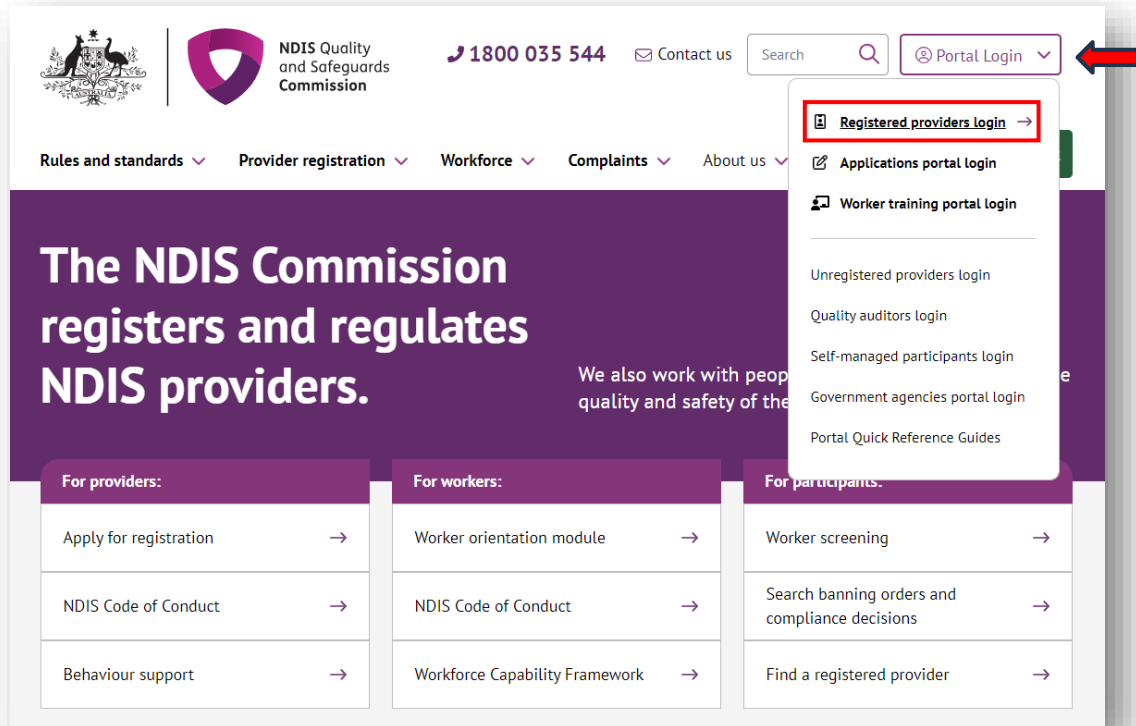
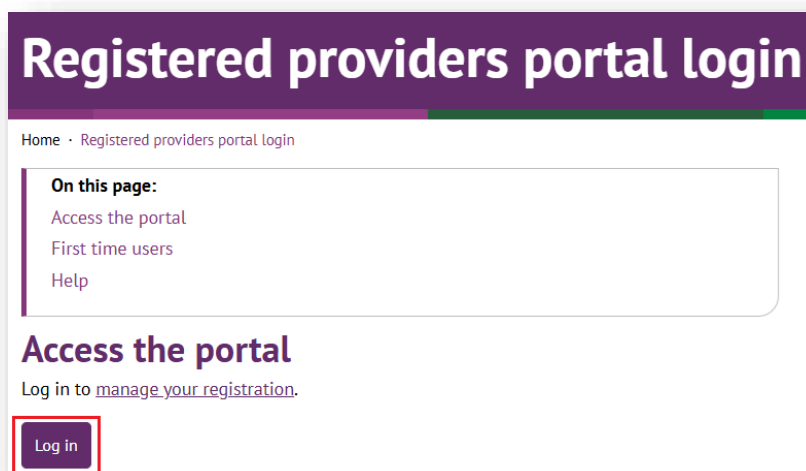


How to log in once your access has been approved: Registered providers

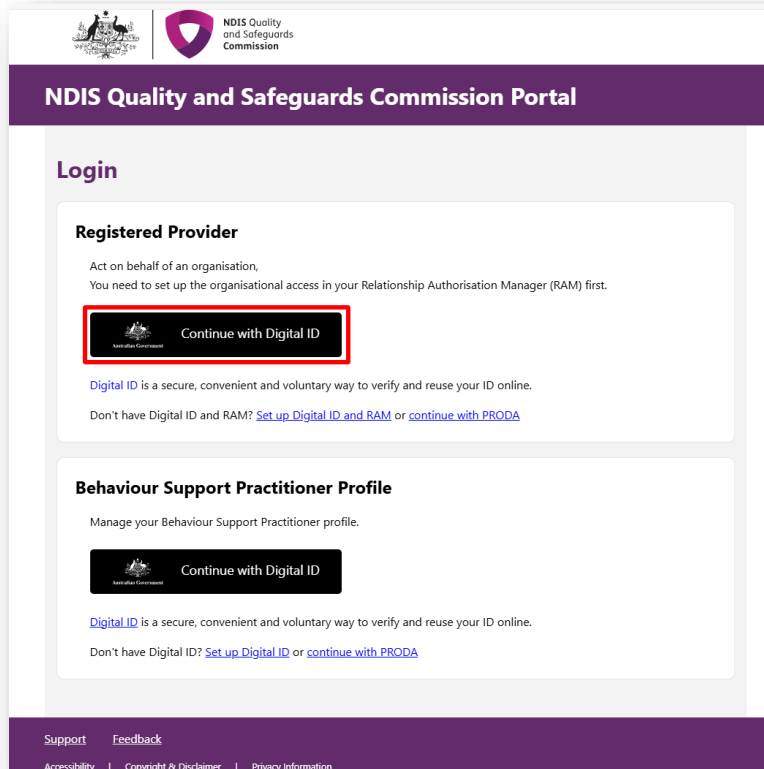
1. To obtain access to the NWSD, navigate to the Commission's website at www.ndiscommission.gov.au.
2. Navigate to **Portal Login > Registered providers login**.



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



4. Click **Continue** with Digital ID




The screenshot shows the 'Login' section of the NDIS Quality and Safeguards Commission Portal. It features two main options: 'Registered Provider' and 'Behaviour Support Practitioner Profile'. Both options include a 'Continue with Digital ID' button, which is highlighted with a red rectangle in the 'Registered Provider' section. Below each button, there is explanatory text about Digital ID and links for users who do not have it.

NDIS Quality and Safeguards Commission Portal

Login

Registered Provider

Act on behalf of an organisation.
You need to set up the organisational access in your Relationship Authorisation Manager (RAM) first.


 **Continue with Digital ID**

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Don't have Digital ID and RAM? [Set up Digital ID and RAM](#) or [continue with PRODA](#)

Behaviour Support Practitioner Profile

Manage your Behaviour Support Practitioner profile.

 **Continue with Digital ID**

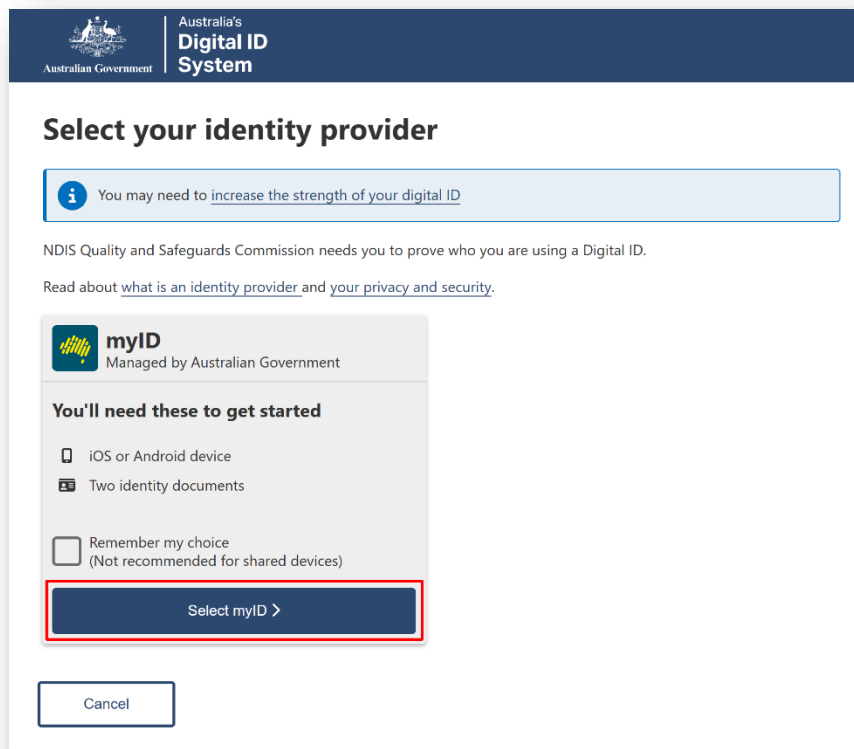
Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Don't have Digital ID? [Set up Digital ID](#) or [continue with PRODA](#)

[Support](#) [Feedback](#)

[Accessibility](#) | [Copyright & Disclaimer](#) | [Privacy Information](#)


5. Click **Select myID**



The screenshot shows the 'Select your identity provider' page of Australia's Digital ID System. It features a 'myID' option, which is highlighted with a red rectangle. Below the 'myID' option, there is a list of requirements for getting started, including an iOS or Android device and two identity documents. A 'Select myID >' button is also present, along with a 'Cancel' button.


Australian Government | **Australia's Digital ID System**

Select your identity provider



 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

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



The screenshot shows the myID login interface. At the top, there is the Australian Government logo and the myID logo. Below the logos, there is a 'Back' link. The main heading is 'Log in with myID'. Underneath, there is a text input field for 'myID email'. Below the input field is a checkbox labeled 'Remember me'. A red rectangular box highlights the 'Get code' button. Below the button, there is a section for users who don't have a myID, with a link to 'Set one up' and instructions to create a myID. At the bottom, there are links to download the myID app from the App Store and Google Play, and a link to visit myID for more information.

7. A code will be generated.



The screenshot shows the myID code generation interface. At the top, there is the Australian Government logo and the myID logo. Below the logos, there is a 'Back' link. The main heading is 'Log in with myID'. Below the heading, there are two numbered steps: '1. Open the myID app on your phone' and '2. Accept or enter the code'. A red rectangular box highlights the generated code '9 8 6 0'. Below the code, there is a message: 'Didn't get a code? Ensure you have entered the email associated with your myID.' Below this message, there is a third numbered step: '3. Come back and log in'. At the bottom, there is a link to visit myID for more information.


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.

The screenshot shows the 'Relationship Authorisation Manager' interface. At the top, it says 'Australian Government' and 'Relationship Authorisation Manager'. Below this, the heading is 'Businesses I can act for'. A search bar is present with the text 'Search by ABN or name...'. Below the search bar is a table with two columns: 'Entity name' and 'ABN'. The table lists several businesses, with 'INSPIRATION' highlighted by a red box. The 'Continue' button at the bottom right is also highlighted by a red box.

Entity name	ABN
<input type="radio"/> ADAMSON, KELLY	62 633 913 388
<input type="radio"/> DVShadow0103	22 626 779 349
<input type="radio"/> DVTestCo211	41 978 835 993
<input type="radio"/> INSPIREA SA	18 468 201 287
<input type="radio"/> INSPIREUS LTD	88 080 184 471
<input checked="" type="radio"/> INSPIRATION	18 089 876 511
<input type="radio"/> TEST_ABN	69 227 670 469
<input type="radio"/> Test_RAM_ABNu	89 284 288 103
<input type="radio"/> The Storecutters	64 365 086 168
<input type="radio"/> WARD, DENNIS	20 645 326 432

Page 1 of 1 Results per page 50

10. Select the **Provider** and the **Role** to logon and then click **Continue**. The roles displayed here will differ depending on what you selected when you requested access.



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: 123 456 789

Switch 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

11. Read the NDIS Commission Portal conditions and click **I agree**.



NDIS Quality
and Safeguards
Commission

Logging on to the NDIS Commission Portal

You are now entering the NDIS Commission Portal.

Information contained on this system is subject to the *Privacy Act 1988*. Any unauthorised use or disclosure of information contained on this system may be a breach of the *Privacy Act 1988*. The information may also be "protected Commission information" under the *National Disability Insurance Scheme Act 2013*. Protected Commission information includes information that is held by the Commission about a person. An example of protected Commission information is information about a worker on the NDIS Worker Screening Database. Unauthorised use and disclosure of protected Commission information is a criminal offence under the *National Disability Insurance Scheme Act 2013*.

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 Commission Portal.

You are advised that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

By entering the NDIS Commission Portal, you are also agreeing to only access, use or disclose information contained on NDIS Commission Portal systems to the extent that this is necessary for you to undertake your functions and responsibilities in connection with the *National Disability Insurance Scheme Act 2013*, including as an approved Quality Auditor, or as personnel of a registered NDIS provider in relation to NDIS Worker Screening checks using the NDIS Worker Screening Database.

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

[Exit application](#)

I agree

Worker screening for registered providers

12. You are now logged in. Depending on the role you are logged in with, your view of the NDIS Commission Portal will differ. To change your role, click **Change role / Manage access**.

The screenshot shows the NDIS Commission Portal interface for a user logged in as a Worker. The header includes the Australian Government crest, the NDIS Quality and Safeguards Commission logo, and a navigation bar with links: Home, My registration, and Worker Screening. A red box highlights the 'Change role / Manage access' link. Other links include Notifications (0), Switch to myplace, and Logout. The main content area displays a welcome message and three summary cards: Worker Screening (0 pending verification requests), Inbox (21 unread messages), and Email preferences.

NDIS Quality and Safeguards Commission

[Change role / Manage access](#) [Notifications](#) ⁰ [Switch to myplace](#) [Logout](#)

Home My registration Worker Screening

Welcome to the NDIS Commission Portal, Worker.

Worker Screening

Number of pending verification requests: 0

Inbox

Number of unread messages available: 21

Email preferences