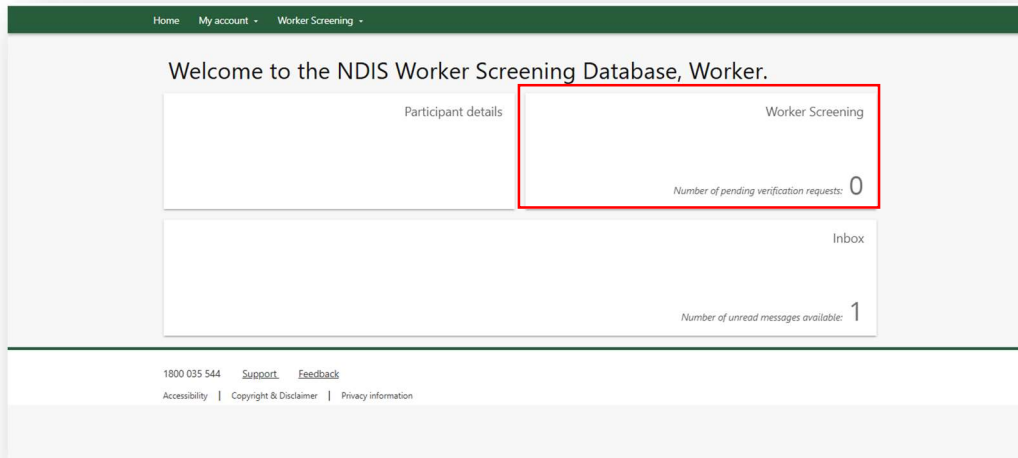


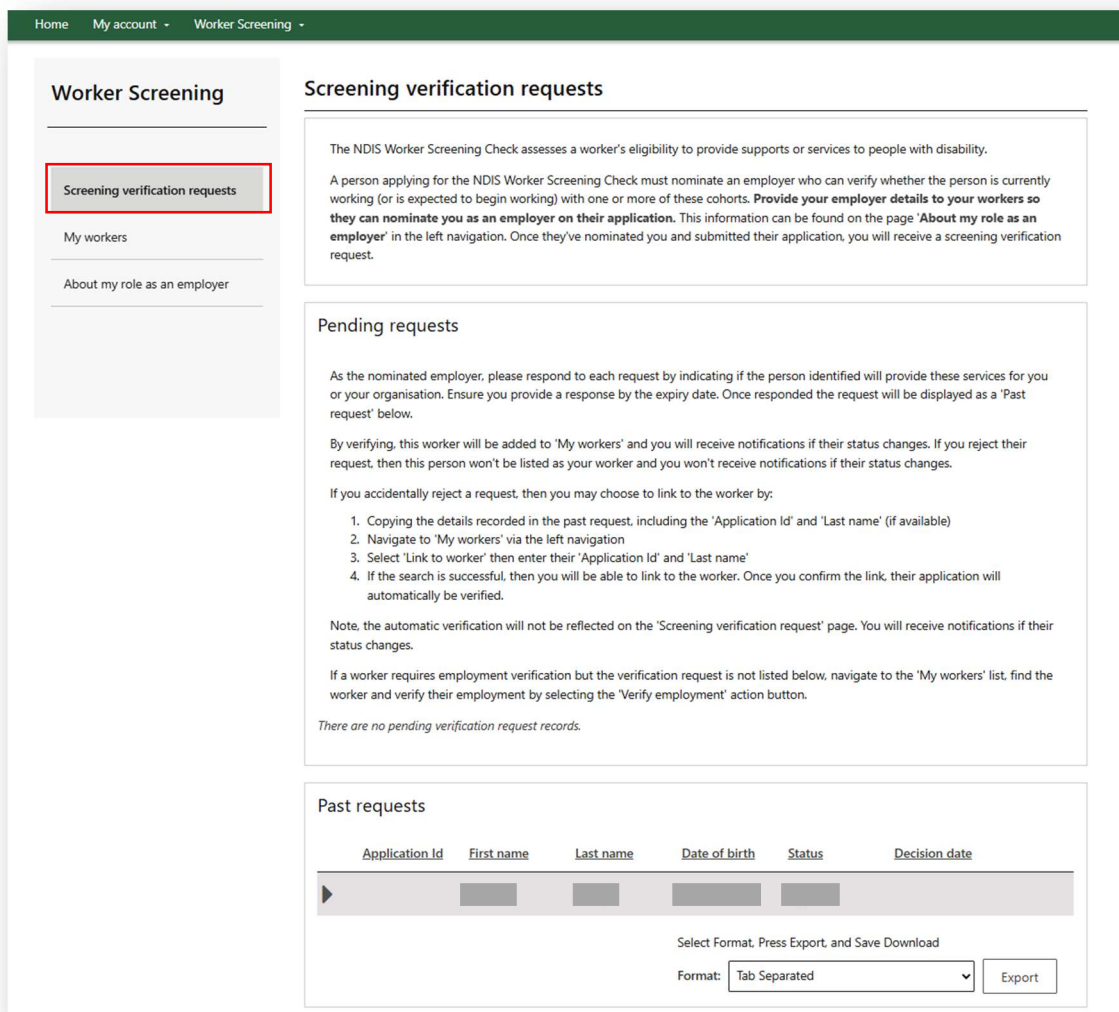
Verify a worker screening check

Role required: **Worker Screening for NDIS Participants**

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



2. Click on **Screening verification requests**.



3. Check for **Pending Requests** > Click **Actions** > click **Respond** > Select either **Verify** or **Reject**.

(If this is **NOT** your employee, please reject verification)

Home My account Worker Screening

Worker Screening

- Screening verification requests
- My workers
- About my role as an employer

Screening verification requests

The NDIS Worker Screening Check assesses a worker's eligibility to provide supports or services to people with disability.

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 one or more of these cohorts. **Provide your employer details to your workers so they can nominate you as an employer on their application.** This information can be found on the page 'About my role as an employer' in the left navigation. Once they've nominated you and submitted their application, you will receive a screening verification request.

Filter: 01. All my linked workers Apply Filter

Search my workers Link to worker

Worker Screening Id	Name	Date of birth	Worker's status	Expires	Eligible to work	Actions
			Clearance	12/05/2027	Yes	

Select Format. Press Export, and Save Download

Format: Tab Separated Export

Screening verification request

As the nominated employer, please indicate if the person below will provide the identified supports/ services for you. By verifying, this worker will be added to 'My workers' and you will receive notifications if their status changes.

Name: _____ Date of birth: 25/01/2000

Reject Verify