	ENABLED	Reaso	on for disab	oling device:		
		Up to	30 charact	ers can be e	ntered.	
		DIS	ABLE			
@ CERTIF	ICATES:					
The following	certificates have been registered	for this device .				
					Filter Results:	
Nama	Email	Ctot	Val	id Valid	Kau Haaga Sarial Number	
Name	Eman	y Stati	Fro	m To	- Rey Usage Senai Number	Y
<u>Amanda</u> <u>Aardvark</u>	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	í
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin.badger@company.com	
<u>Cathy</u> <u>Cat</u>	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
Showing 1 to	8 of 8 entries					
_						
Ø ADD A (CERTIFICATE:					
To add a new	v certificate click the Browse butto be new certificate will appear in the	on and select the	.cer file. O	nce the .cer f	ile has been selected, click the Add Certificate button.	The page will
renesii anu t	ne new ceruncate win appear in th	e list of certificati	es shown a	DOVE.		

Figure 16: The Add Certificate to Device Form

STEP 2. In the ADD CERTIFICATE form, select the Choose File button.

Ø STATUS:		Reaso Up to DIS/	on for disab 30 charact	ling device ers can be	entered.	
CERTIFI	CATES: certificates have been registere Email	d for this device .	ıs ≑ Vali Fro	id ∲ Vali m To	G ∲ Key Usage ∲ Serial Number	
<u>Amanda</u> <u>Aardvark</u>	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin badger@company.com	
<u>Cathy</u> <u>Cat</u>	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
Showing 1 to ADD A C To add a new	8 of 8 entries ERTIFICATE: certificate click the Browse but	ion and select the	.cer file. Or	nce the .cer	file has been selected, click the Add Certificate button. T	The page will

Figure 17: The Add Certificate to Device Form (Choose File highlighted)

STEP 3. The Choose File to Upload window displays.

STEP 4. Locate and select the .cer file for the Certificate you wish to add to your Device.

STEP 5. Select the Open button.

The Choose File to Upload window closes and the filepath of the selected certificate appears in the Add Certificate form.

C NOLL.	REGISTERED DEVICE					
Ø STATUS:	ENABLED	Reas	on for disab	oling device:	7	
					4	
		Up to	30 charact	ers can be	entered.	
		DIS	ABLE			
				_		
@ CERTIF	ICATES:					
The following	g certificates have been registered	for this device .				
					Filter Results:	
			Val	id Vali	d	
Name -	Email	Stat	us Fro	m To	Key Usage Serial Number	
<u>Amanda</u> <u>Aardvark</u>	Enabled	Registered User	12 Jun 2025	Valid	amanda.aardvark@company.com	
<u>Benjamin</u> <u>Badger</u>	Enabled	Registered User	19 Aug 2025	Valid	benjamin.badger@company.com	
Cathy Cat	Disabled	Registered User	22 Jul 2025	Valid	catherine.cat@company.com	
Showing 1 to	8 of 8 entries					
@ ADD A (CERTIFICATE:					
To add a new	v certificate click the Browse butte	on and select the	.cer file. Or	nce the .cer	file has been selected, click the Add Certificate button.	The page will
retreen and t	he new certificate will appear in tr	le list of certificat	es snown a	ibove.		

Figure 18: The Add Certificate to Device Form (Filename highlighted)

STEP 6. Select the Add Certificate button.

@ ROLE:	REGISTERED DEVICE					
Ø STATUS:	ENABLED	Reas	on for disab	oling device	л	
					4	
		Up to	30 charact	ers can be	entered.	
		DIS	ABLE			
@ CERTIF	CATES:					
The following	certificates have been registered	for this device				
	services have been registered				Filter Results:	
			Val	id Vali	d .	
Name ^A	Email	Stat	us Fro	m To	🗘 🍦 Key Usage 🔶 Serial Number	
Amanda	Enabled	Registered	12 Jun	Valid	amanda.aardvark@company.com	
Aardvark		User	2025			
Benjamin	Enabled	Registered	19	Valid	haniamia hadaar@eemnanu.com	
Badger	Enabled	User	2025	valid	benjamin.baoger@company.com	
Cathy	Disabled	Registered	22 Jul	Valid	catherine.cat@company.com	
Cat		User	2025			
Showing 1 to	8 of 8 entries					
	ERTIFICATE					
To add a new	cortificate click the Browse butt	an and calect the	car file. O	nce the .cor	file has been selected click the Add Certificate button Th	o pago will
refresh and t	he new certificate will appear in th	e list of certificat	es shown a	ibove.	the has been selected, click the Add Certificate button. If	ie page will

Figure 19: The Add Certificate to Device Form (Add Certificate Button highlighted)

STEP 7. The Device Details screen refreshes.

The new Certificate is displayed in the CERTIFICATES pane.

To grant a user rights to access applications

The Department grants Organisations the rights to access certain Cargo Interactive applications (for example the Integrated Cargo System (ICS)). When a User is created however, they are only granted the base Rights to Access these applications. Administrators can then grant (or remove) certain elevated Rights to Applications.

For example, multiple Users within an Organisation may require access to ICS, but only one or two Users would need the specific elevated right to Amend the EDI site information for the Organisation. The Administrator would therefore only grant that AMEND EDI SITE right to those specific Users.

STEP 1. View the User Details for the User whose Rights to Access Applications are to be modified.

	ig certificates have been regist	tered for th	is user.				Filter Desulte:
Name 🔺	Email	¢	Status 🖕	Valid From [⊕]	Valid To [⊕]	Key Usage 🍦	Serial Number
Dave Adams	dave.m.adams@homeaffairs	<u>s.gov.au</u>	Valid	21 Aug 2023	22 Aug 2025	DigitalSignature, KeyEncipherment, DataEncipherment	144993702668693091449584320157282008775
Showing 1	to 1 of 1 entries						
	CERTIFICATE						
To add a ne	w certificate click the Browse	button and	select the .	cer file. The	e .cer file m	ust be the authenticati	on certificate for Dave Adams. Once the .cer file has
To add a ne been select	ew certificate click the Browse and, click the Add Certificate b	button and outton. The	select the page will ref	cer file. The fresh and the	e .cer file m he new cer	ust be the authenticat tificate will appear in th	on certificate for Dave Adams. Once the .cer file has the list of certificates shown above.
To add a ne been select	ew certificate click the Browse ed, click the Add Certificate b	button and outton. The	I select the page will rel	cer file. The fresh and the	e .cer file m he new cer	ust be the authenticat tificate will appear in t	on certificate for Dave Adams. Once the .cer file has e list of certificates shown above.
To add a ne been select Choo	w certificate click the Browse teed, click the Add Certificate b se File No file chosen	button and button. The	d select the page will ref Add Certifie	cer file. The fresh and th cate	e .cer file m he new cer	ust be the authenticat tificate will appear in th	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo	ew certificate click the Browse led, click the Add Certificate b se File No file chosen	button and button. The	a select the page will rel Add Certific	cer file. The fresh and th	e .cer file m he new cer	ust be the authenticat tificate will appear in th	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo	w certificate click the Browse ted, click the Add Certificate b se File No file chosen S TO APPLICATIONS:	button and outton. The	f select the page will rel Add Certifi	cer file. The fresh and th cate	e .cer file m he new cer	ust be the authenticat	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo RIGHT This user	ew certificate click the Browse led, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap	button and putton. The [d select the page will rel Add Certific	cer file. The fresh and th	e .cer file m he new cer	ust be the authenticat tificate will appear in th	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo @ RIGHT This user Cargo Inte	ew certificate click the Browse ted, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap eractive:	button and uutton. The [d select the page will ref Add Certific	cer file. The fresh and th cate	e .cer file m	ust be the authenticat	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo RIGHT This user Cargo Intr ICS Inc	ew certificate click the Browse led, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap eractive: Justry Test	button and utton. The [d select the .d page will rel Add Certific	cer file. The fresh and th cate	e .cer file m	ust be the authenticat	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo @ RIGHT This user Cargo Intr ICS Inc ICS Inc	w certificate click the Browse ted, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap eractive: dustry Test ImpDec Lodge	button and utton. The [d select the .d page will rel Add Certific	cer file. The fresh and th cate	e .cer file m	ust be the authenticati	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo RIGHT This user Cargo Intr ICS Inc ICS Inc	ew certificate click the Browse ted, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap eractive: Justry Test ImpDec Lodge ImpDec Save & Submit	button and utton. The [a select the . page will rel Add Certific	cer file. The fresh and th cate	e .cer file m	ust be the authenticat	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo RIGHT This user Cargo Int ICS Inc ICS Inc	ew certificate click the Browse ted, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap eractive: Justry Test ImpDec Lodge ImpDec Save & Submit Pay EFT	button and utton. The [a select the . page will rel Add Certific	cer file. The fresh and th cate	e .cer file m	ust be the authenticat tificate will appear in th	on certificate for Dave Adams. Once the .cer file has le list of certificates shown above.
To add a ne been select Choo RIGHT This user Cargo Into ICS Inc ICS Inc UPDATE	ew certificate click the Browse led, click the Add Certificate b se File No file chosen S TO APPLICATIONS: has the following access to ap eractive: dustry Test ImpDec Lodge ImpDec Save & Submit Pay EFT RIGHTS TO APPLICATIONS	button and utton. The [plications i	a select the .d page will ref	cer file. The fresh and the cate	e .cer file m he new cer	ust be the authenticat tificate will appear in t	on certificate for Dave Adams. Once the .cer file has e list of certificates shown above.

Figure 20: The Rights to Access Applications screen (Rights To Applications pane highlighted)

STEP 2. In the RIGHTS TO APPLICATIONS pane, toggle the check boxes to reflect the Rights to Access Applications for the User.

This user has the following access to applications with Cargo Interactive:	in		
ICS Industry Test			
ImpDec Lodge			
ImpDec Save & Submit			
D Pay EFT			

Figure 21: The Rights to Applications pane (Sample checkbox highlighted)



Figure 22: The Rights to Applications pane (Checked checkbox highlighted)

STEP 3. Select the UPDATE RIGHTS TO APPLICATIONS button.

RIGH This us Cargo	ITS TO APPLICATIONS: er has the following access to applications within interactive:
	Industry Test
	ImpDec Lodge
	ImpDec Save & Submit
	D Pay EFT
UPDAT	E RIGHTS TO APPLICATIONS

Figure 23: The Rights to Applications pane (Update Rights to Applications Button highlighted)

STEP 4. The User Details screen is refreshed displaying the updated Rights to Applications.

To enable a user who is pending registration

When an unregistered User belonging to an Organisation attempts to login to Cargo Interactive, an application for registration is automatically created on their behalf.

		Select a certificate for authentication	×	
, <u>)</u> **.		Site www.sit2.ccf.customs.gov.au:443 needs your credentials:		
	Terms and Conditio	Gatekeeper TEST Issuing CA 14/05/2024		ive
Welc Cargo I of Hom	To access the Common C When this site is accessed the terms and conditions t cease using the CCF and You acknowledge that yo compromise, loss, disclos The communicator must o Department of Home Affa Disclosure of Inform	Pending Test Gatekeeper TEST Issuing CA 14/05/2024 Test Manager Gatekeeper TEST Issuing CA 10/11/2023 Nandini Khosla Certificate information OK Cancel	icate. CCF user agreement and s, you must immediately : Private Key(s) from mitted by the	2024 14:55 a range
I	the Cargo Interactive is cor must not divulge any inform You must not use or allow facilitate or participate in a Note: Examples of unau particular activity is not Misuse	o, cargo movements, status of cargo, organisations and individuali ifidential. You must ensure that unauthorised persons do not have nation to any unauthorised person. Home Affairs systems or information to be used for an unauthorisen ny unlawful or illegal activity. thorised activities are published on the Home Affairs website. If y authorised, seek further guidance from the Department.	s provided to you through access to that data and you ed purpose or to assist, aid, you are unsure of whether a	l
	The Department may refus it may suspend or terminat • The Department has used without the Cor	e to process or respond to a communication from the Communicat e a session with the Communicator or an Associated User for any reason to suspect that a Private Key, the Communicator's CCID or nmunicator's authority;	tor or an Associated User or reason. For example: r digital certificate are being	
	The Department has	reason to suspect that the Communicator is engaging in unlawful	activity.	
	More information and the t	erms and conditions of use for the Common Connect Facility (CC	F) can be found here	
	PLEASE NOTE: USE OF ACCESS TO THE SYST	F THIS SYSTEM IS MONITORED AND AUDITED. MISUSE EM BEING DENIED.	E MAY RESULT IN	
	Do	you agree to be bound by the terms of the CCF User Agreeme	ent? I do not agree I agree	

Figure 24: Selecting A Certificate Pending Registration

They are <u>not</u> enabled and cannot deal with Customs electronically. The unregistered User must first be enabled by an Administrator.

Australian Governmer Department of Immigra and Border Protection	tt tion				lde	ntity Manager
ed In: HZ59TV						Tue, 14 May 2024 1
Find Organisation	Find User/Device	:				🟫 🛅 App
ORGANISATION:	GEORGE WESTON F	OODS LIMITE	<u>ED</u>			
ABN:	45008429632					
TYPE:	ABN Organisation					
SIGNING AUTHORITY	: New Manager					
ADMINISTRATOR:	Sample Test					
Image: Role: This U Image: Role: REGIS	Jser is currently pending y STERED USER	our approval.	To accept	this User cl	ick the Enable button i	n the status pane below.
🛿 STATUS: 🗙	PENDING	ENAE	: None			
CERTIFICATES: The following certificates h	nave been registered for t	his user .				
-	-					Filter Results:
Name 🔺	Email 🍦	Status	Valid From ♦	Valid To ♦	Key Usage 🍦	Serial Number 🔶
Pending chidrupi.sis	tla@homeaffairs.gov.au	Valid	14 May 2024	3 Jan 2026	DigitalSignature, KeyEncipherment,	10699109677945640573314347627578352267
lest					DataEncipherment	

Figure 25: User Information For User Who Is Pending Registration

Note that attempting to log in with such a user will result in a Permission Denied.

Australian Government Department of Home Affairs	Cargo Interactive
: 104	Tue, 14 May 2024 14
Access to Cargo Interactive has been de	nied.
Your User account with Cargo Interactive is currently of	disabled
You cannot login to Cargo Interactive if your User account is disabled.	
If you are a User you will need to ask your Administrator to:	
1. Login to Cargo Interactive.	
2. Go to the Identity Manager application.	
4. Enable your User account.	
If you are an Administrator you will need to ask your Signing Authority	to:
1. Login to Cargo Interactive.	
2. Go to the Identity Manager application.	
 Find your User account details. Enable your User account. 	
Once your User account has been enabled you will be able to login to	Cargo Interactive
Cargo Interactive is provided for use in accordance with Department of I	Immigration and Border Protection Policy, the Customs Act and other laws. Please download and
read the User Agreement for The Common Connect Facility. Use of Car	go Interactive is audited and misuse may result in actions being taken.

Figure 26: Access Denied When User Account Is Disabled

For Administrators and Signing Authorities, the unregistered User is displayed in the list of Registered with The Department for the Organisation with a status of "Pending".

If the user is not displayed because the list is too long, use the Filter Results option to find them. To do this you can enter any of the following details:

- Registered Users first name
- Registered Users Surname
- Device name
- Status
- Identity Type
- Email address

Once the correct user has been identified, proceed.

STEP 1. View the User Details of the PENDING User.

STEP 2. Click on the ENABLE button to enable the PENDING User.

STEP 3. The User Details screen is refreshed displaying the User as a REGISTERED USER with an ENABLED Status.

Functions Available to Users Who Are the Signing Authority For Their Organisation

To grant a user administrative privileges

A Signing Authority can grant a Registered User Administrator privileges which allows them to perform all functions outlined in the section of this User Guide entitled, "Functions Available to All Users Who Have the Administrator Role".

STEP 1. View the User Details of the User to be granted Administrative privileges.

Australia Departme and Borde	n Government nt of Immigration rr Protection	Identity Manager
ged In: Amand	la Aardvark	Thu, 16 May 2024 15:14
Organisatio	on Detail	App Gir Suide
ORGANISA ABN: TYPE: SIGNING AI ADMINISTR	TION: COMPANY NAME I 61248344559 ABN Organisation JTHORITY: Frank Fox ATORS: Erica Echidna Geor	ERE <u>jia Gorilla Henry Hawk</u>
@ ROLE:	 Registered User Administrator Signing Authority 	 If you make this user a Signing Authority you are delegating this role to them. You will therefore become a registered user and lose your administration rights for this Organisation. UPDATE ROLE
Ø STATUS:	ENABLED	Reason for disabling user: Up to 30 characters can be entered. DISABLE

Figure 27: User Details of User To Be Granted Administrative Privileges



Australian Gover Department of Ima and Border Protect	nment nigration for	Identity Manager
Logged In: Amanda Aa	rdvark	Thu, 16 May 2024 15:14
Organisation De	ail	🟫 💼 App guide
ORGANISATION: ABN: TYPE: SIGNING AUTHOR ADMINISTRATOR NAME: DAVE ADV	COMPANY NAME HERE 61248344559 ABN Organisation NTY: Frank Fox S: Erica Echidna Georgia Gorilla Henry Hawk	
ROLE: O STATUS:	AMIS Registered User Administrator Signing Authority UPDATE ROLE Reason for disal Up to 30 charace DISABLE	 If you make this user a Signing Authority you are delegating this role to them. You will therefore become a registered user and lose your administration rights for this Organisation. bling user: ters can be entered.

Figure 28: User Details of User To Be Granted Administrative Privileges (Administrator highlighted)

STEP 3. Select the UPDATE ROLE button.

4	Australian Govern Department of Imm and Border Protect	iment Igration On	Identity Manager
Logg	ed In: Amanda Aar	dvark	Thu, 16 May 2024 15:14
	Organisation Det	ail	🟫 💼 App guide
	ORGANISATION: ABN: TYPE: SIGNING AUTHOR ADMINISTRATORS NAME: DAVE ADA O ROLE: O O O	COMPANY NAME HERE 61248344559 ABN Organisation ITY: Frank Fox S: Erica Echidna Georgia Gorilla Henry Hawk MS Registered User Administrator Signing Authority UPDATE ROLE Reason for disabling	If you make this user a Signing Authority you are delegating this role to them. You will therefore become a registered user and lose your administration rights for this Organisation.
		Up to 30 characters	can be entered.

Figure 29: User Details of User To Be Granted Administrative Privileges (Update Role Button highlighted)

STEP 4. The User Details page will refresh, the Role field will display the User as an ADMINISTRATOR.



To remove administrative privileges from a user

A Signing Authority can remove Administrator privileges from a Registered User at any time.

NOTE

A Signing Authority can assign their responsibility as a Signing Authority to another Registered User for the Organisation. Once done, the current Signing Authority will LOSE ALL SPECIAL PRIVILEGES and only be recognised by Cargo Interactive as a REGISTERED USER for their Organisation. The new Signing Authority will gain access to all functions.

The Signing Authority can also remove a user from Administrator privileges at any time.

Identity Manager ent of Imr Logged In: Amanda Aardvark Thu, 16 May 2024 15:14 App Organisation Detail ORGANISATION: COMPANY NAME HERE ABN: 61248344559 TYPE: ABN Organisation SIGNING AUTHORITY: Frank Fox ADMINISTRATORS: Erica Echidna Georgia Gorilla Henry Hawk NAME: DAVE ADAMS **OROLE:** ${\it 0}$ If you make this user a Signing Authority you are delegating this role to them. You Registered User will therefore become a registered user and lose your administration rights for this O Administrator Organisation O Signing Authority UPDATE ROLE @ STATUS: Reason for disabling user: ENABLED Up to 30 characters can be entered. DISABLE

STEP 1. View the User Details of the User that will have Administrative privileges removed.

Figure 30: User Details of User To Have Administrative Privileges Removed

STEP 2. In the Role field, select the REGISTERED USER radio button.

Australian Government Department of Immigrati and Border Protection	Identity Manager
Logged In: Amanda Aardva	rk Thu, 16 May 2024 15:14
Organisation Detail	App guide
ORGANISATION: ABN: TYPE: SIGNING AUTHORITY: ADMINISTRATORS:	COMPANY NAME HERE 61248344559 ABN Organisation Frank Fox Erica Echidna Georgia Gorilla Henry Hawk
RAME: DAVE ADAMS	gistered User ministrator ning Authority UPDATE ROLE ENABLED Up to 30 characters can be entered. DISABLE

Figure 31: User Details of User To Have Administrative Privileges Removed (Registered User highlighted)

STEP 3. Select the UPDATE ROLE button.

and Bord	ent of Immigration er Protection	Identity Manage
d In: Amand	la Aardvark	Thu, 16 May 202
Organisatio	on Detail	🏫 💼 App
ORGANISA	TION: COMPANY NAME H	HERE
ABN:	61248344559	
TYPE:	ABN Organisation	
SIGNING AU	UTHORITY: Frank Fox	
ADMINISTR	ATORS: Erica Echidna Geor	rg <u>ia Gorilla Henry Hawk</u>
NAME: DAV	Registered User Administrator Signing Authority	If you make this user a Signing Authority you are delegating this role to them. You will therefore become a registered user and lose your administration rights for this Organisation.

Figure 32: User Details of User To Have Administrative Privileges Removed (Update Role Button highlighted)

STEP 4. The User Details page will refresh, the Role field will display the User as REGISTERED USER.

Australia Departme and Borde	n Government nt of Immigration rr Protection	Identity Manager
ed In: Amand	la Aardvark	Thu, 16 May 2024
Organisatio	on Detail	App guide
ORGANISA ABN: TYPE: SIGNING AU ADMINISTR	TION: COMPANY NAME F 61248344559 ABN Organisation JTHORITY: Frank Fox ATORS: Erica Echidna Geor	fERE <u>gla Gorilla Henry Hawk</u>
@ ROLE:	 Registered User Administrator Signing Authority 	 If you make this user a Signing Authority you are delegating this role to them. You will therefore become a registered user and lose your administration rights for this Organisation.
Ø STATUS:	ENABLED	Reason for disabling user: Up to 30 characters can be entered.

Figure 33: User Details of User To Have Administrative Privileges Removed

To assign signing authority rights to another user

A Signing Authority can assign their responsibility as a Signing Authority to another Registered User for the Organisation. Once done, the current Signing Authority will LOSE ALL SIGNING AUTHORITY PRIVILEGES and only be recognised by The Department as a REGISTERED USER for their Organisation.

WARNING

There can only be **ONE SIGNING AUTHORITY** at any time for each Organisation. When a Signing Authority grants this role to another user they **IMMEDIATELY LOSE** all associated privileges.

STEP 1. View the User Details of the User to be granted the Signing Authority role for the Organisation.

If the user is not displayed because the list is to long use the Filter Results option to find them. To do this you can enter any of the following details and the results will be filtered as you type:

- Registered Users first name
- Registered Users Surname
- Device name
- Status
- Identity Type
- Email address

STEP 2. In the Role field, select the SIGNING AUTHORITY radio button.

STEP 3. Select the UPDATE ROLE button.

STEP 4. The User Details page will refresh.

The current User will be made into a REGISTERED USER and the User Details page displayed will be for the current User.

WARNING

Only Users who currently have a **STATUS** of **ENABLED** can be granted the Signing Authority role.

NOTE

If Registered User is currently logged on they will not see the benefits of the new privileges until they re-authenticate (log off and on again).

Terminology

Key Terms

The meaning of key terms used within this User Guide are defined below.

Term	Meaning
Administrator	A User who has been registered to deal electronically with The Department on behalf of an Organisation, and has the additional responsibility of being able to register and maintain other Users and Devices for that Organisation.
Cargo Interactive	Cargo Interactive is the gateway to the Department of Home Affairs ("The Department") online services facility commonly called the Customs Connect Facility (CCF). This facility provides online access to a range of The Department's cargo-related business applications. Before you can login you must be registered to deal electronically with The Department.
Digital Certificate	A Gatekeeper compliant PKI digital certificate issued by Digicert is required to deal with The Department electronically.
Device	See Registered Device.
Enabled	A status attributed to a User or Device when they are currently authorised by an Organisation to deal electronically with The Department.
Disabled	A status attributed to a User or Device when they are NOT currently authorised to deal electronically with The Department.
Identity Manager	Identity Manager is an application that is used to register and maintain details of all Users and Devices that transact electronically with The Department for cargo-related purpose.
Pending	A status attributed to a User when they have applied to become a registered User for an Organisation but an Administrator is yet to confirm their authority to represent the Organisation by ENABLING them.
Registered Device	An Organisation's Machine which has a Digital Certificate which has been successfully registered through the Identity Manager application.
Registered User	A Person who has purchased a Digital Certificate which has been successfully registered through the Cargo Interactive Registration process or through the Identity Manager application.
Role	The role of the User defines what authorities or actions they can perform on behalf of themselves and their organisation. The roles are Registered User, Administrator, and Signing Authority. There is no limit to the number of Users or Administrators which can be registered for an Organisation. There can only be one Signing Authority for an Organisation at a time.

Term	Meaning
Signing Authority	A User who digitally signed the Cargo Interactive User Agreement (or who has been assigned this role). This User has the ultimate responsibility for managing Users and Devices that deal with The Department for their Organisation.
Status	A User/Device status can have a status of ENABLED , DISABLED or PENDING .
	A User/Device with an ENABLED status can currently deal electronically with The Department (provided they have a current and registered Digital Certificate).
	A User/Device with a DISABLED status CANNOT currently deal electronically with The Department.
	A User with a PENDING status has a valid certificate which is associated with a known Organisation, but have not yet been authorised to represent the Organisation by an Administrator or Signing Authority for the Organisation. Pending Users remain in Identity Manager for 7 days. They have NO access to applications until their login status changes to ENABLED.
User	See Registered User.