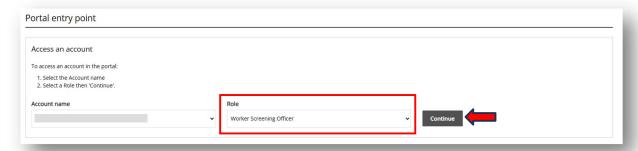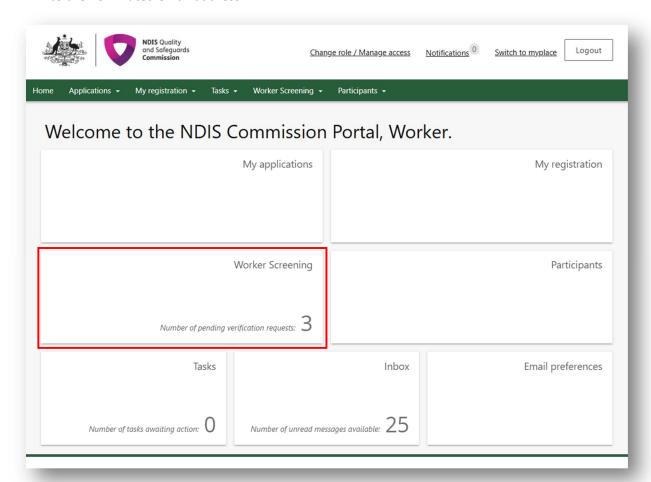## Verify or reject an NDIS Worker Screening Check

1. Log in as the **Registrant** or **Worker Screening Officer** role following the instructions as above in How to log in once your access has been approved.

2. If you have a pending verification request it will be shown on the Worker Screening tile, Select **Worker Screening.** You will also get a notification to the NDIS Worker Screening Database inbox to the nominated email address.

3. Under Pending verification requests, select **Actions** > **Respond** > **Reject** or **Verify.**

If this is **NOT** your employee, please reject verification.