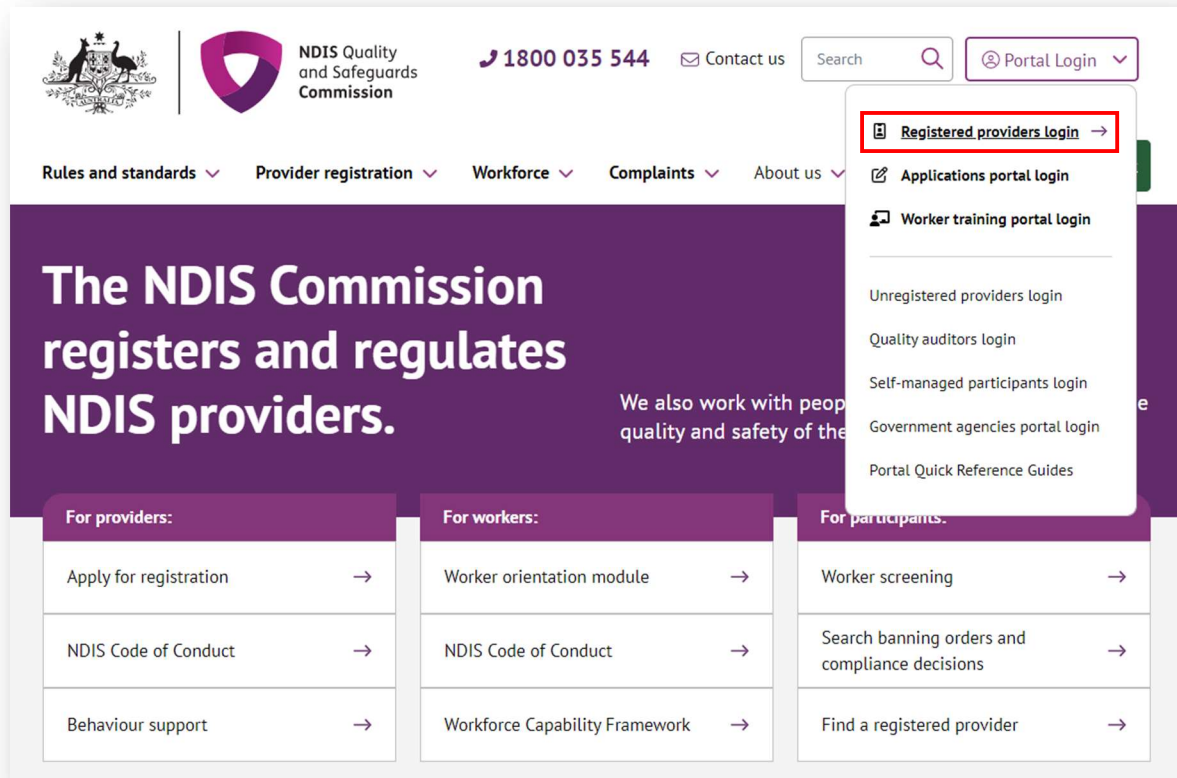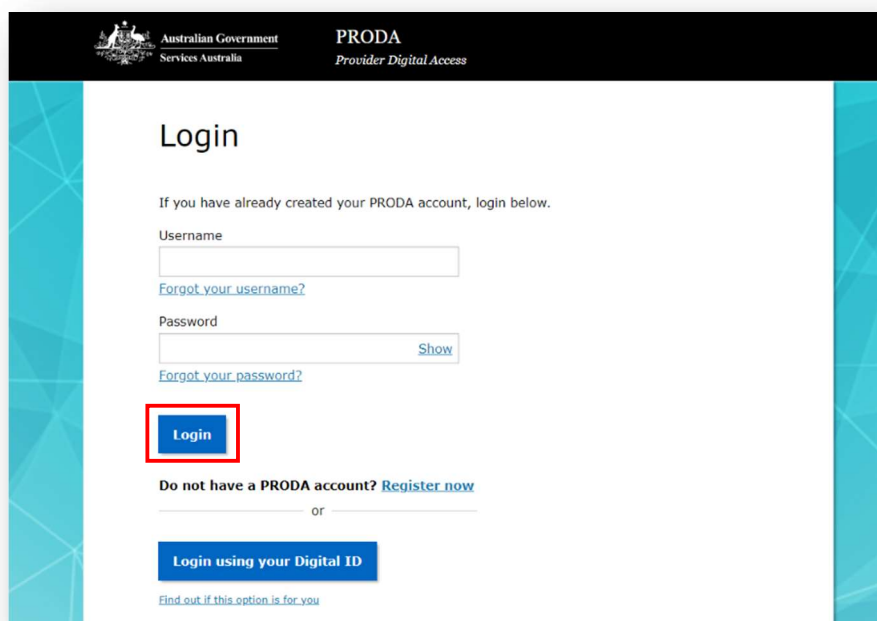## How to log in once your access has been approved

Once your access has been approved, you will always log in the same way using these instructions.

1. Visit the NDIS Commission website at www.ndiscommission.gov.au.

2. Navigate to **Portals Login**> **Registered providers login**.

3. You will be prompted to log into **PRODA**

4. Once logged in with **PRODA** > navigate to the **Available services** > scroll down and click NDIS Quality and Safeguards Commission **Provider Portal**.
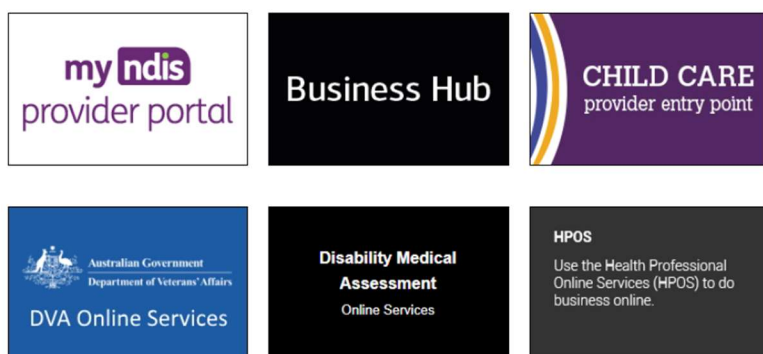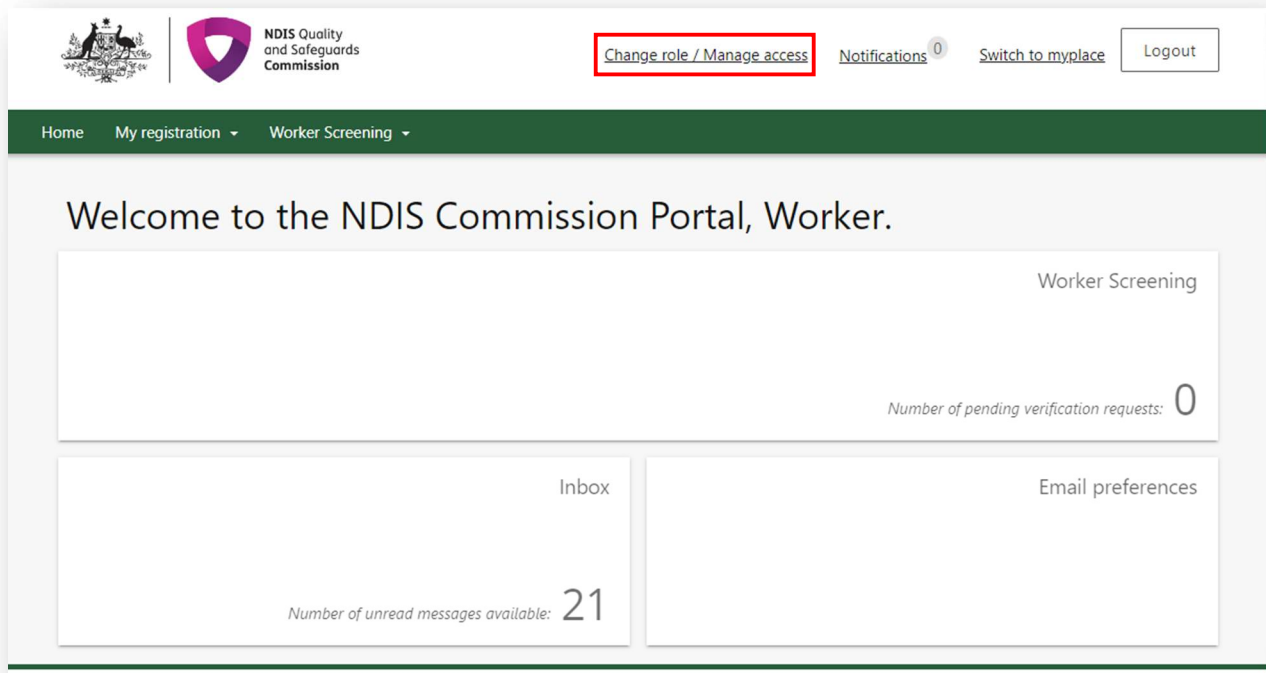
5. Select your organisation under the **Account name** and select the **Role** you wish to log in with, then select **Next**. The roles displayed here will differ depending on what you selected when you requested access.

6. Read the NDIS Commission Portal conditions and click **I agree.**

7. You are now logged in. Depending on the role you are logged in with, your view of the NDIS Commission Portal will differ. To change your role, click **Change role / Manage access**.