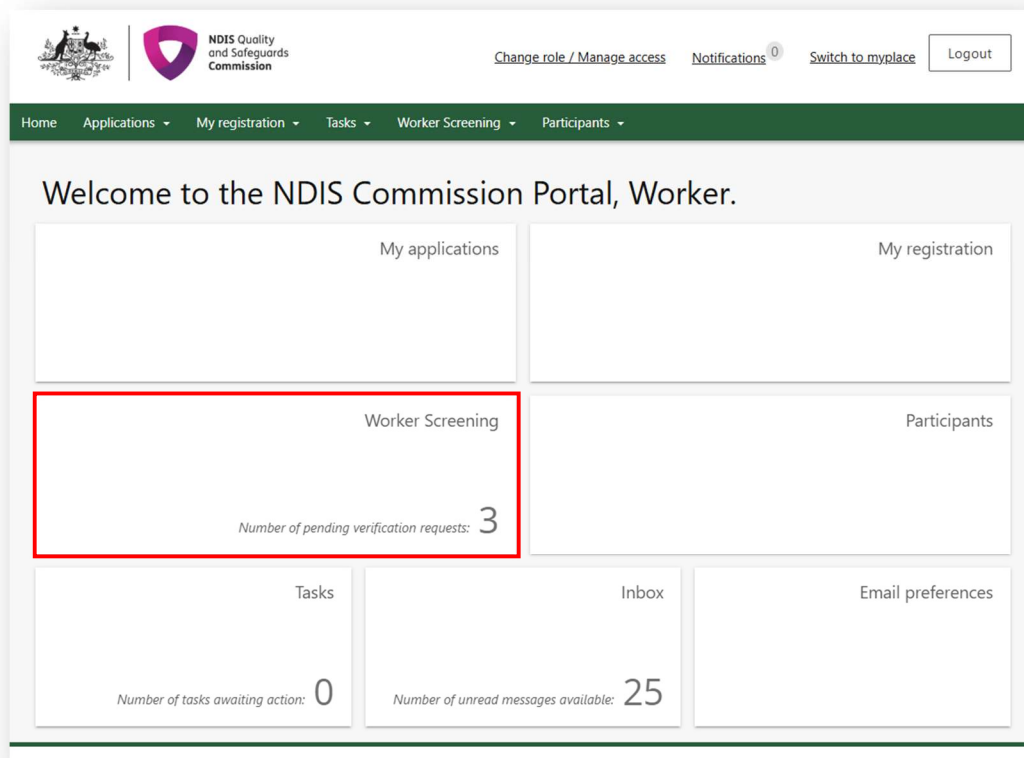
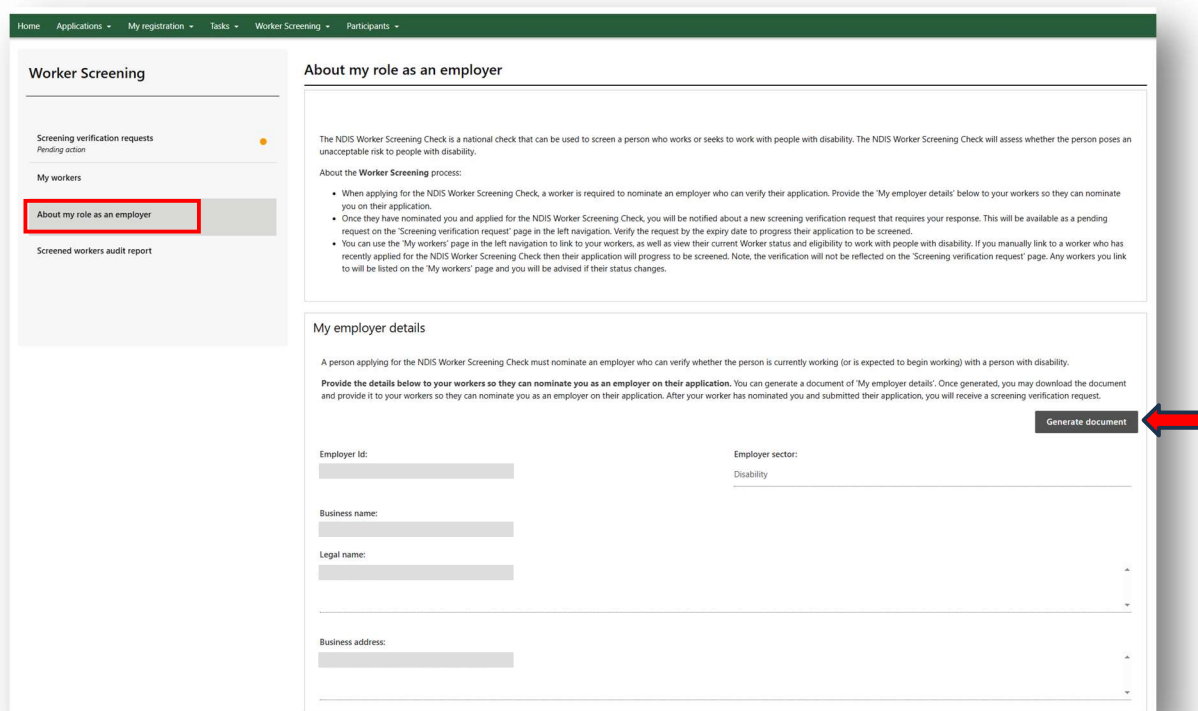


## Generate employer ID document

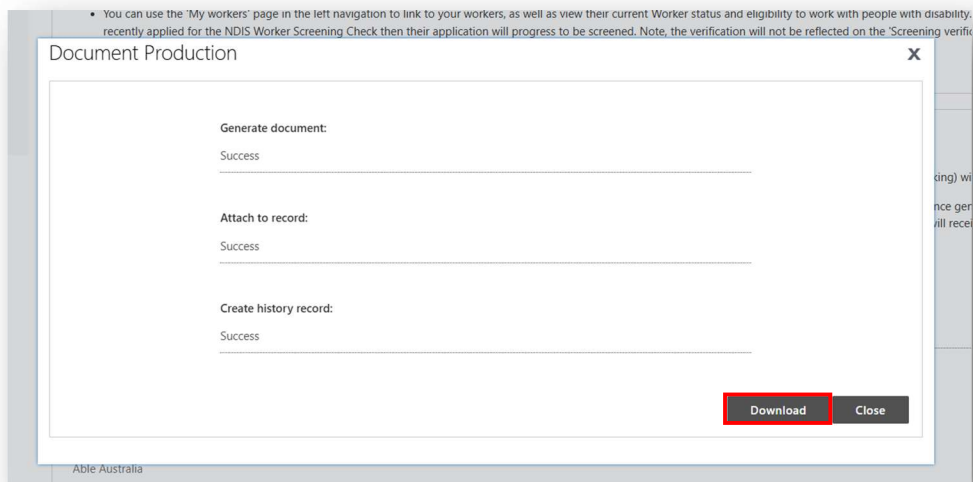
1. Click on the **Worker Screening** tile.



2. Select the **About my role as an employer** menu option and click **Generate document**.



3. Click **Download**. This will download a PDF of your Employer ID document to your browser downloads, which can be saved for future reference.



4. You can also view this document in the attachments section at the bottom of the page in the **About my role as an employer** page.  
This document can be printed or saved to your computer to be sent to your workers, it will also be available in the **Attachments** section below your employer details once it has been downloaded.

My employer details

A person applying for the NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with a person with disability.

**Provide the details below to your workers so they can nominate you as an employer on their application.** You can generate a document of 'My employer details'. Once generated, you may download the document and provide it to your workers so they can nominate you as an employer on their application. After your worker has nominated you and submitted their application, you will receive a screening verification request.

**Generate document**

Employer Id:


Employer sector:

Business name:

Legal name:

Business address:

**Attachments**

Name	Date uploaded	Type	Size	
 NQSCMyEmployerDetails_4-3O2G-1324_21- 01-2025_110508_pdf	21/01/2025	pdf	138,374	<b>Download</b>

5. Provide this document to your workers so that they can accurately nominate your organisation on **their NDIS Worker Screening Check** application by using your **Employer ID**.