

Getting access to the NDIS Commission Portal

Quick reference guide – Providers registration

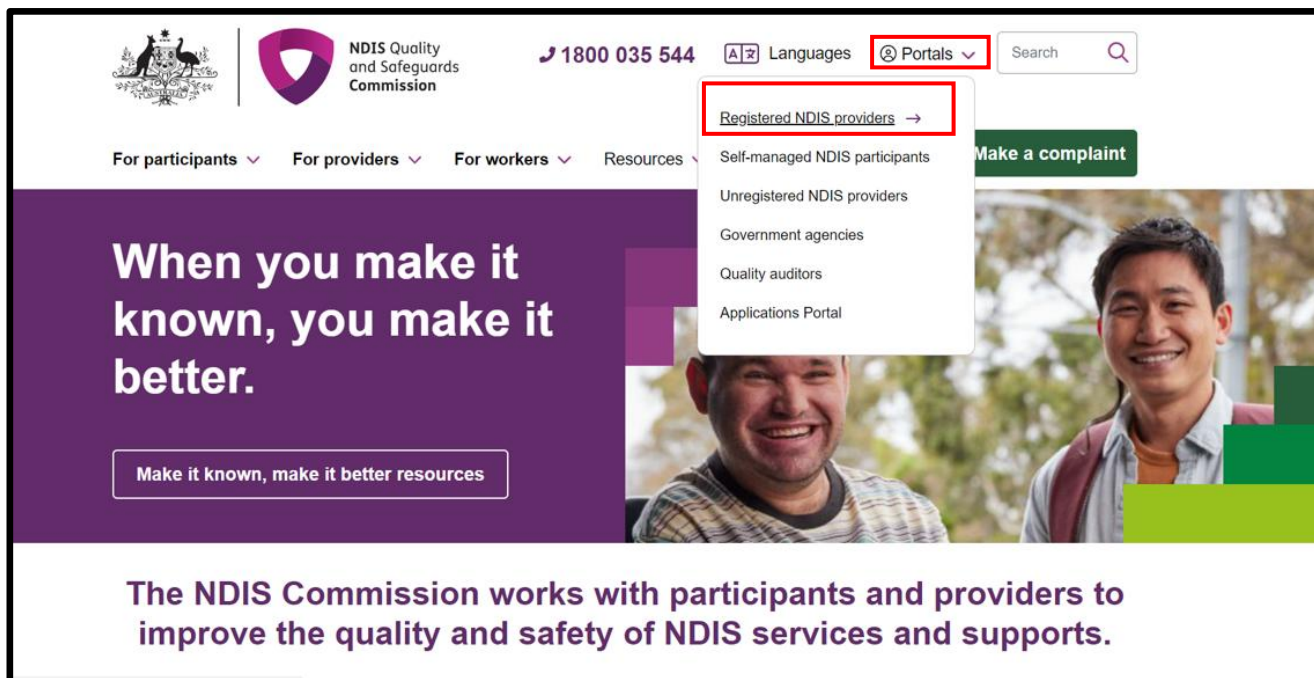
Only NDIS Providers registered with the NDIS Commission can access the NDIS Commission Portal. This part of the Quick Reference Guide explains the step-by-step process of successfully logging in to the NDIS Commission Portal.

In this guide

- [Logging in to the NDIS Commission Portal](#)
- [Request new user roles](#)
- [About Digital ID, myID app and RAM](#)
- [Help with accessing the NDIS Commission Portal](#)

Logging in to the NDIS Commission portal

1. Click **Portal**. Select Registered NDIS providers



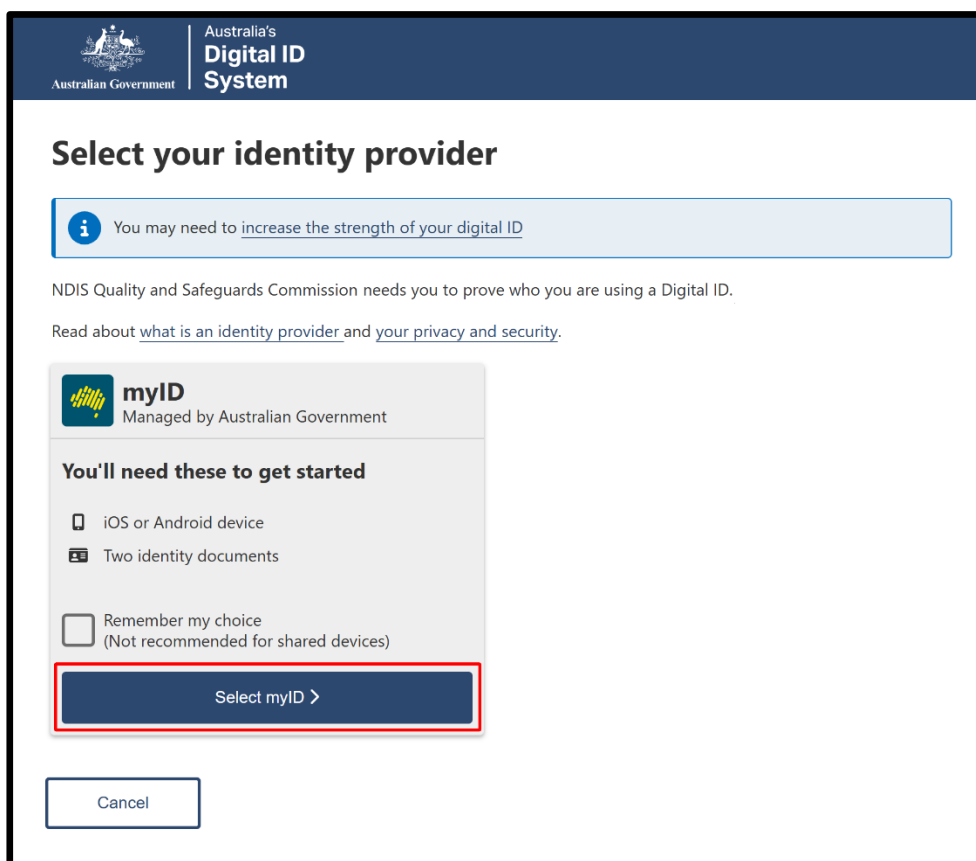
2. Once you get to the Registered providers portal webpage, click **Login**

The screenshot shows the 'Registered providers portal login' page. At the top, there is a purple header with the title 'Registered providers portal login'. Below the header, a breadcrumb trail reads 'Home · Registered providers portal login'. A box on the left titled 'On this page:' contains links for 'Access the portal', 'First time users', and 'Help'. The main content area features the heading 'Access the portal' followed by the instruction 'Log in to [manage your registration](#)'. A red rectangle highlights a purple 'Log in' button.

3. Click **Continue with Digital ID**

The screenshot shows the 'NDIS Quality and Safeguards Commission Portal' login page. The header includes the Australian Government crest and the NDIS Quality and Safeguards Commission logo. The main heading is 'Login'. Under the 'Registered Provider' section, it states: 'Act on behalf of an organisation, You need to set up the organisational access in your Relationship Authorisation Manager (RAM) first.' A red rectangle highlights a button that says 'Continue with Digital ID' next to the Australian Government crest. Below this, it explains that Digital ID is a secure, convenient, and voluntary way to verify and reuse your ID online, and provides links for 'Set up Digital ID and RAM' and 'continue with PRODA'. A similar section for 'Behaviour Support Practitioner Profile' is also visible, with its own 'Continue with Digital ID' button highlighted. The footer contains links for 'Support', 'Feedback', 'Accessibility', 'Copyright & Disclaimer', and 'Privacy Information'.

4. Click **Select myID**




Australia's Digital ID System

Select your identity provider



i You may need to [increase the strength of your digital ID](#)

NDIS Quality and Safeguards Commission needs you to prove who you are using a Digital ID.

Read about [what is an identity provider](#) and [your privacy and security](#).

**myID**
Managed by Australian Government

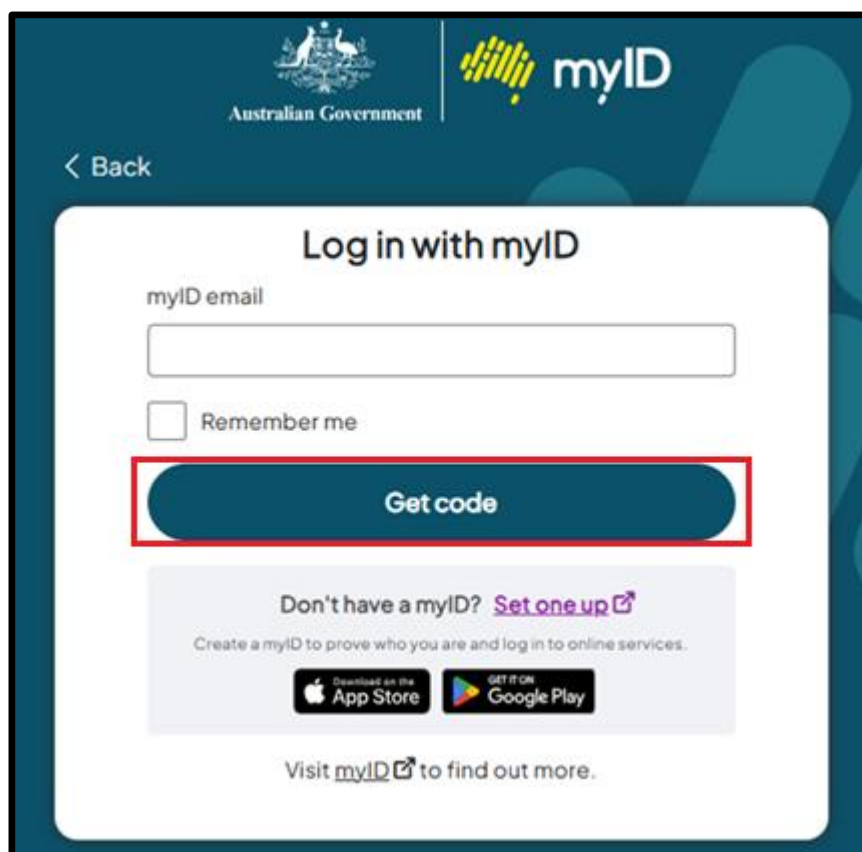
You'll need these to get started

-  iOS or Android device
-  Two identity documents
- ☐ Remember my choice
(Not recommended for shared devices)

Select myID >

Cancel

5. Enter your myID email and click **Get code**. If you don't have an account, you can [register for a Digital ID \(myID\)](#).



Australian Government | myID

< Back

Log in with myID


myID email

☐ Remember me

Get code

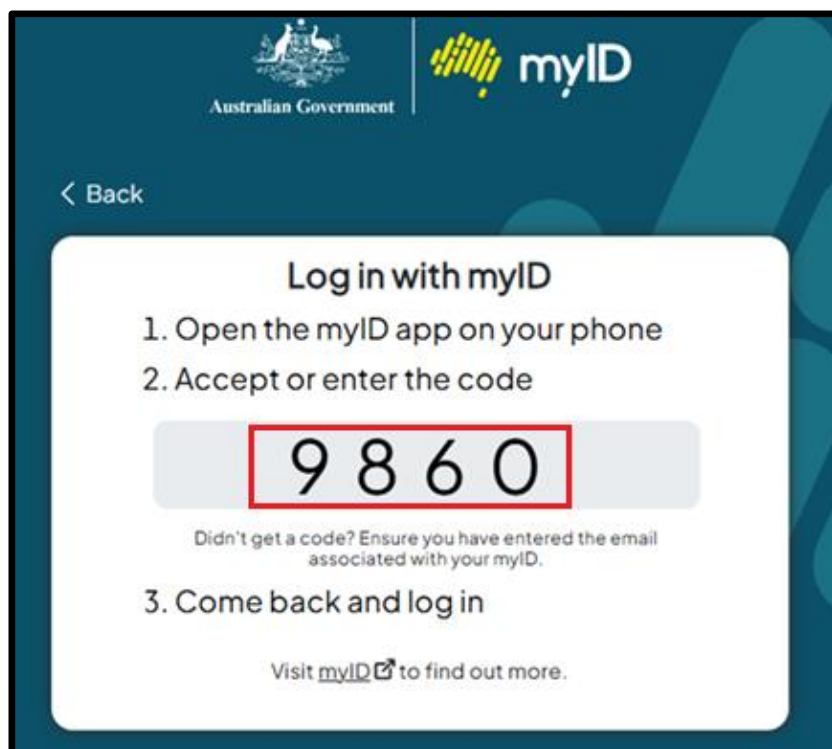
Don't have a myID? [Set one up](#)

Create a myID to prove who you are and log in to online services.

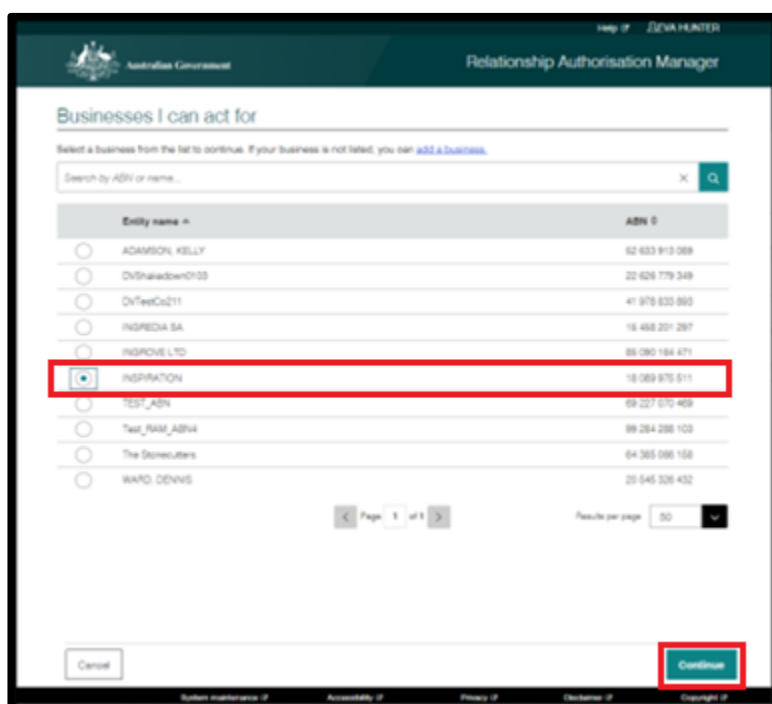
Visit [myID](#) to find out more.

6. A code will be generated.




7. Open the **myID app** on your **phone** and either accept the request or enter the code.

8. If you have authority for multiple provider organisations, you will be directed to the RAM Australian Business Number (ABN) selection page, where you must **choose the organisation**, you wish to represent in the NDIS Commission portals. If you only have authority for one provider organisation, you will bypass this selection page.



9. Select the **Provider** and the **Role** to login and then click **Continue**



Australian Government
Department of Social Services

Logout

Portal entry pointMy access requests

NDIS Quality and Safeguards Commission Portal

Portal entry point

Access an account

ABN: 123 456 789Switch ABN

1. Select an account *

Account name	Account type	ABN
<input type="radio"/> Uniting Education	Organisation	123 456 789

Other organisation accounts

To access your other organisation accounts: [switch ABN](#) or [login with PRODA](#)

Account name	Account type	ABN
A	Organisation	234 567 890
B	Organisation	456 789 012

2. Select a Role then Continue *

Role

Select an account first

Continue

My access

'Create a new request' to request access to an account for ABN 123 456 789 or to request a change to your current access.
If you need to request access to another organisation's account, you should [switch ABN](#) before creating a request.
'My access requests' contains a list of your access requests. You can update or withdraw a recent request if it is still active.

Create a new request

My access request

Update my contact details



Exit application

SupportFeedback

Accessibility | Copyright & Disclaimer | Privacy information

10. Click I agree

BETA This is beta. Help us make it better for you - please [give feedback](#)

**NDIS Quality
and Safeguards
Commission**

Logging on to the NDIS Commission Portal

You are now entering the NDIS Commission Portal. Data contained on this system is subject to the Privacy Act 1988. Any unauthorised use or disclosure of data contained on this system may be a breach of the Privacy Act 1988.

It is a criminal offence for unauthorised persons or devices to connect to this system. Usage of this system is monitored. Evidence of suspected misuse may be used in a court of law. By continuing, you are representing yourself as an authorised user of the NDIS Quality & Safeguards Portal. You are also agreeing to:

1. Only access data relating directly to your agency's responsibilities.
2. Only access data necessary to perform approved activities relating to your agency's responsibilities.

You are advised that giving false or misleading information is a serious offence.

The Department may revoke NDIS Quality & Safeguards Portal access rights for anyone who fails to comply with these requirements.

[Exit application](#)

I agree

This should successfully log you on to the Portal.

Request new user roles

A staff member can request a new user role using the Commission Portal, for this the user first needs to successfully login to Digital ID and RAM.

11. After logging in to Digital ID and RAM, at **Portal entry point**, click **Create a new request**

The screenshot shows the 'Portal entry point' page of the NDIS Quality and Safeguards Commission Portal. The page header includes the Australian Government logo, the Department of Social Services, and a 'Logout' button. Below the header, there are navigation links for 'Portal entry point' and 'My access requests'. The main content area is titled 'Portal entry point' and contains several sections:

- Access an account**: This section displays the current account information: ABN: 123 456 789 and a 'Switch ABN' button. It includes a step '1. Select an account' with a table of available accounts.
- Other organisation accounts**: This section provides instructions on how to access other organisation accounts, including links to 'switch ABN' or 'login with PRODA'. It also includes a table of other organisation accounts.
- 2. Select a Role then Continue**: This section contains a 'Role' dropdown menu with the option 'Select an account first' and a 'Continue' button.
- My access**: This section provides instructions on how to create a new request, switch ABN, or update contact details. It includes three buttons: 'Create a new request' (highlighted with a red box), 'My access request', and 'Update my contact details'.

At the bottom of the page, there is a link to 'Exit application' and a footer containing links for 'Support', 'Feedback', 'Accessibility', 'Copyright & Disclaimer', and 'Privacy information'.

Account name	Account type	ABN
<input type="radio"/> Uniting Education	Organisation	123 456 789

Account name	Account type	ABN
A	Organisation	234 567 890
B	Organisation	456 789 012

12. Click **I'm ready to request access**

Portal details access request

Before you begin

Determine which user role(s) is suitable for the employee:

Approved Quality Auditor

An employee of an Audit organisation, this person is has the same responsibility of an 'Auditor' role and

Auditor

An employee of an Audit organisation, this person is responsible for witnessing and submitting an assessment on a

Authorised Reporting Officer

Responsible for accepting a behaviour support plan and reporting monthly on the use of authorised restrictive

You are advised that giving false or misleading information is a serious offence.

The NDIS Commission may revoke NDIS Commission Portal access rights for anyone who fails to comply with these requirements.

[Cancel](#)

I'm ready to request access

13. Record your email and phone details and click **Next**

NDIS Quality and Safeguards Commission Portal

Request to create/update my access

[View errors](#) [Page change log](#)

1. Record your details

All fields marked with an asterisk (*) are required.

First name
Carol

Last name
Smith

Email address *

Phone number *

Mobile phone number

Back

[Discard request](#) **Next**

14.To request the creation of a user role access, confirm the organisation’s account by clicking **Select**

Australian Government
Department of Social Services

Logout

Portal entry point My access requests

NDIS Quality and Safeguards Commission Portal

Request to create/update my access

2. Confirm the organisation's account

Organisation's account

ABN	Legal name	Trading name	Primary location
25548385225	THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (Q)	United Education	ACT 2905

To request access to an other organisation's account: [switch ABN](#) or [login with PRODA](#)

[Back](#) [Discard request](#)

Support Feedback
Accessibility | Copyright & Disclaimer | Privacy information

15.Select the user roles that are required and click **Next**

NDIS Quality and Safeguards Commission Portal

Request to create/update my access

3. Access to roles

[View errors](#) [Page change log](#)

Select one or more roles to specify the access you need to this account. If this request is Approved, you will only receive access to the selected role(s).

- ☐ **Approved Quality Auditor**
An employee of an Audit organisation, this person has the same responsibility of an 'Auditor' role and more. They are responsible for witnessing and submitting an assessment on a registration application, and providing an audit recommendation.
- ☐ **Auditor**
An employee of an Audit organisation, this person is responsible for witnessing and submitting an assessment on a registration application.
- ☐ **Authorised Reportable Incidents Approver**
Responsible for completing, reviewing and submitting a reportable incident to the NDIS Commission.
- ☐ **Authorised Reportable Incidents Notifier**
Responsible for documenting a reportable incident in preparation for review and submission.
- ☐ **Authorised Reporting Officer**
Responsible for accepting a behaviour support plan and submitting monthly reports on the use of an authorised restrictive practice.
- ☐ **Behaviour Support Practitioner**
Responsible for documenting a reportable incident in preparation for review and submission.
- ☐ **Behaviour Support Practitioner Admin**
Provides data entry support to a Behaviour Support Practitioner to enter a behaviour support plan in the portal.
- ☐ **Behaviour Support Reporting Admin**
Provides data entry support to an Authorised Reporting Officer by entering reports on the use of an authorised restrictive practice.
- ☐ **Registrant**
Responsible for managing and varying an NDIS Provider's current scope of registration as well as managing workers and email preferences for the organisation.
- ☐ **Worker Screening Officer**
Responsible for managing the provider's workers.
- ☐ **Authorised Access Delegate**
Responsible for approving system access requests for the account. Can also remove user access or submit an access request for other users to this account.

[Back](#) [Discard request](#) [Next](#)

16. Review the **Summary access request** and click the checkbox labelled '**I confirm the above details are correct**', then click **Submit**.

NDIS Quality and Safeguards Commission Portal

Request to create/update my access

All fields marked with an asterisk (*) are required.

4. Access request summary

Your details

First name: Carol
Email address: carol.smith@gmail.com
Last name: Smith
Phone number: 02 6141 9225
Mobile phone number: 0423 030 653

Account details

Legal name: THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (Q.)
Trading name: Uniting Education
ABN: 40293545182
Primary location: ACT 2906

Access to roles

If this request is Approved, you will be able to access the account with the selected role(s) only.
Selected role(s): Registrant, Authorised Access Delegate

Next steps

- Once this request is submitted, an email about this request will be sent to the Authorised Access Delegate for the account. They are responsible for approving your request.
- If this is your first portal request, after you click 'Submit' an email will be sent to confirm your email address. Please follow the email's instructions to finalise this request and progress the next steps.

5. Acknowledgement

☐ I confirm the above details are correct. *

[Back](#)[Discard request](#)

Submit

About Digital ID, myID app and RAM

Digital ID is a whole-of-government digital identity solution which can be used by Australians to prove who they are online and provide an identity that can be used to access participating government online services.

Relationship Authorisation Manager (RAM) is an authorisation service that allows you to access government online services on behalf of a business.

To gain access to the **NQSC Provider Portal**, you will need to have set up your Digital identity in myID app and authorisation(s) in RAM.

Using Digital ID to log into the NQSC portals provides a high level of assurance that only the appropriately identified and authorised people are accessing NQSC systems.

To learn more about **Digital ID**, visit [What is Digital ID? | Digital ID System](#) website.

The Australian Government's **Digital ID app** is called **myID**. To access government services using a Digital ID, you need to [set up a myID](#) account. please visit the Help section on the [myID](#) website.

For information about **RAM** (Relationship Authorisation Manager), go to the "Home" page on the [RAM](#) website. To find out how to link your myID to a business using RAM, visit [Accessing online services with Digital ID and RAM](#) on the Australian Taxation Office website.