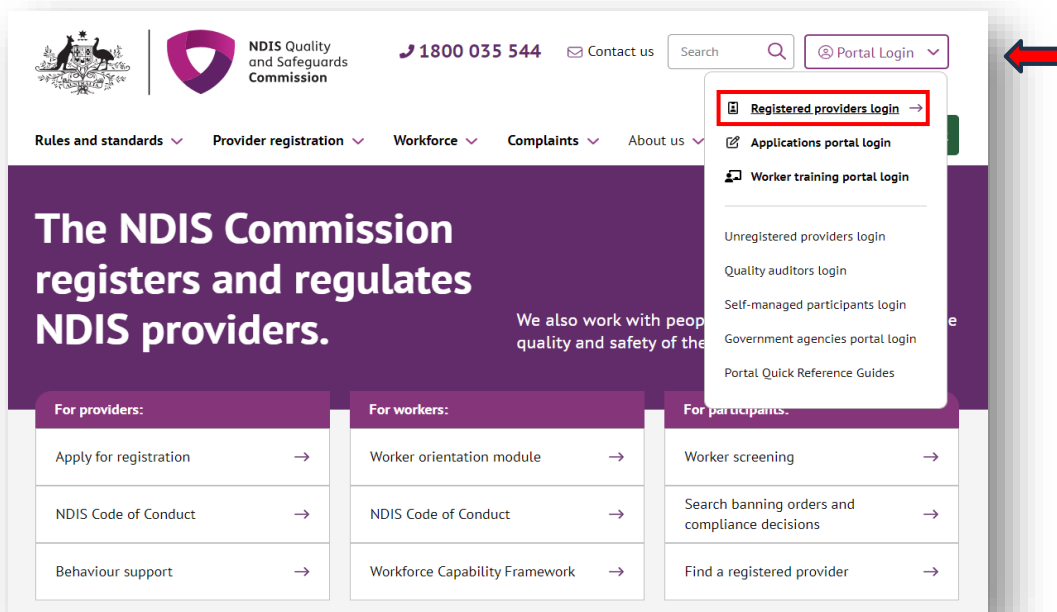


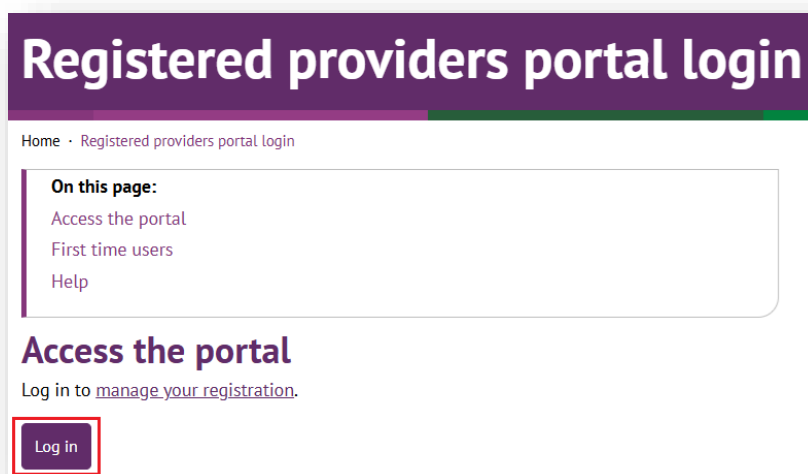
Log in to the NDIS Worker Screening Database for the first time: Registered provider

The primary contact on the registration application will automatically receive access as the registrant and Authorised Access Delegate role once the registration has been approved. Once the primary contact confirmation is approved, you will log in directly through the Registered Provider Portal.

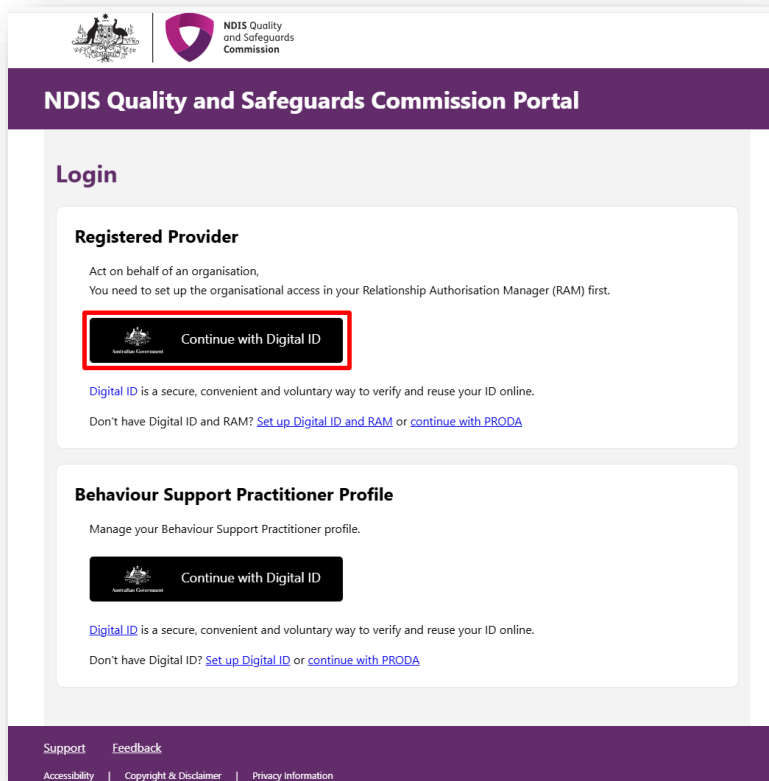
1. To obtain access to the NWSD, navigate to the Commission's website at www.ndiscommission.gov.au.
2. Navigate to **Portal Login > Applications portal login**.



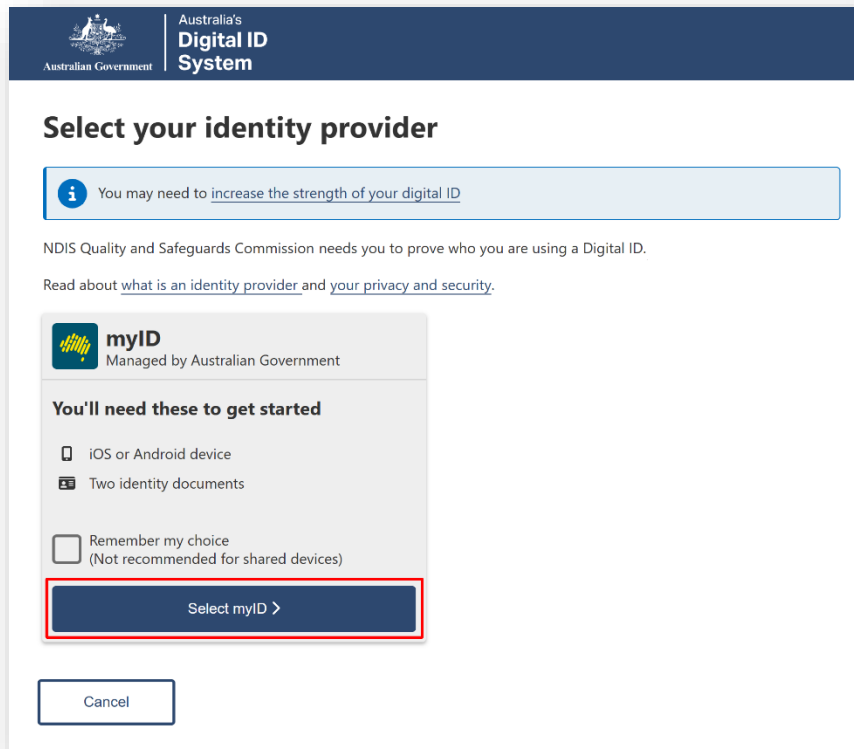
3. Once you get to the Registered providers portal webpage, click **Login**



4. Click **Continue** with Digital ID



5. Click **Select myID**



6. 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.

Download on the App Store | GET IT ON Google Play

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

7. A code will be generated.

Australian Government

myID

< Back

Log in with myID

1. Open the myID app on your phone
2. Accept or enter the code

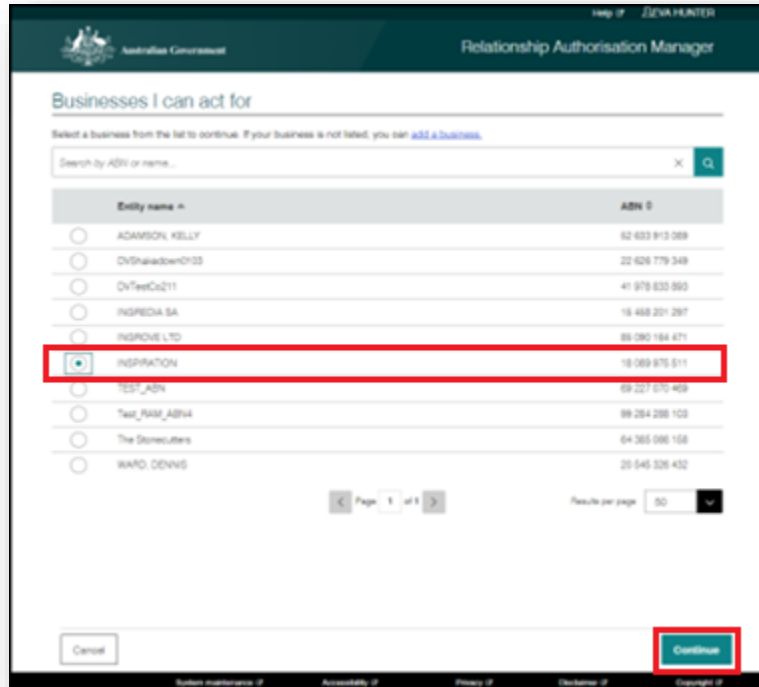
9 8 6 0

Didn't get a code? Ensure you have entered the email associated with your myID.

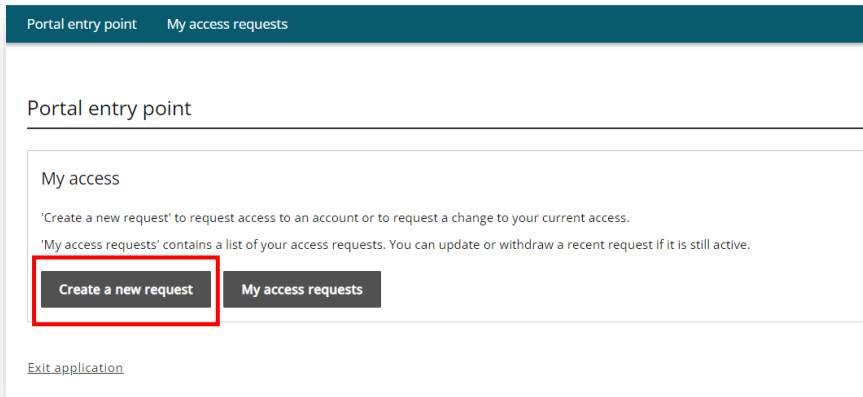
3. Come back and log in

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

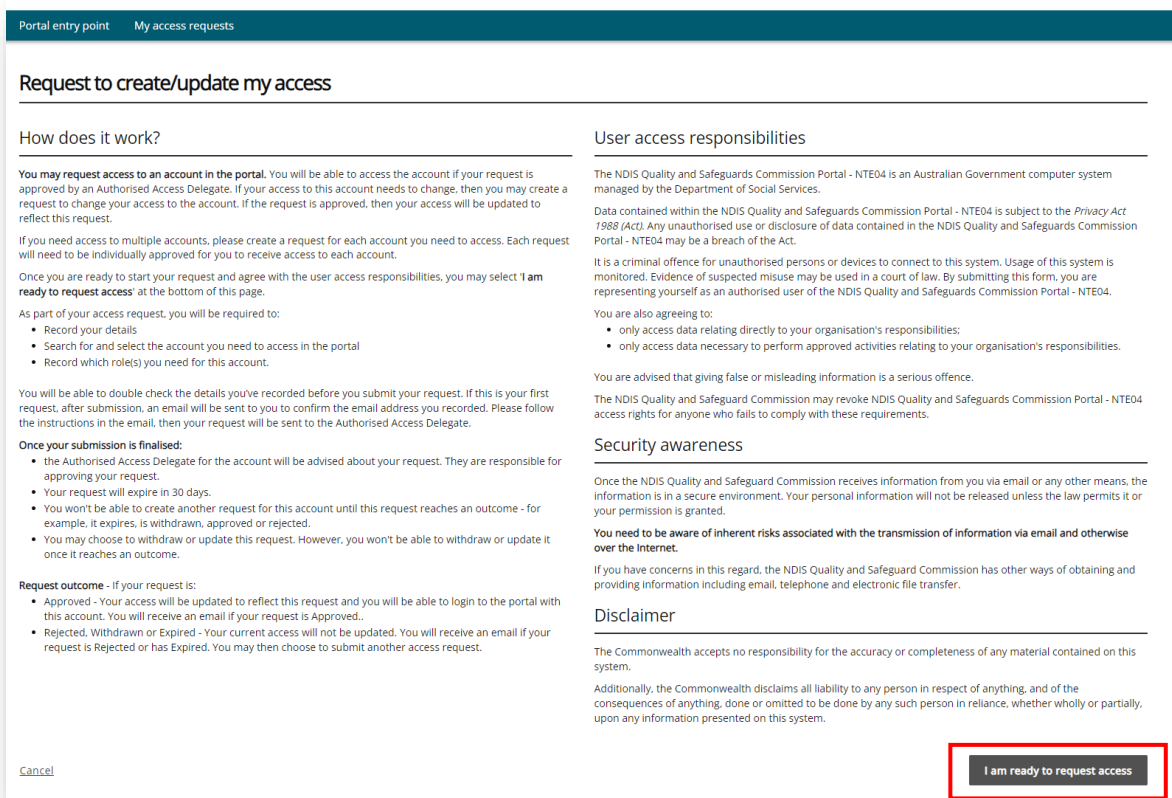
8. Open the **myID app** on your **phone** and either accept the request or enter the code.
9. If you have authority for multiple provider organisations, you will be directed to the RAM Australian Business Number (ABN) selection page, where you must **choose the organisation**, you wish to represent in the NDIS Commission portals. If you only have authority for one provider organisation, you will bypass this selection page.



10. At the Portal entry point select **Create a new request**.



11. Read the information on the page and select **I am ready to request access**.



12. These details are pre-populated from your PRODA account. Ensure that your details are correct and click **Next**.

Portal entry point My access requests

Request to create/update my access

1. Record your details All fields marked with an asterisk (*) are required.

First name Last name

Email address Phone number* Mobile phone number

[Discard request](#)

13. 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

ABN	Legal name	Trading name	Primary location	
25548385225	THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (Q)	United Education	ACT 2905	<input type="button" value="Select"/>

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

[Discard request](#)

Support Feedback
Accessibility | Copyright & Disclaimer | Privacy information

16. Your request has now been submitted for approval, click Finish

You can view the status of your access requests by selecting My access requests at the top of the screen. You will receive an email once your access has been approved

Tip: Once your request has been submitted, it will generally take 24-48 hours to be approved in the database.

Portal entry point My access requests

Request to create/update my access

Access request submitted. Your access request details are shown below.

Finished

Your details

First name : [redacted] Last name : [redacted]
Email address : [redacted] Phone number [redacted] Mobile phone number : [redacted]

Account details

Legal name : [redacted]
Trading name : [redacted]
ABN : [redacted] Primary Location : [redacted]

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) : [redacted]

Next steps

- An email about this request has been sent to the Authorised Access Delegate for action.
- You won't be able to create another request for this account until this request reaches an outcome.
- You may choose to withdraw or update this request. However, you won't be able to withdraw or update it once it reaches an outcome.
- Your request will expire on Saturday, 01 February 2025 if it does not reach an outcome.

Request outcome - If your request is:

- Approved - Your access will be updated to reflect this request. You will be able to login to the portal with this account using the selected role(s). You will receive an email if your request is Approved.
- Rejected, Withdrawn or Expired - Your current access will not be updated. You will receive an email if your request is Rejected or has Expired. You may then choose to submit another access request.

Finish