

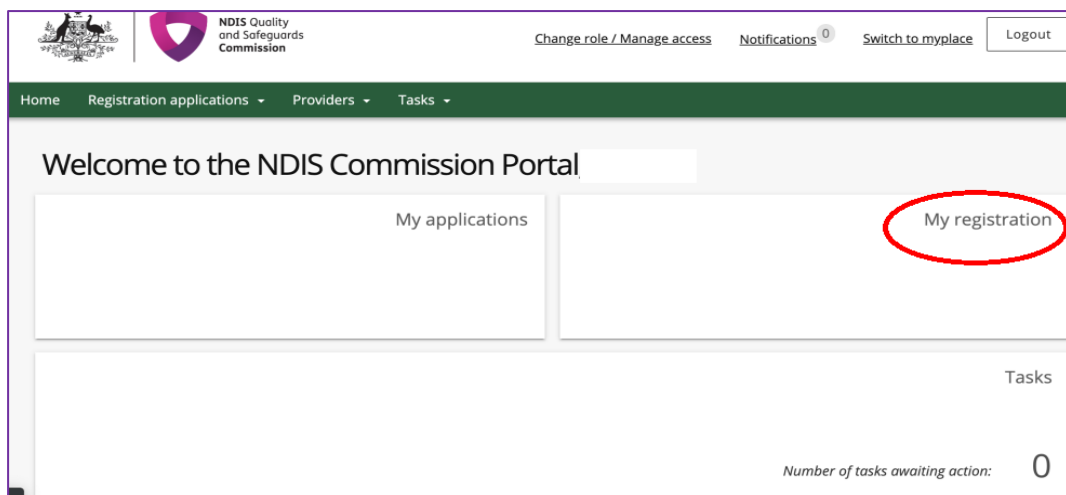
Add or update an Outlet

Quick Reference Guide - Provider

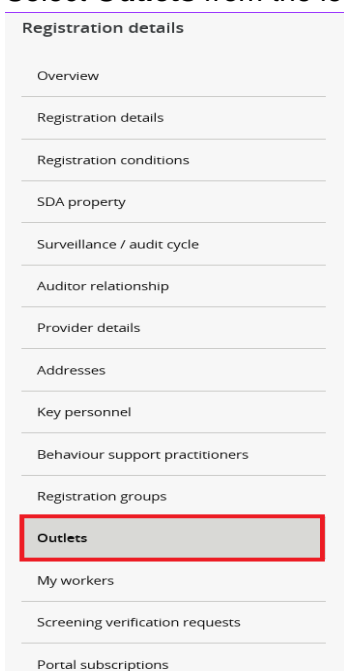
Providers can add or update outlet information on the NDIS Commission portal

1. Login to the NDIS Commission portal
2. For assistance with Logging in to the NDIS Commission Portal – refer to the step by step guide www.ndiscommission.gov.au/document/1021

3. Select **'My registration'**

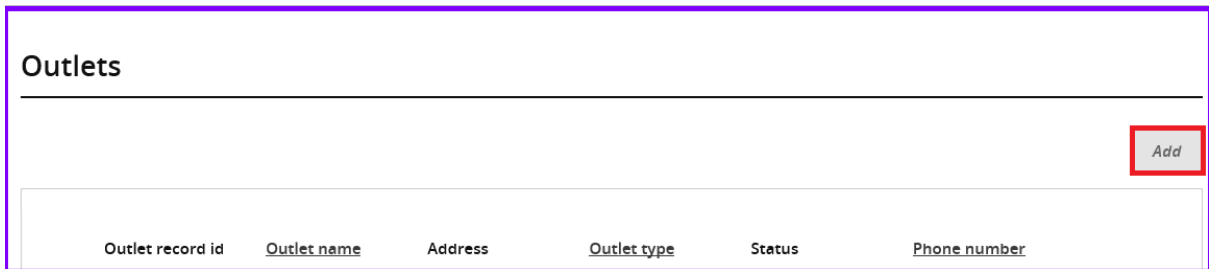


4. Select **Outlets** from the left hand menu under **Registration details**



Add outlet

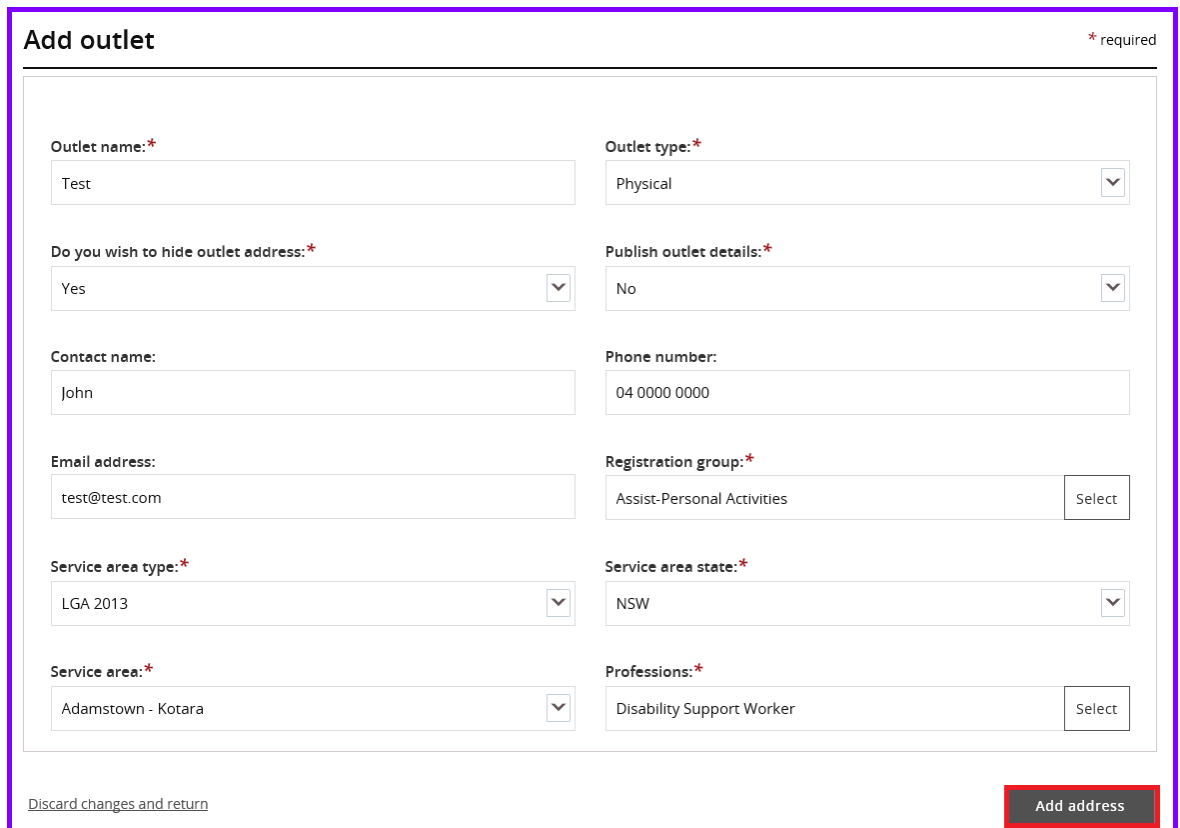
1. Click **Add**



The screenshot shows a table titled "Outlets" with a header row containing the following columns: "Outlet record id", "Outlet name", "Address", "Outlet type", "Status", and "Phone number". In the top right corner of the table area, there is a red-bordered button labeled "Add".

The 'Add Outlet' details window opens

2. Type the details of the new Outlet and then click 'Add address'.



The screenshot shows the "Add outlet" form with the following fields and values:

- Outlet name:** Test
- Outlet type:** Physical
- Do you wish to hide outlet address:** Yes
- Publish outlet details:** No
- Contact name:** John
- Phone number:** 04 0000 0000
- Email address:** test@test.com
- Registration group:** Assist-Personal Activities
- Service area type:** LGA 2013
- Service area state:** NSW
- Service area:** Adamstown - Kotara
- Professions:** Disability Support Worker

At the bottom left, there is a link "Discard changes and return". At the bottom right, there is a red-bordered button labeled "Add address".

3. Select date. If the address does not appear in the drop down, Click 'I don't see my address' and type the address manually. Then Click 'Save'

Outlet

Owner: _____

Outlet name: _____

Contact number: _____

Application status: Draft _____

Outlet details

Address

Operating hours

Service areas

Registration groups

Adding an outlet address * required

From: * dd/mm/yyyy

9/10/2019

Address Format: Street Number, Street Name, Suburb, State, Postcode

Enter your address and select an option from the dropdown list.

If the address does not appear in the list, try again, or click "I don't see my address" from the dropdown list.

Please enter the full address below *:

1 Stat|

- 📍 1 Station Arcade Adelaide SA 5000
- 📍 1 Station Avenue Ashwood VIC 3147
- 📍 1 Station Avenue Blackwood SA 5051
- Dis 📍 1 Station Avenue Glen Iris VIC 3146
- 📍 1 Station Avenue McKinnon VIC 3204
- 📍 1 Station Crescent Baxter VIC 3911
- 📍 1 Station Lane Carlton NSW 2218
- 📍 1 Station Lane Lochinvar NSW 2321
- 📍 1 Station Lane North Haven SA 5018
- 📍 1 Station Place Eveleigh NSW 2015

I don't see my address

4. Add Operating hours for the outlets

Outlet

Owner: _____

Outlet name: | _____

Contact number: _____

Outlet details

Address

Operating hours

Service areas

Registration groups

Operating hours

Monday:	Available from: 8:00 AM	Available to: 5:30 PM
Tuesday:	Available from: 8:00 AM	Available to: 5:30 PM
Wednesday:	Available from: 8:00 AM	Available to: 5:30 PM
Thursday:	Available from: 8:00 AM	Available to: 5:30 PM
Friday:	Available from: 8:00 AM	Available to: 5:30 PM

5. Add Areas serviced by the outlet. Click on the 'Add' button and a selection box appears

The screenshot shows a web interface for managing an outlet. On the left is a sidebar with sections: 'Outlet' (containing Owner, Outlet name, Contact number), 'Outlet details', 'Address', 'Operating hours', 'Service areas' (highlighted), and 'Registration groups'. The main area is titled 'Service area' and contains a table with columns 'Service area type', 'Service area state', and 'Service area'. A single row is visible with the text 'All Service Areas'. To the right of the table is a 'Remove' button. Above the table is a red 'Add' button. Below the table, there is a prompt 'Select Format, Press Export, and Save Download' and a 'Format:' dropdown menu set to 'Comma Separated Values (CSV)' with an 'Export' button.

This is a dialog box titled 'Adding service area' with a close button (X) in the top right corner. It contains three dropdown menus, each with a red asterisk indicating a required field. The first dropdown is labeled 'Service area type:*' and shows 'Please Select'. The second is labeled 'Service area state:*' and also shows 'Please Select'. The third is labeled 'Service area:*' and shows 'Please Select'. At the bottom left is a link 'Discard changes and return', and at the bottom right is a dark 'Save' button.

6. The service area type will be LGA 2013. Individual service areas would need to be added individually as the system does not allow multiple selections. Alternatively, 'All Service Areas' option will include all LGAs in the selected State.

This is the same 'Adding service area' dialog box as above, but with selections made. The 'Service area type:*' dropdown now shows 'LGA 2013'. The 'Service area state:*' dropdown now shows 'NSW'. The 'Service area:*' dropdown now shows 'Albury (C)'. The 'Save' button is now highlighted in dark grey.

Once saved, the steps will need to be repeated to add individual service areas.

7. Add Registration groups and Professions serviced by the outlet. There needs to be at least one registration Group associated with each outlet.

Manage Outlet details

1. Click '**Actions**' and then '**Manage outlet**' drop down

2. Select the appropriate tab on the left to make changes and click '**Update/Add**' button on the right to make changes.
 - a. To update Primary outlet details, click '**Update outlet**', enter details and save once completed. To keep your Address confidential on the NDIS Provider Register, Click on '**Address**', say '**Yes**' to Hide outlet address and '**No**' to Publish outlet details.

Outlet

Owner:

Outlet name:

Contact number:

Outlet details

Address

Operating hours

Service areas

Registration groups

Outlet details

[Update outlet](#)

Outlet name: Contact name:

Outlet type: Phone number:

Hide outlet address: Email address:

Publish outlet details:

b. Update address details (previous addresses cannot be deleted off the system, they appear as inactive)

Outlet

Owner:

Outlet name:

Contact number:

Outlet details

Address

Operating hours

Service areas

Registration groups

Addresses

[Add address](#)

Address	Address type	Status	End date

Select Format, Press Export, and Save Download

Format: [Export](#)

c. Operating hours for the outlets

Outlet

Owner:

Outlet name:

Contact number:

Outlet details

Address

Operating hours

Service areas

Registration groups

Operating hours

[Update](#)

Monday: Available from: 8:00 AM Available to: 5:30 PM

Tuesday: Available from: 8:00 AM Available to: 5:30 PM

Wednesday: Available from: 8:00 AM Available to: 5:30 PM

Thursday: Available from: 8:00 AM Available to: 5:30 PM

Friday: Available from: 8:00 AM Available to: 5:30 PM

- d. Areas serviced by the outlet. Select LGA 2013 from Service area type and state. Individual service areas can be selected one at a time.

- e. Add Registration groups and Professions serviced by the outlet

Removing an outlet

1. Click 'Actions' and then 'Remove' drop down

2. Once an outlet is removed, the information is not deleted from the system however the status changes to inactive.

Outlet record id	Outlet name	Address	Outlet type	Status	Phone number	
				Active		Actions ▼
				Active		Actions ▼
				Inactive		Actions ▼