



Micor New Starter Guide





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Department of Agriculture, Fisheries and Forestry

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Acknowledgements

Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

Credits

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1 About this document

This document serves as the definitive reference manual and operational handbook for Manual of Importing Country Requirements (Micor). This guide covers everything you need to know to operate the Micor platform securely and accurately:

- Micor commodities and content
- Account management: Understanding public versus restricted data and managing Two-factor authentication (TFA).
- Search optimisation: Utilising advanced filters and Boolean operators to isolate granular commodity requirements instantly.
- Change tracking: Mastering the “Show changes” tool and setting up automated email alerts to track any regulatory changes.
- Data extraction: Correctly exporting print-ready, expanded PDF records.
- Feedback loops: Submitting inline corrections when any typing error or discrepancies noticed in the content and providing feedback on overall page expectations.

2 Commodities and content

Micor is organised into commodity-specific sections to help exporters find importing country requirements, certification requirements, and market access information. From the Micor home page, select the commodity tile that best matches the product you are exporting.

Commodity	Content inclusions
Meat	Fresh meat, processed meat, and animal by-products such as skins, hides, petfood, rendered products and technical products
Dairy	Milk, milk powder products, butter, cream, cheese and other processed dairy products
Plants	Fruit, vegetables, nursery stock, cut flowers and foliage, seeds, grains, stockfeed and timber
Fish	Finfish, other seafood such as bivalves, crustaceans, echinoderms, gastropods, cephalopods, tunicates and crocodile meat
Live Animals	Livestock, companion animals, horses, zoo animals, birds, hatching eggs, fish, bees and other invertebrates, and reproductive material
Eggs	Shell eggs and egg products
NPG	Honey and bee by-products, and processed foods
Organics	Organics equivalence arrangements

Note: Some commodity content is protected and requires users to log in before access is granted. Access requirements vary by commodity.



3 Getting started: Public vs Protected information

Micor separates information into public access and restricted access based on trade sensitivity.

3.1 Public access (No login required)

Importing country requirements for the following commodities/ categories can be searched and viewed freely without any login into the system:

- **Publicly available commodities:** Dairy, Fish, Eggs, Organics and Non-prescribed goods
- **General Plants and Live animals:** Standard Plant cases and Live animals (limited to non-livestock and reproductive material categories)

3.2 Password protected access (Login required)

To safeguard highly sensitive trade protocols and bilateral agreements, a verified account is required to view requirements regarding:

- **Meat:** All content of meat commodity
- **Live animals:** Livestock category entries
- **Plant documentation:** Specific market workplans and official protocol agreements

4 Account registration

Access to password-protected information requires a formal registration process. Submitting a registration request does not grant immediate system access, as the process is not automatic. All applications undergo individual assessment by departmental commodity teams. Logging into the platform should not be attempted until an official confirmation email is received indicating that access has been granted.

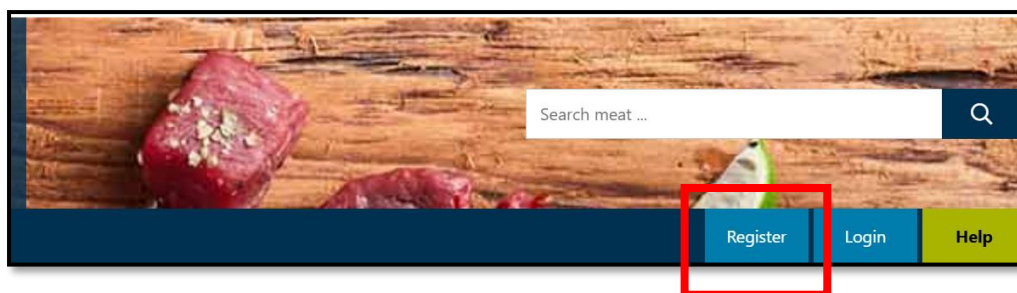
To initiate an application, the registration can be processed through “Apply for access to [commodity]” forms where the commodity could be Meat, Plants workplans and protocols or Live animals. These forms are located in the relevant commodities.

The following steps can be taken to apply for access to relevant password protect information:

4.1 Meat

To request access to Micor Meat, follow the below steps:

1. Select the Meat tile from the homepage.
2. Click the “Register” button from the top right-hand side of the menu bar.



3. Fill the relevant details into the form

Home > Meat > Apply for access to meat

Apply for access to meat

Full Name *

Phone Number *

Email *

Exporter or Establishment number

Exporter or Establishment name

Reason for seeking login *

Preferred username *

This is not an automated process as all applications are individually assessed. Please do not attempt to login until you receive an email confirming your access has been granted.

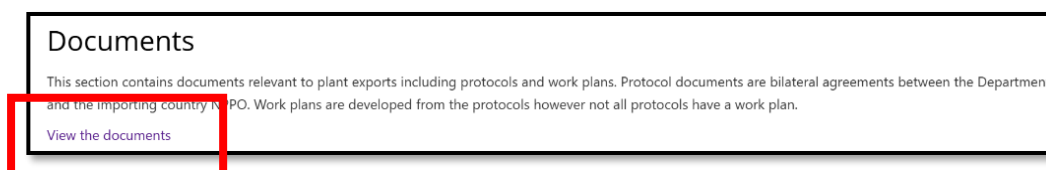
[Submit](#)

4. Click the Submit button

4.2 Plants

To request access to the Micor Plants workplans and protocols page, follow the below steps.

1. Select the Plants tile from the homepage.
2. Click the link labelled “View the documents” located beneath the landing page filter section.





3. From the “Documents” page, click the link labelled “register with Plant Exports”.

Documents

This section contains documents relevant to plant exports.

- [Thailand Food and Drug Administration requirements for packhouses](#) (PDF)
- [New Zealand Export Plan endorsement explanations and required supporting documents](#) (PDF)
- [Facility registration and labelling requirements for food export to China](#) (PDF)
- [Minor use permit for methyl bromide to meet importing country requirements](#) (PDF)

Work Plans and Protocols

This section contains the bilaterally agreed documents between the Department and the importing country NPPO. This section is restricted and users are required to [register with Plant Exports](#) to access these documents.

[View the Work Plans and Protocols](#)

4. Fill the relevant details into the form.

[Home](#) > [Plants](#) > Apply for access to Plants' protocols and workplans

Apply for access to Plants' protocols and workplans

Full Name *

Phone Number *

Email *

Company *

Address *

Reason for seeking login *

Preferred username *

This is not an automated process as all applications are individually assessed. Please do not attempt to login until you receive an email confirming your access has been granted.

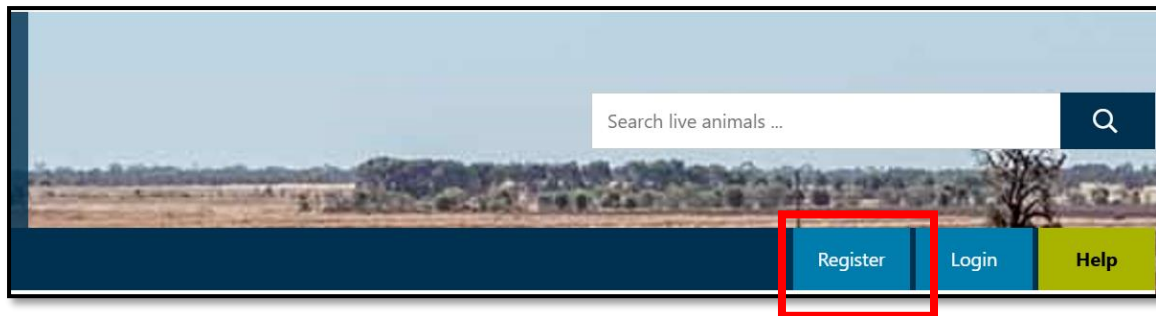
Submit

5. Click the submit button.

4.3 Live animals

To request access to Micor Live Animals, follow the below steps:

1. Select the Live animals tile from the homepage.
2. Click the “Register” button from the top right-hand side of the menu bar.



3. Fill the relevant details into the form.

[Home](#) > [Live animals](#) > Apply for access to live animals

Apply for access to live animals

Full Name *

Phone Number *

Email *

Exporter or Establishment number

Exporter or Establishment name

Reason for seeking login *

Preferred username *

This is not an automated process as all applications are individually assessed. Please do not attempt to login until you receive an email confirming your access has been granted.

Submit

4. Click the Submit button



5 Login and Two-Factor Authentication (TFA)

Access to password-protected content on the new Micor platform requires Two-Factor Authentication (TFA). Before accessing restricted content, users must reset their password (if required), enrol in TFA, and configure a verification method.

Step-by-step guidance is available in the following instructional videos:

- **Two-Factor Authentication (TFA) Setup Overview** – Provides an overview of the TFA enrolment process and the steps required to access password-protected content.
- **Reset Password** – Demonstrates how to reset your Micor password and regain access to your account.
- **Setting Up Email Code Verification Method for TFA** – Explains how to configure email verification as your preferred authentication method.
- **Setting Up Mobile Authenticator Application for TFA** – Guides users through setting up and using a mobile authenticator application for secure access.
- **Using TFA Codes to Login to Micor** – Demonstrates how to use verification codes during the login process.
- **Updating TFA Settings** – Explains how to update your authentication preferences and manage TFA settings after enrolment.

Need help?

Watch the instructional videos available on the Micor Help page:

Help Page → Instructional Videos → Setting up Two-Factor Authentication (TFA)

6 Search

6.1 Search scope and location

The Micor platform provides two levels of search functionality depending on the location:

- **Micor sitewide search:** The text search bar located in the top right corner of the main Micor homepage allows search across all commodities in one single location. Executing a search query from the homepage displays combined search results from all available commodity databases.
- **Commodity specific search:** Each individual commodity group contains its own dedicated text search bar, situated in the top-right corner of pages within a commodity. Searching inside a specific commodity only shows results from that commodity. For example, entering a search term into the search bar on the Dairy landing page will only display Dairy results.

Note: Users with authorised access to protected categories (Meat, Livestock and Plants workplans and protocols) needs to log in before searching to ensure the protected content results are displayed. Logging in beforehand guarantees that the sitewide search scans all permitted content simultaneously.

6.2 Search troubleshooting

If a query yields zero results, the following troubleshooting actions should be evaluated:

- Transition to more general or high-level search terms
- Reduce the total number of keywords entered simultaneously
- For protected content: Login to authorised account to unlock protected content within Meat, Livestock or Plants workplans and protocols.

6.3 Boolean operators

Boolean operators are used to narrow or expand the search results. Boolean operators must be in UPPERCASE:

- **AND** – Use AND to narrow your search results. The search results include all of the free text expressions.
- **NOT** – Use NOT to narrow your search results. The search results don't include the specified free text expressions or property restrictions.
- **OR** – Use OR to expand your search to include more terms. The search results include one or more of the specified free text expressions or property restrictions.

Examples

- **honey OR apiculture**
will find pages that include either **honey OR apiculture**, or both
- **oats NOT sowing**
will find pages that include the word **oats** but **do not include** the word **sowing**
- **hatching AND "day-old chickens"**
will find pages that include the word **hatching AND** the phrase **"day-old chickens"**
- **endorsement AND 1113**
will find pages that include the word **endorsement** and the number **1113**

6.4 Wildcard

A wildcard substitutes for one or more characters.

Use a wildcard * if you want to be sure to get variations of the term you are looking for or if you are not sure about the spelling:

Example

- **produc***



to search for all pages containing words starting with **produc**; that is, produce, product, products, productive, production.

6.5 Double quotes for phrases

Use double quotes "" to find exact phrases if you are sure about the phrase.

Examples

- **"cheese products"**

to search for all items containing **"cheese products"**

- **"whey powder"**

to search for all items containing **"whey powder"**

7 Show changes

The **Show Changes** feature allows users to view changes made between the current published version of a Micor entry and its previous version (excluding Micor Plant).

If changes are available, the **Show/Hide Changes** button displayed near the country name will appear **blue**. If no changes are available, the button will be **greyed out**.

When **Show Changes** is enabled:

- **Added text** is highlighted in **green**.
- **Deleted text** is displayed with a **strikethrough** and highlighted in **red**.

Users can navigate between changes by:

- Using the **left and right arrow keys** on their keyboard, or
- Selecting the **previous** and **next** arrows displayed on the Show Changes panel.

Need help?

Watch the instructional video on using the Show Changes feature:

Help Page → Instructional Videos → Introduction – Look and Feel → Overall Look and Feel

8 Subscribe

Users of Micor can [subscribe to the Micor update service](#) to receive notifications for one or more commodities of interest. The Micor Update Service distributes a weekly email newsletter summarising all updates made to Micor during the previous week. In addition to content updates, subscribers may also receive important announcements and alerts relating to Micor.

To subscribe, visit the Micor Update Service page, complete the required details, select the commodities you wish to follow, and submit your subscription request.

Need help?

Watch the instructional video on subscribing to the Micor Update Service:

Micor Help Page → Instructional Videos → Micor Platform Features → Newsletter Subscription

9 Feedback forms

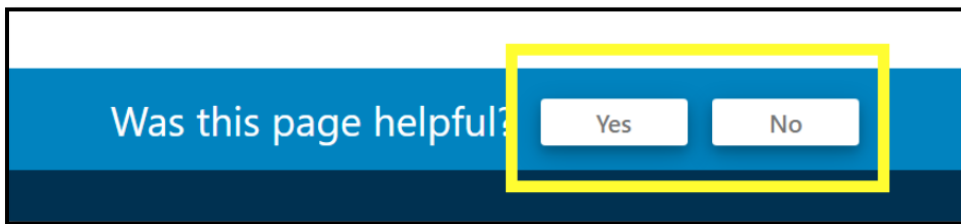
9.1 Submitting general feedback

Use the **Was this page helpful?** buttons at the foot of every page to send us feedback about Micor.

1. Select **No**
2. Tell us what's wrong and select **Submit**

or

1. Select **Yes**
2. Tell us what you like and select **Submit**



9.2 Submitting feedback about specific text (Suggest a fix feature)

Use the **Suggest a Fix** feature to report content that may be incorrect, unclear, or missing from a Micor entry.

1. Select the specific text you would like to provide feedback on.
2. Click the **pencil icon** that appears next to the selected text. The selected text will automatically be added to the feedback form.
3. Enter details about the issue, correction, or information you would like to suggest.
4. If you would like a response, provide your email address.
5. Click **Submit** to send your feedback to the MICoR team.

The Micor team will review all feedback and respond where required.



3. Production of products not for human consumption

3.1 Technical grade and pharmaceutical products

Unless technical products and pharmaceutical material are prepared at an establishment that produces milk and milk products for export as food, these products are non prescribed goods. They are not regulated by the Export Control (Milk and Milk Products) Rules 2021.

3.2 Animal feed

Unless animal food is prepared at an establishment that produces milk and milk products for export as food, these products are non prescribed goods.

Need help?

Watch the instructional video on using the Suggest a Fix feature:

Micor Help Page → Instructional Videos → Micor Platform Features → Suggest a Fix

10 Glossary

Term	Meaning
ICR	Importing country requirement
NPG	Non-prescribed goods
Micor	Manual of importing country requirements
LAE	Live animal exports
Edible meat	meat or meat products that are intended for human consumption
Inedible meat	meat or meat products that are normally regarded as of a kind that is not fit for human consumption
NPPO	National Plant Protection Organisation