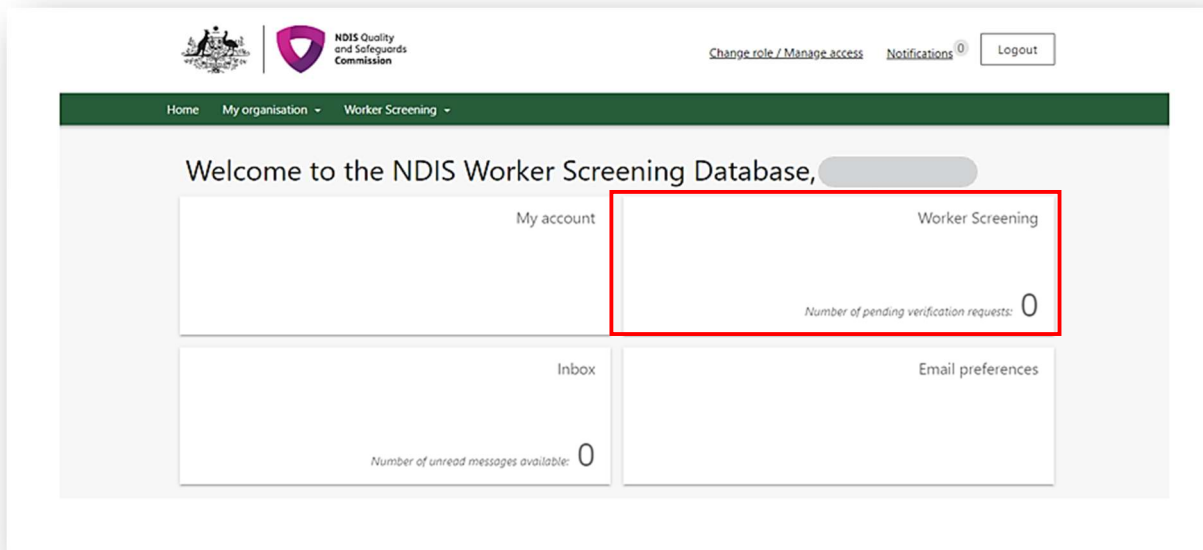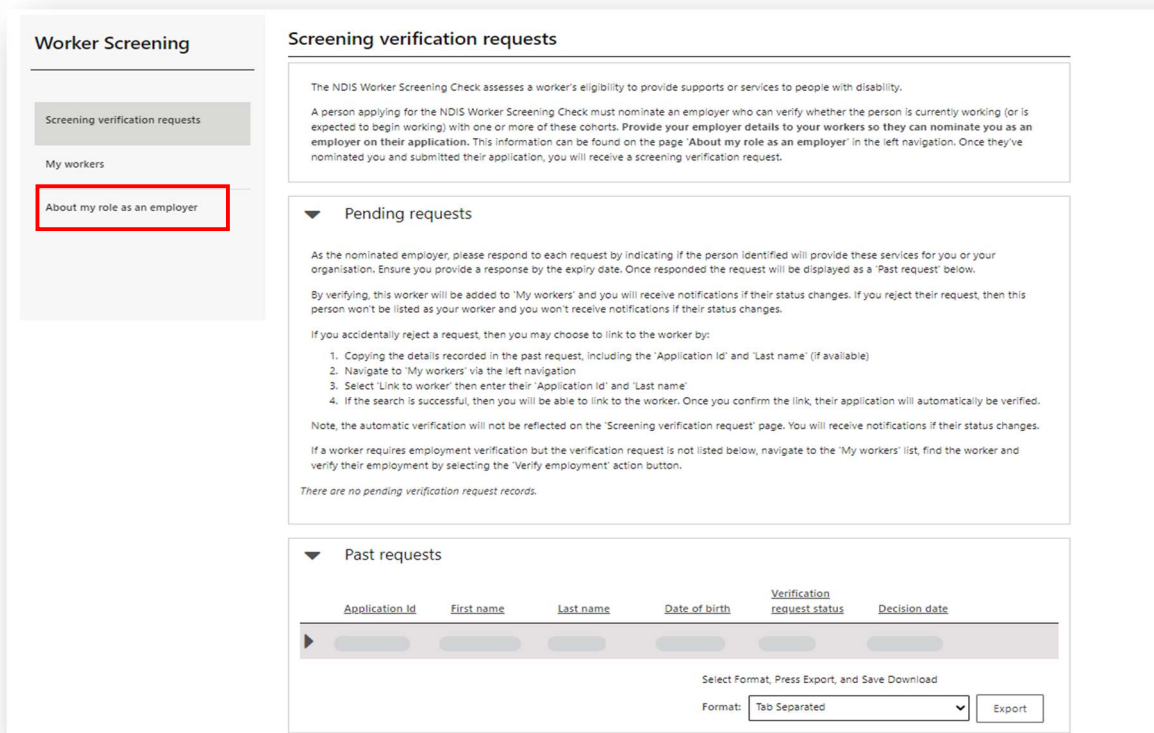# Generate an employer ID document

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

2. Select the **About my role as an employer** menu option.

3. Select **Generate document**

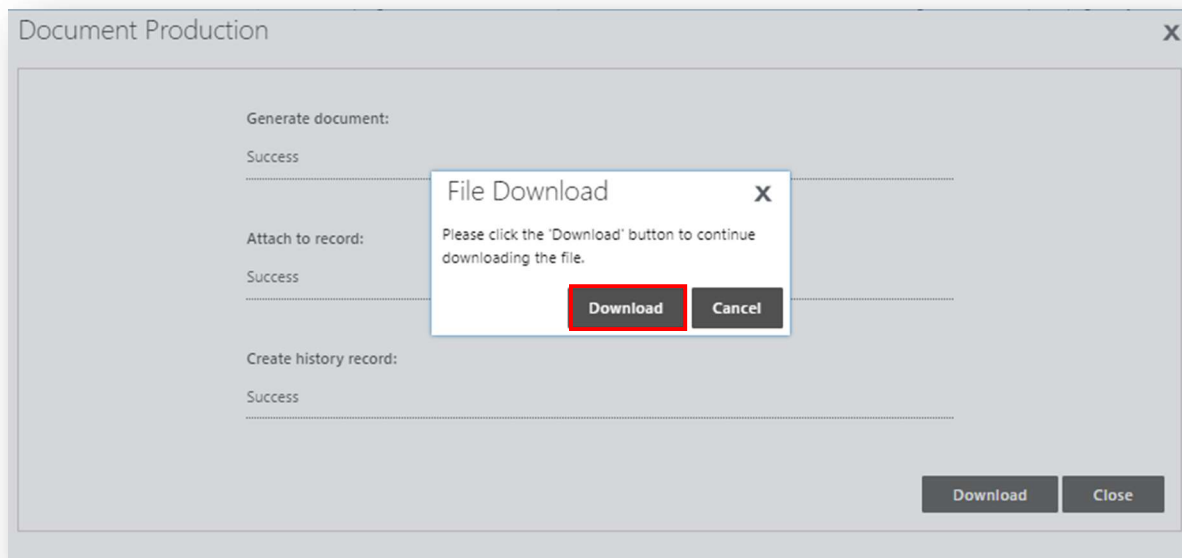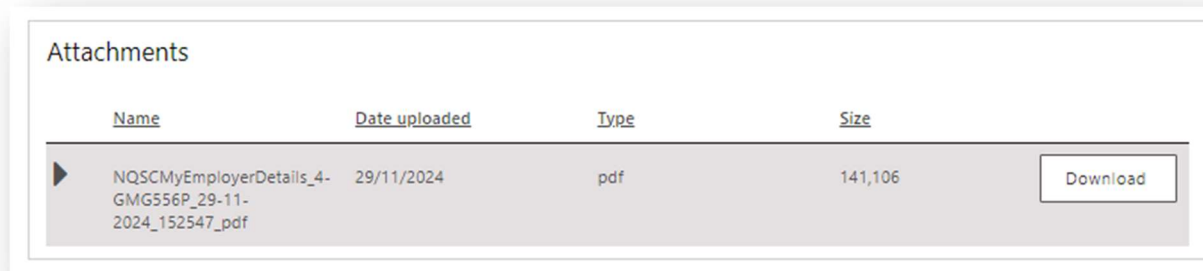4. Select **Download**

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

6. 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.

7. 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**.