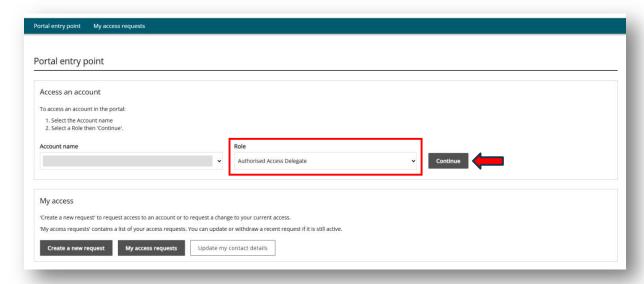
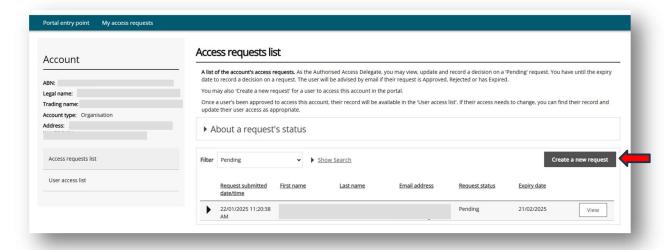
Request or update existing access to the NWSD on behalf of an employee

1. Log into the NDIS Commission portal, on reaching the portal entry point. Under the Account name, select your organisation and the **Authorised Access Delegate** role, click **Continue**.

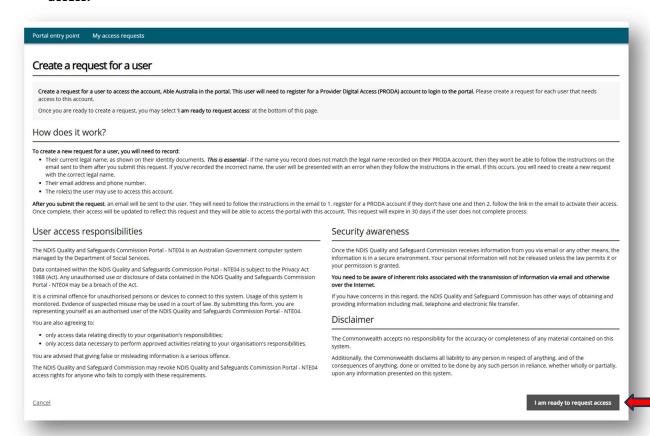
Tip: You must be logged in as the **Authorised Access Delegate** role to request, update or approve access to the NWSD on behalf of an employee.



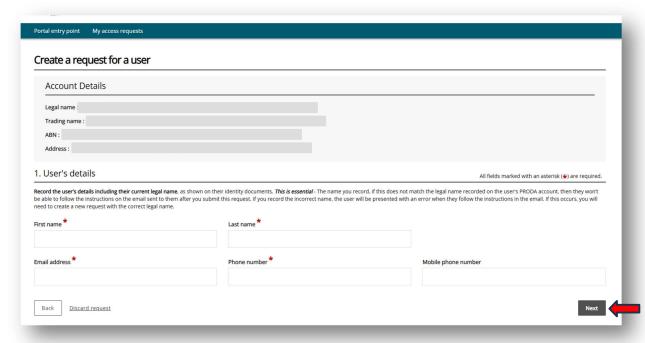
2. Click Create new request.



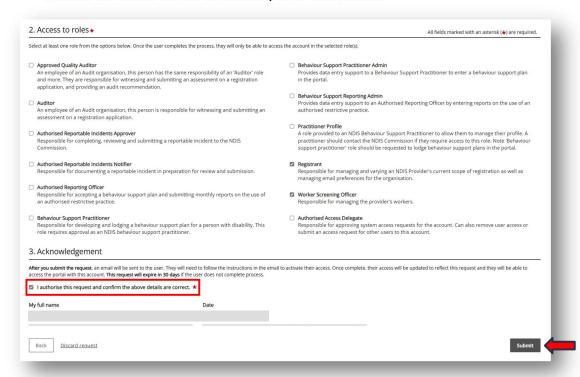
3. Please ensure that you read all the information on this page, then click I am ready to request access.



4. Enter the **employee's details** including their current legal name. <u>It is essential that the worker's details are entered exactly as shown on their identity documents.</u> Click **Next**.



5. Select at least one role from the options below. Once the user completes the process, they will only be able to access the account in the selected role(s). Select I authorise this request and confirm the above details are correct, then click Submit.



6. The request has now been submitted. An email will be sent to the employee containing instructions on how to log in and a link to finalise their access. If the employee does not activate their access within **30 days**, the request will expire.



Once the employee has successfully activated their access, you can update access to the NWSD
on behalf of an employee. Do this by logging in as the Authorised Access Delegate and
navigating to the User access list.