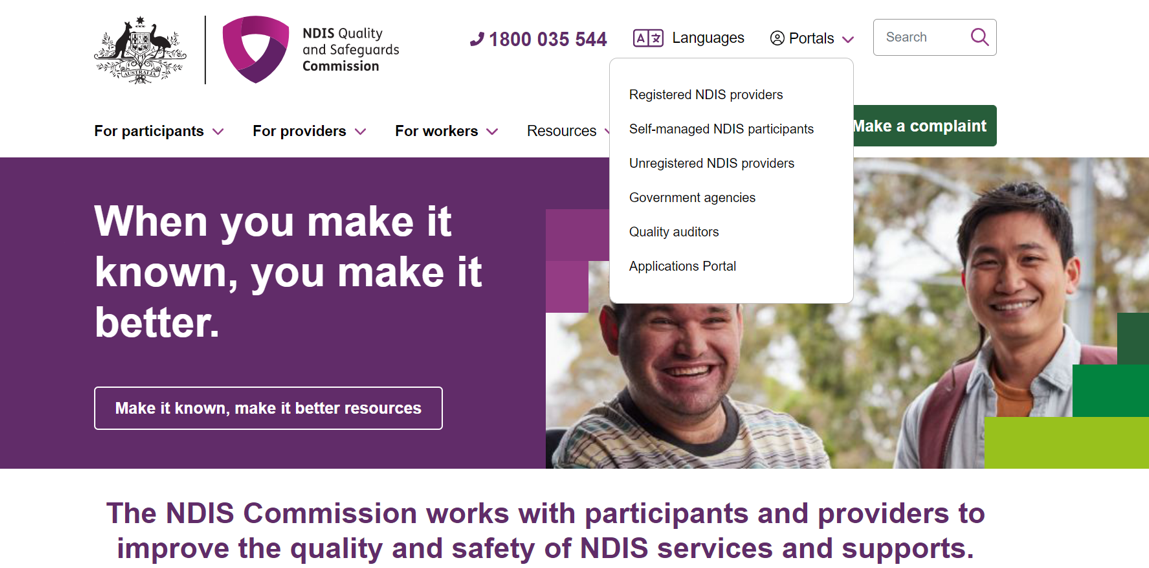
# How to renew my registration

Quick reference guide – Provider registration

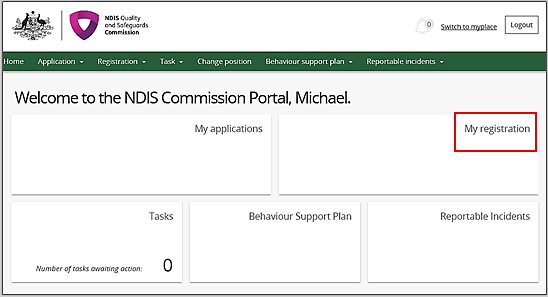
Providers can submit a formal renewal in the final 6 months of their registration using the NDIS Commission Portal.

## Renewal of a registration

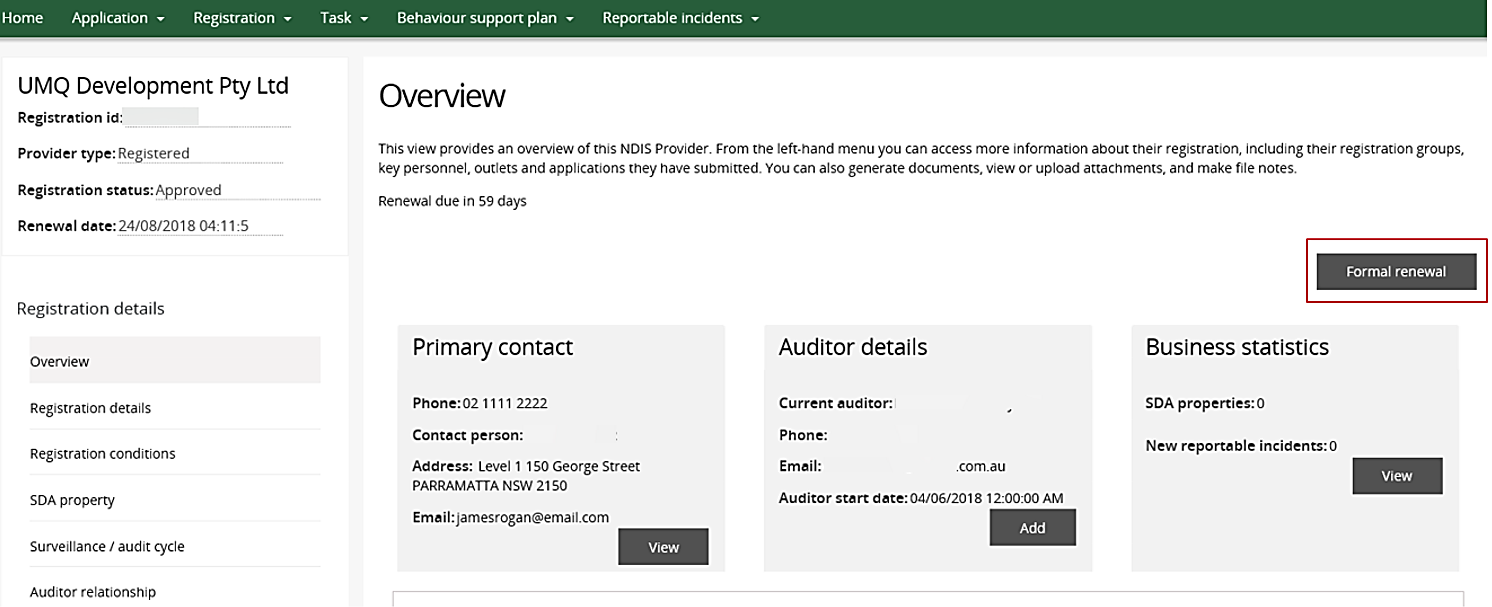
1. Log in to NDIS Commission Portal. Select **Portals**. Select **Registered NDIS providers**



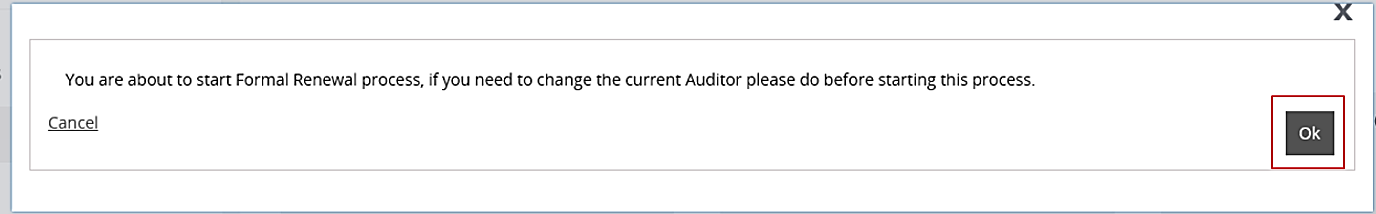
1. Select **my registration**



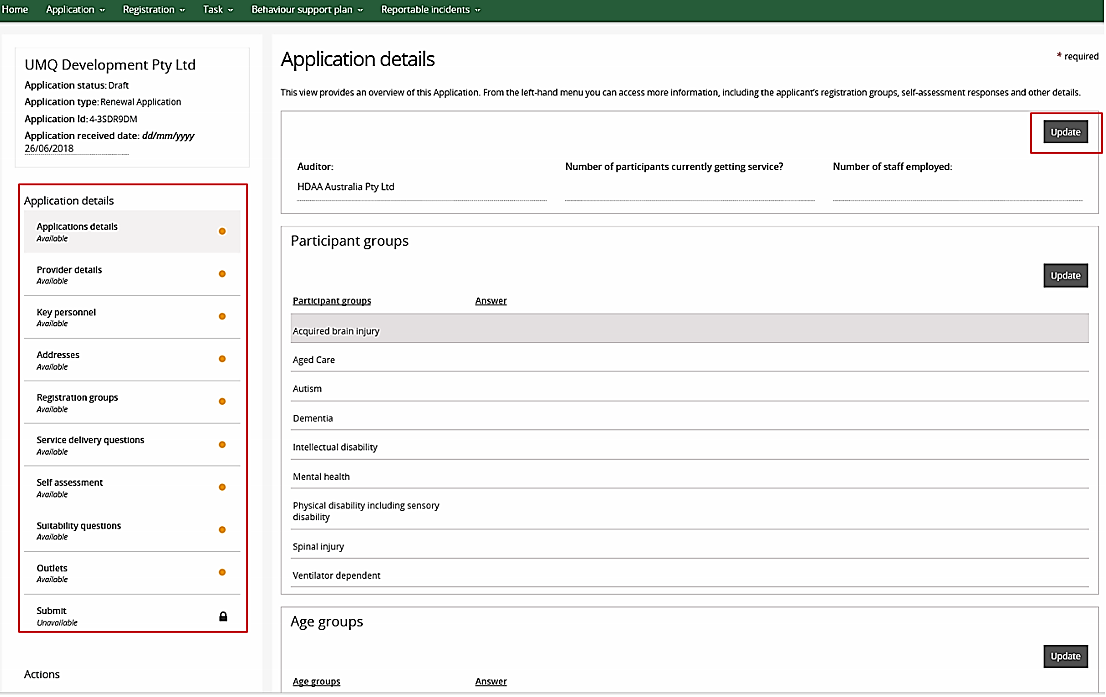
1. On the **Overview** screen, select **Formal renewal**.



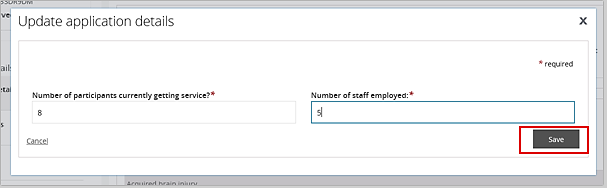
1. A prompt will appear to notify you are about to commence a Formal renewal. Click **Ok.**



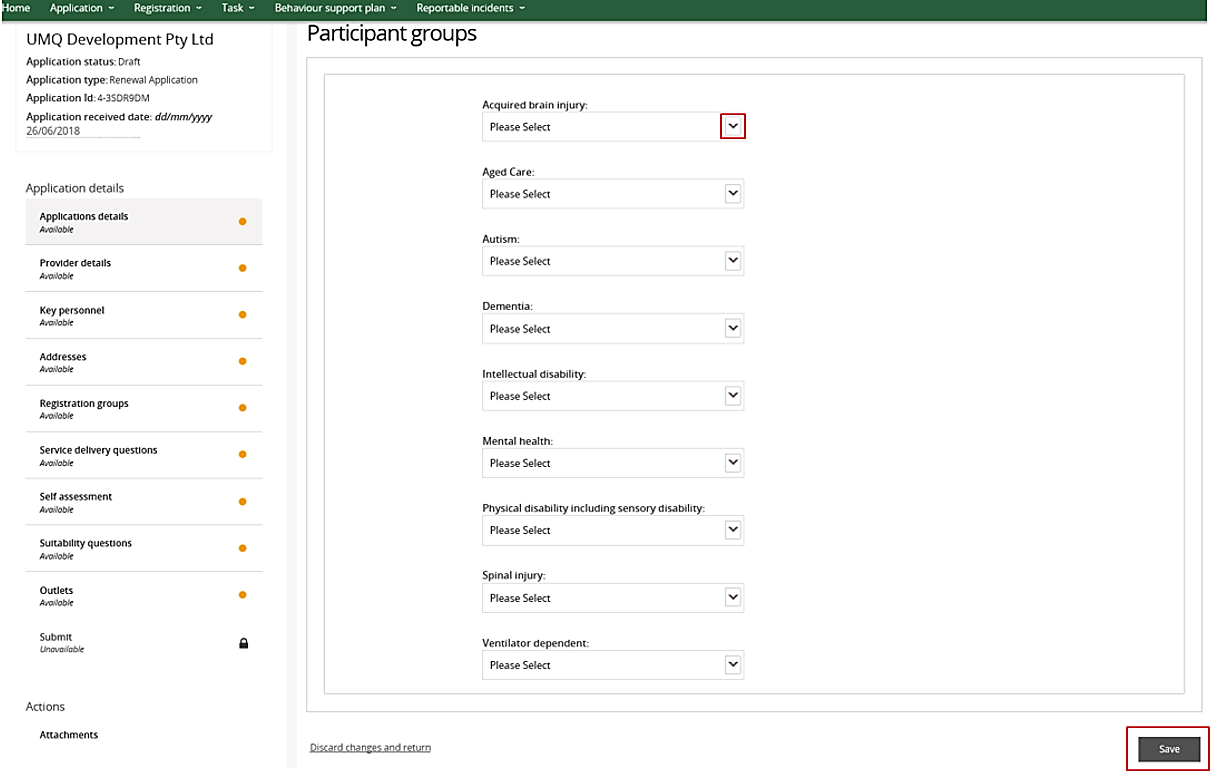
1. Start to complete the renewal process by selecting the different sections in the Application details menu and update each screen ensuring the correct details are captured.



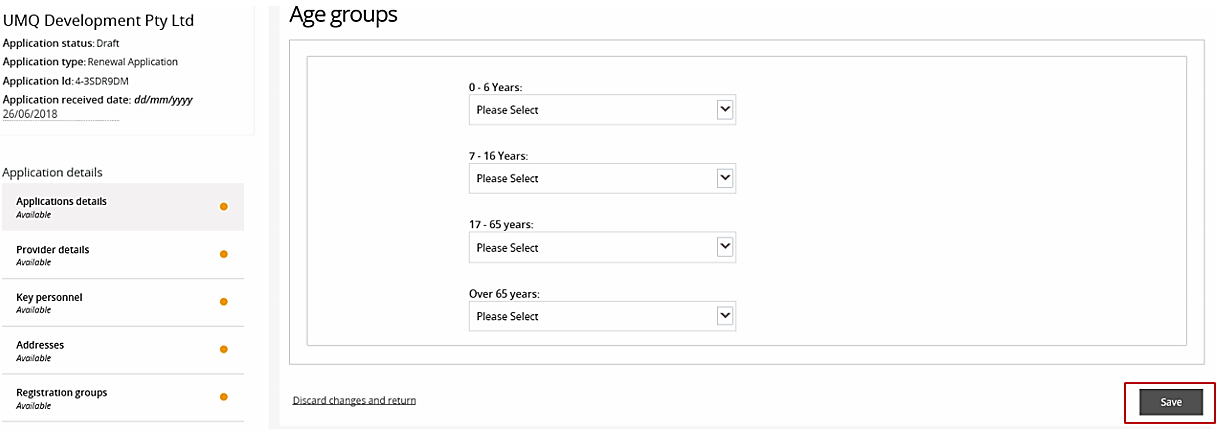
1. A prompt will appear to Update application details.



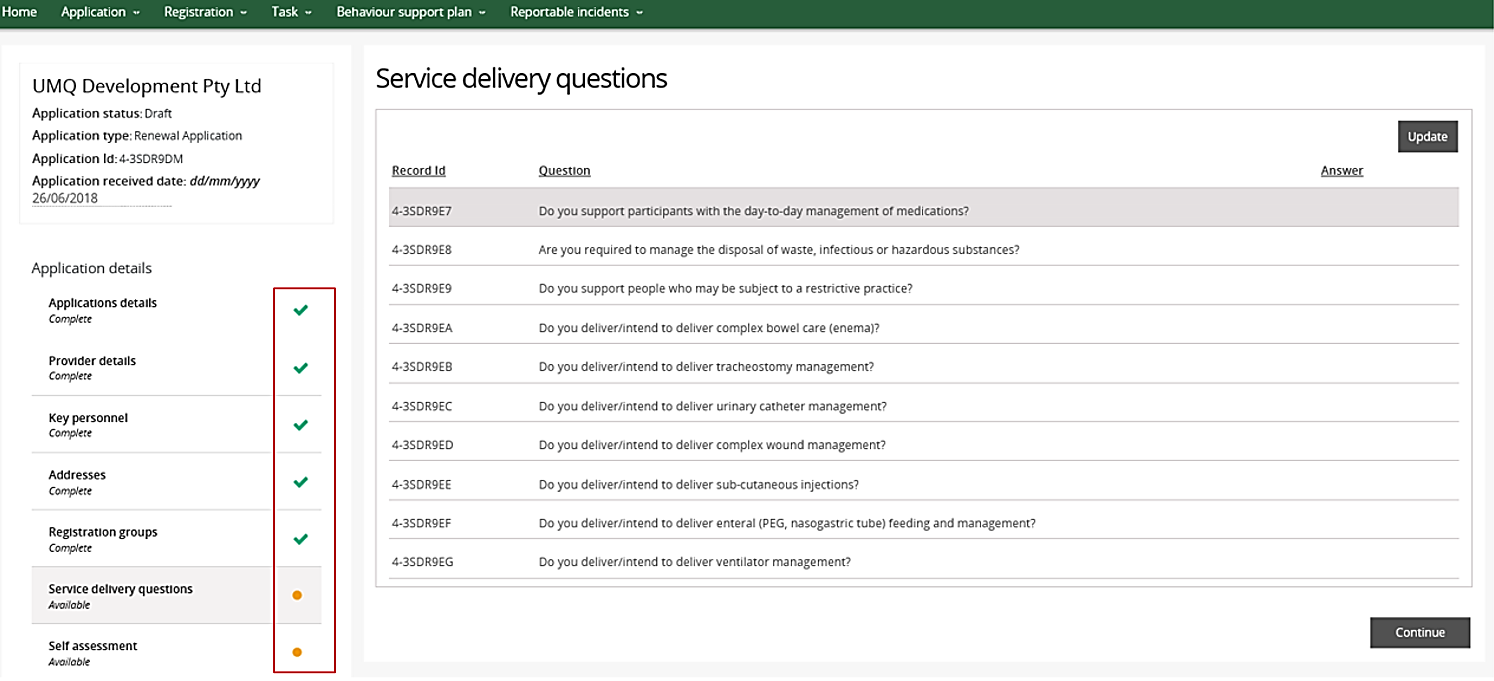
1. Update the **Participant groups** by selecting the drop down menu and click **Save**.



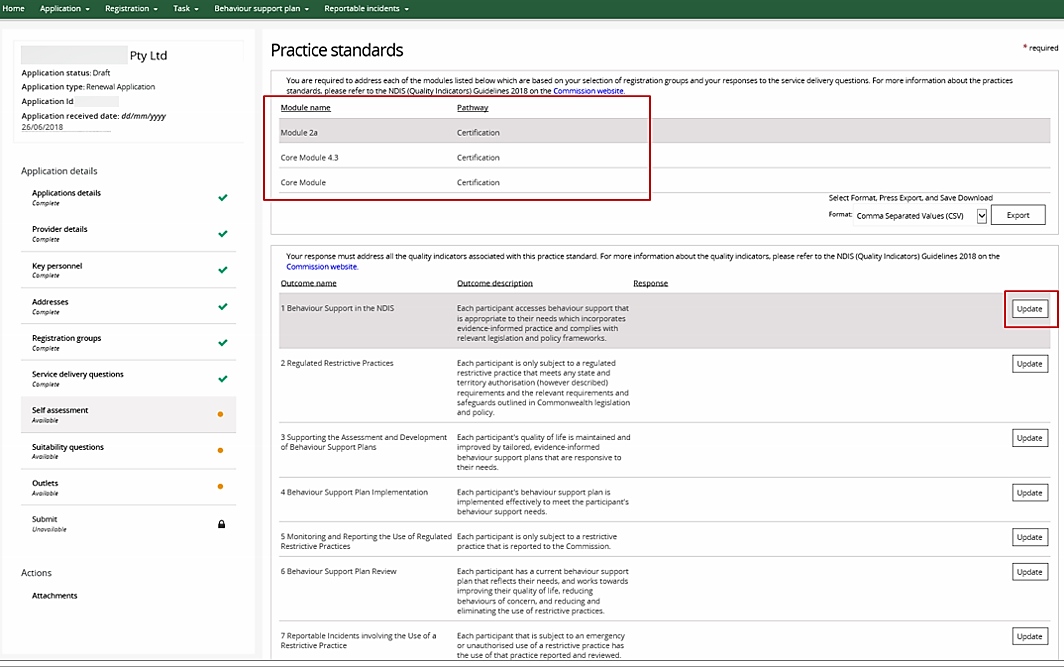
1. Update the **Age groups** and click **Save**.



1. The word ‘Complete’ along with green ticks will appear as the information is added into the system.



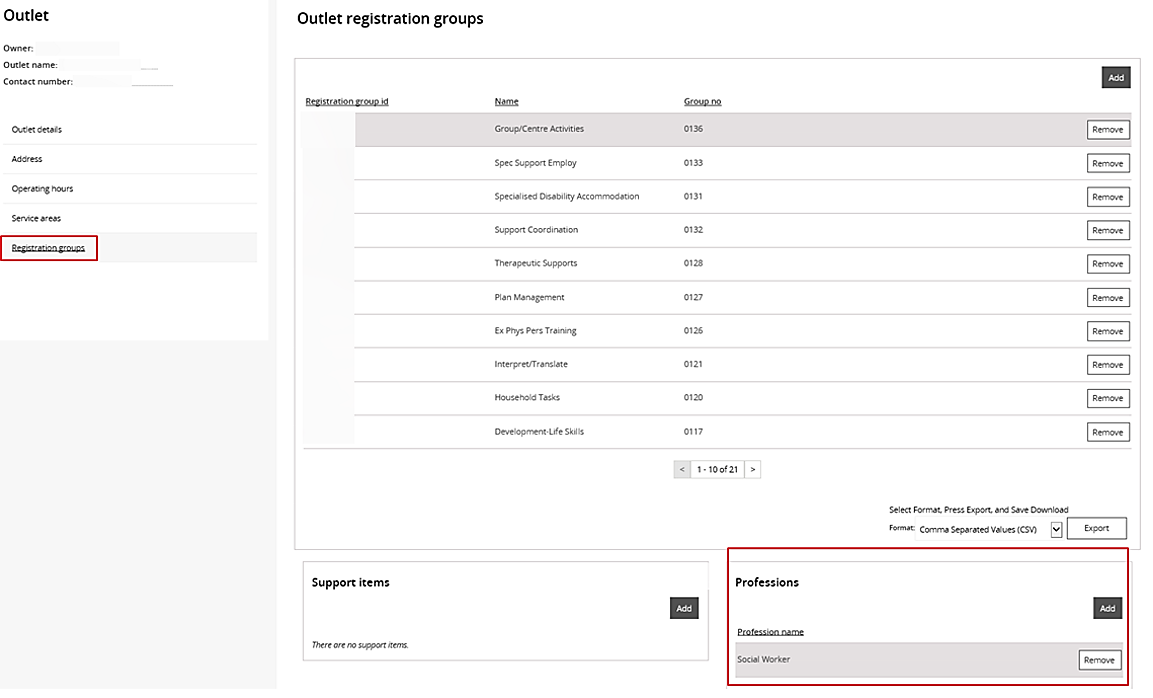
1. In the **Self assessment** section, before you can proceed to the Suitability questions, update the response to each outcome in the individual modules by selecting each module.

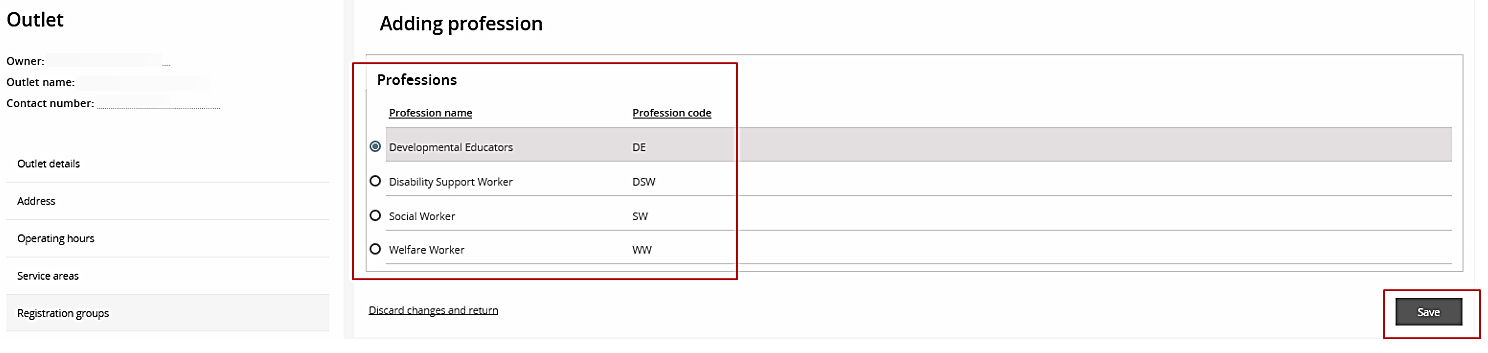


***Note: Some modules contain more than one page of outcomes.***

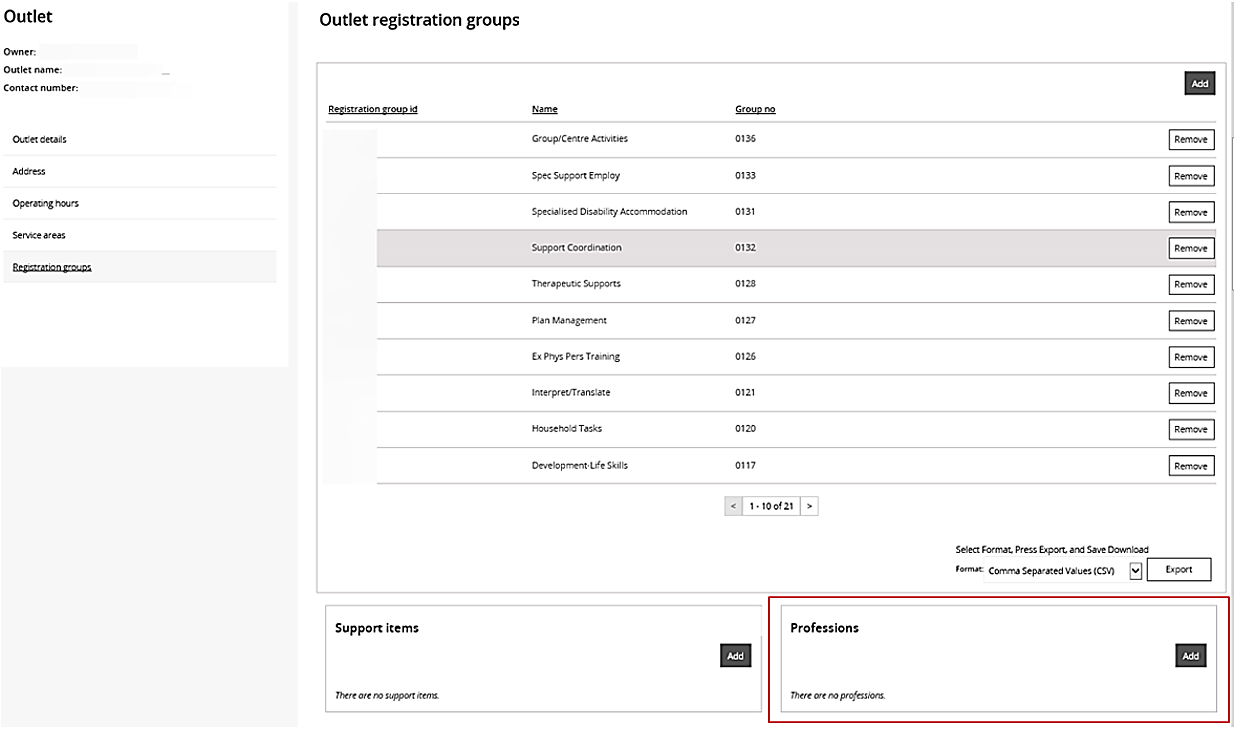
1. When you choose manage **Outlets**, note and update the **Professions** box in the bottom right hand corner if applicable. Some Registration groups have the option to add select professions.

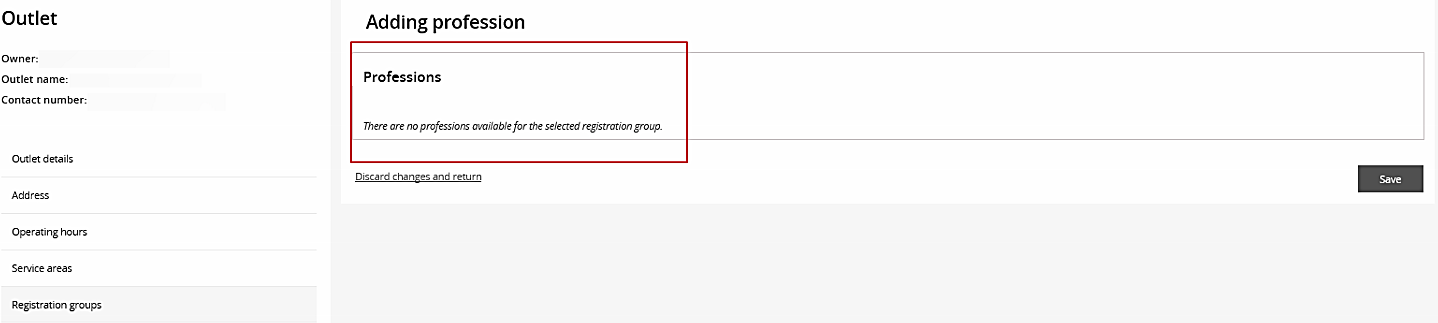
**(Registration group with Professions available)**



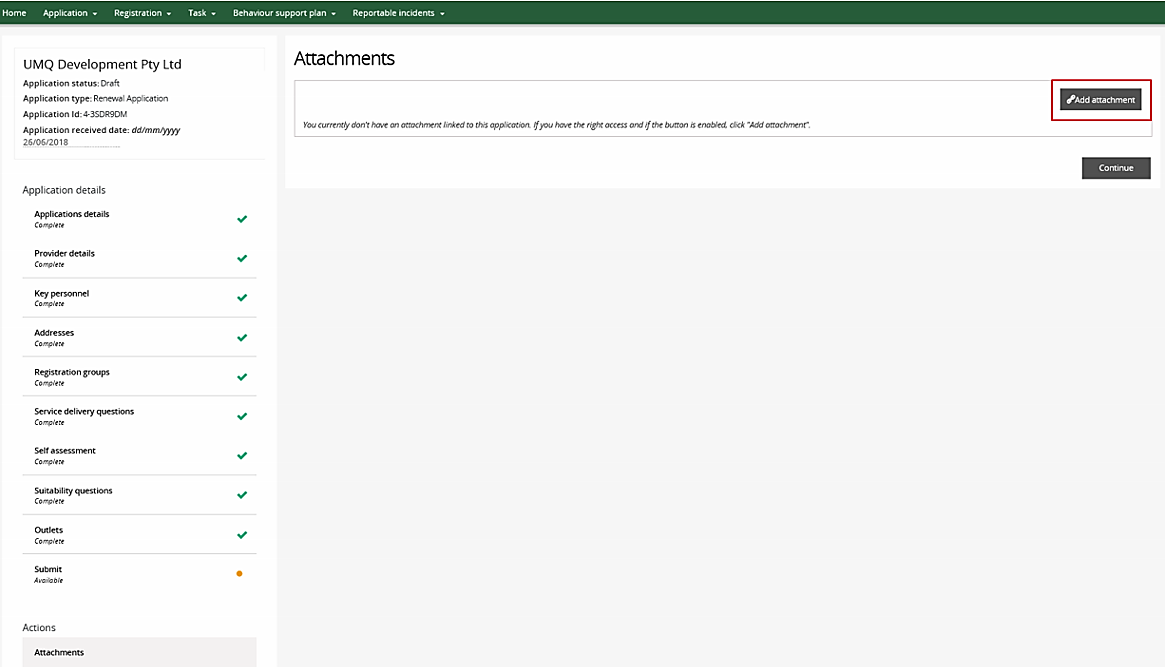


**(Registration group without Professions available)**

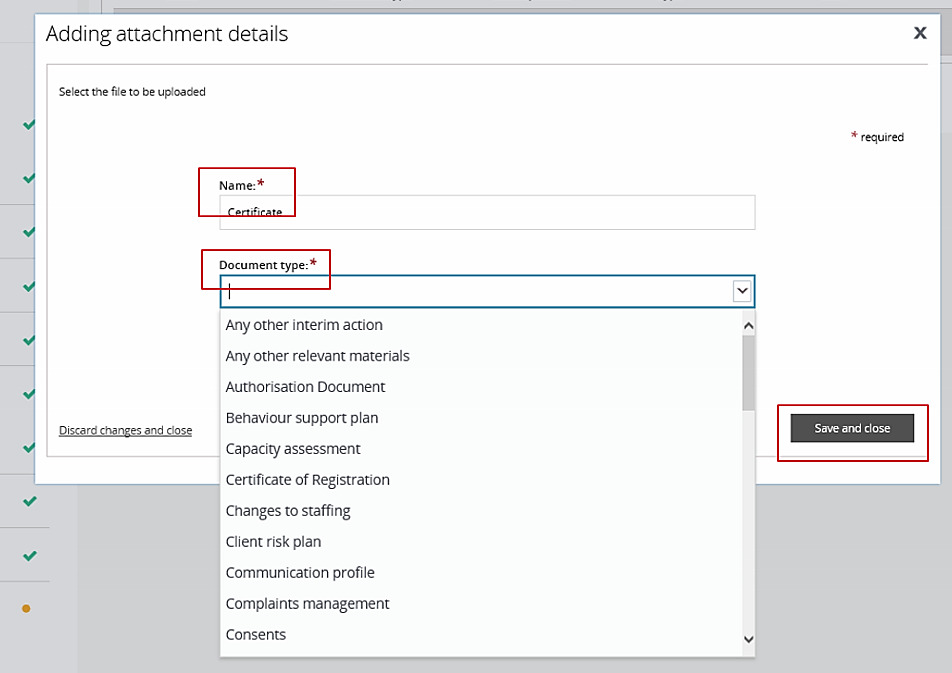




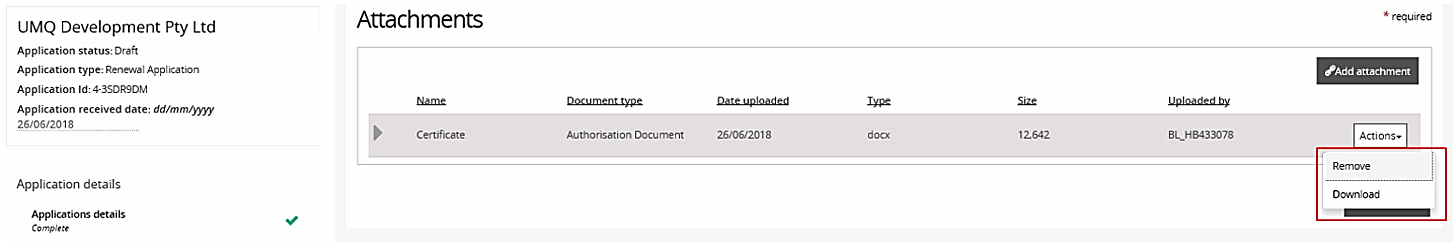
1. Before submitting the Renewal application add any attachments that may be required in support of your application



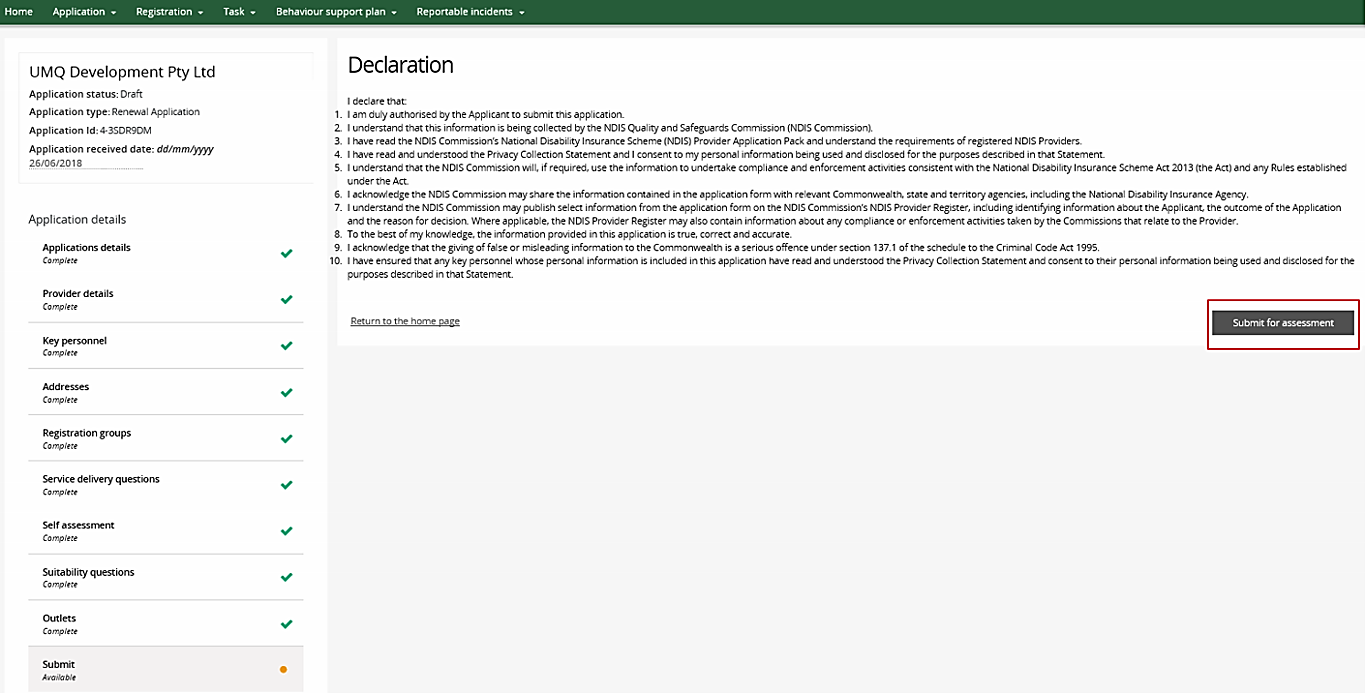
**NOTE: Maximum file size is 2MB and there is a limit of 7 attachments.**

1. Add any attachments by selecting the correct document type then **Save and close**  
   
2. If you need to remove an attachment, then select **Actions** and **Remove**

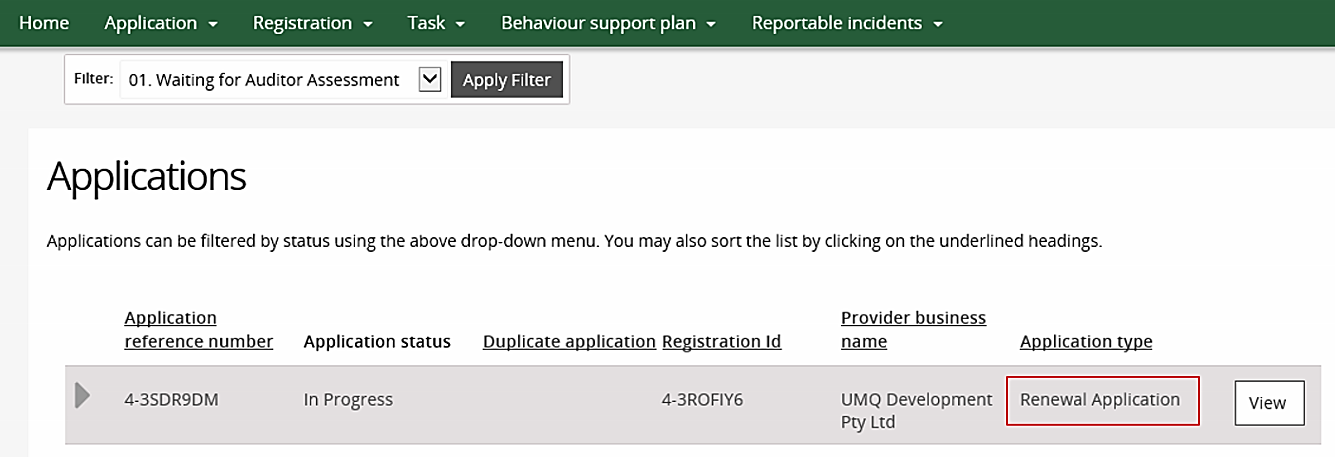
**NOTE:** You may provide additional material to the auditor once they have been engaged.



1. Read the declaration and select **Submit for assessment**



1. The application type will change to **Renewal Application**



**Please Note:** There is a further Quick Reference Guide available to assist with assigning a selected auditor.