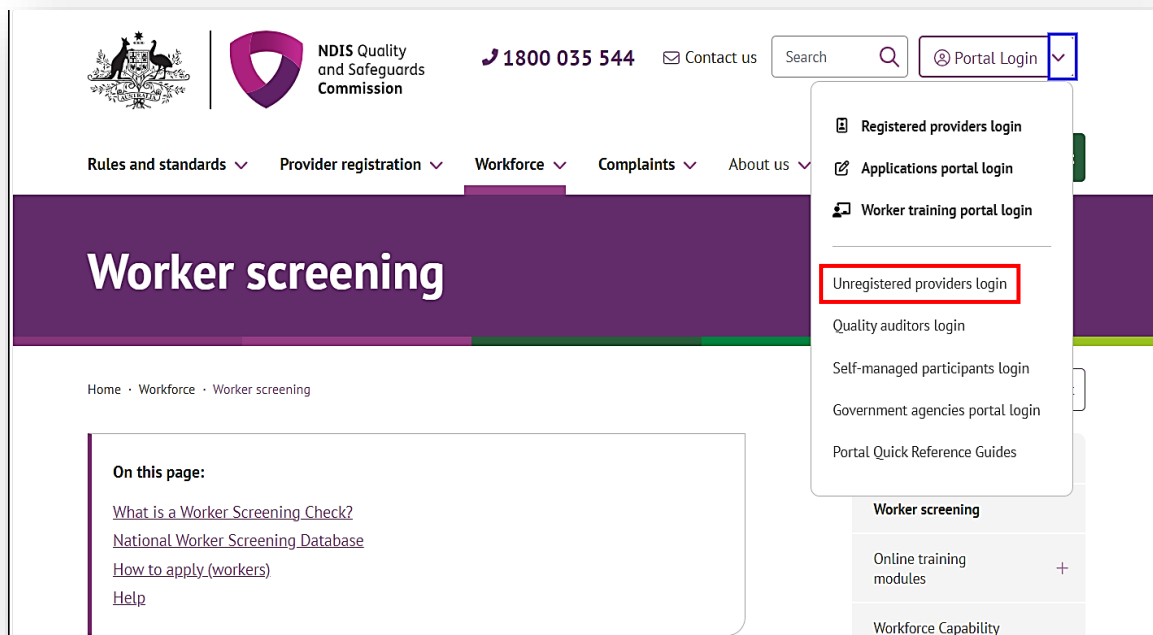


Log in to the database once your access has been finalised: Unregistered providers

1. Go to the [Homepage | NDIS Quality and Safeguards Commission](#)

Once you have access to the Worker Screening Database you will select the **below login** option

Go to **Portal Login** > select **Unregistered providers login**



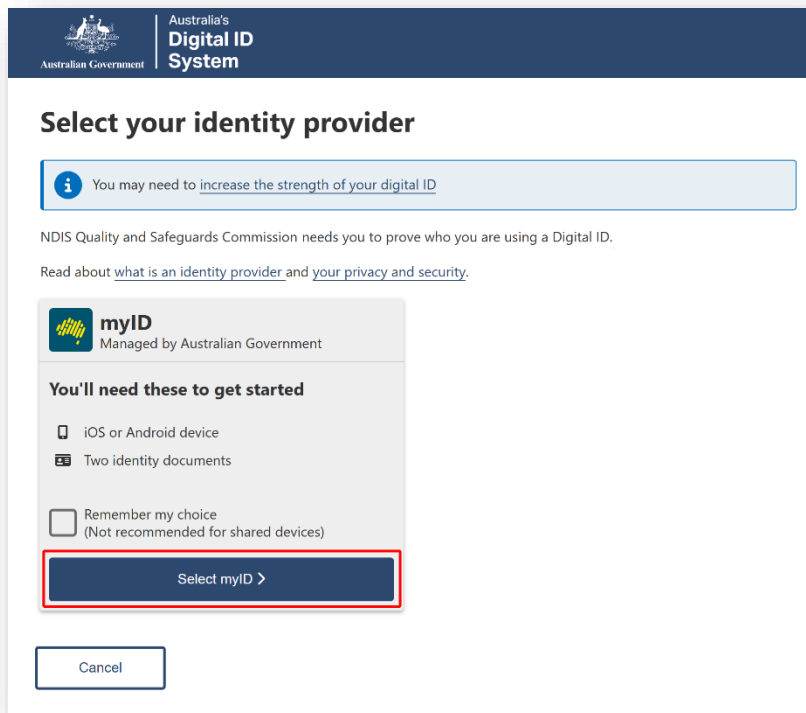
2. Click Log in

The screenshot shows the NDIS Quality and Safeguards Commission website. The header includes the Australian Government crest, the NDIS logo, the text 'NDIS Quality and Safeguards Commission', the phone number '1800 035 544', a 'Contact us' link, a search bar, and a 'Portal Login' dropdown menu. Below the header is a navigation bar with links: 'Rules and standards', 'Provider registration', 'Workforce', 'Complaints', 'About us', and a green 'Make a complaint' button. The main heading is 'Unregistered providers portal login'. Below this, there's a breadcrumb trail 'Home > Unregistered providers portal login' and buttons for 'Listen' and 'Print'. A section titled 'On this page:' contains links for 'Access the portal', 'First time users', and 'Help'. The main content area is titled 'Access the portal' and explains that logging in provides access to the Worker Screening Database. At the bottom, there is a purple 'Log in' button, which is highlighted by a red arrow.

3. Click Continue with Digital ID

The screenshot shows the 'Worker Screening Employer Portal' login page. The header is identical to the previous page. The main heading is 'Worker Screening Employer Portal'. Below this is a 'Login' section. The first subsection is 'Unregistered NDIS provider', which explains that logging in provides access to the Worker Screening Database and that organisational access in the Relationship Authorisation Manager (RAM) must be set up first. A red box highlights a button labeled 'Continue with Digital ID' with the Australian Government crest. Below this button, there is a link: 'Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.' and another link: 'Do not have Digital ID and RAM? Set up Digital ID and RAM or continue with PRODA'. The second subsection is 'Self-Managed Participant', which also explains access to the Worker Screening Database. It features a purple 'Login with PRODA' button and a 'Continue with Digital ID' button with the Australian Government crest. Below this, there is another link: 'Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.'

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

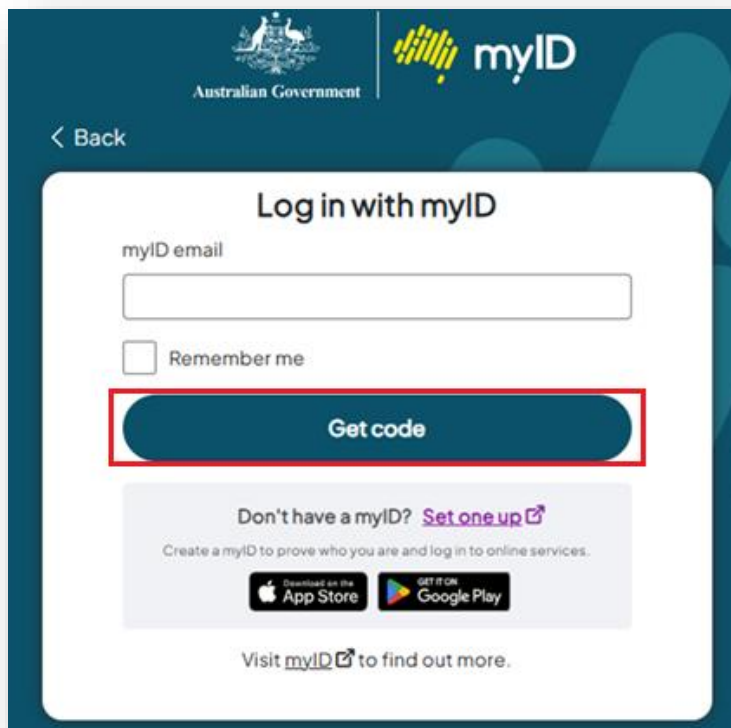
You'll need these to get started

-  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. Select your **Organisation** > use the dropdown and select **Worker Screening for organisation role** > **Continue**.

The screenshot shows the 'Portal entry point' for the NDIS Worker Screening Database. At the top, there is the Australian Government logo and the Department of Social Services. A 'Logout' button is in the top right. Below the header, there are links for 'Portal entry point' and 'My access requests'. The main heading is 'Portal entry point'. Underneath, there is a section 'Access an account' with a note: 'All fields marked with an asterisk (*) are required.' The first step is '1. Select an account *'. It contains a table with four columns: 'Account name', 'Account type', 'Account sector', and 'ABN'. There are two rows, A and B, both with 'Organisation' as the account type and 'Disability' as the account sector. Row A has ABN 234 567 890, and row B has ABN 456 789 012. Both rows are highlighted with a red border. Below the table is the second step: '2. Select a Role then Continue *'. It features a dropdown menu labeled 'Role' with the text 'Select an account first' and a 'Continue' button. Both are highlighted with a red border. Below this is the 'My access' section, which includes instructions on how to create a new request or update an existing one. At the bottom, there are buttons for 'Create a new request', 'My access request', and 'Update my contact details'. A link for 'Exit application' is also present. The footer contains links for 'Support', 'Feedback', 'Accessibility', 'Copyright & Disclaimer', and 'Privacy information'.

Australian Government
Department of Social Services

Logout

Portal entry point My access requests

NDIS Worker Screening Database

Portal entry point

Access an account

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

1. Select an account *

Account name	Account type	Account sector	ABN
<input type="radio"/> A	Organisation	Disability	234 567 890
<input type="radio"/> B	Organisation	Disability	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 or to request a change to your current access.
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

Support Feedback
Accessibility Copyright & Disclaimer Privacy information

9. Click **I Agree**.

The screenshot shows the login screen for the NDIS Worker Screening Database. At the top, there is the Australian Government logo and the NDIS Quality and Safeguards Commission logo. The heading is 'Logging on to the NDIS Worker Screening Database'. Below this, there is a paragraph stating: 'You are now entering the NDIS Worker Screening Database. The NDIS Worker Screening Database is an Australian Government computer system managed by the NDIS Commission. These are the conditions of your access to the NDIS Worker Screening Database:'. This is followed by two bullet points: 'If you are an NDIS participant who manages their own NDIS Plan (self-managed participant):' and 'If you are an unregistered Provider:'. Below these, there is a paragraph about the Privacy Act 1988 and a paragraph about the National Disability Insurance Scheme Act 2013. At the bottom, there is a paragraph about the Criminal Code Act 1995 (Cth) and a paragraph about the NDIS Commission's access rights. The final paragraph states: 'By continuing, you are representing yourself as an authorised user of the NDIS Worker Screening Database. You are also agreeing to the access conditions and acknowledging the legal requirements and penalties for contravention as set out above.' At the bottom right, there is a button labeled 'I agree' with a red arrow pointing to it. A link for 'Exit application' is also present.

NDIS Quality and Safeguards Commission

Logging on to the NDIS Worker Screening Database

You are now entering the NDIS Worker Screening Database.
The NDIS Worker Screening Database is an Australian Government computer system managed by the NDIS Commission.
These are the conditions of your access to the NDIS Worker Screening Database:

- If you are an NDIS participant who manages their own NDIS Plan (self-managed participant):**
You must only access, use and disclose information in the NDIS Worker Screening Database to the extent that is necessary for you to administer your self-managed NDIS Plan, including in relation to NDIS Worker Screening checks for any workers you wish to engage; or
- If you are an unregistered Provider:**
You must only access, use and disclose information in the NDIS Worker Screening Database to the extent that is necessary for you to satisfy yourself of a NDIS Worker Screening check, which you have determined is necessary to be undertaken.

Information contained on the NDIS Worker Screening Database 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.

Information on the NDIS Worker Screening Database may also be "protected Commission information" under the National Disability Insurance Scheme Act 2013 (the NDIS Act). Protected Commission information includes information that is held by the Commission about a person.

Any person who has access to protected Commission information may only use or disclose it as authorised by the NDIS Act. Unauthorised use and disclosure of protected Commission information is a criminal offence under the NDIS Act.

It is also 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.

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

The NDIS Commission may revoke NDIS Commission Portal and NDIS Worker Screening Database access rights for anyone who fails to comply with the access conditions or who contravenes the law as referred to above.

By continuing, you are representing yourself as an authorised user of the NDIS Worker Screening Database. You are also agreeing to the access conditions and acknowledging the legal requirements and penalties for contravention as set out above.

Exit application I agree

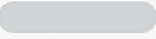
10. You are now in the Worker Screening Database

The screenshot shows the NDIS Worker Screening Database dashboard. At the top, there is a header with the Australian Government and NDIS Quality and Safeguards Commission logos on the left. On the right, there are links for 'Change role / Manage access', 'Notifications' with a count of 0, and a 'Logout' button. Below the header is a dark green navigation bar with links for 'Home', 'My organisation', and 'Worker Screening'. The main content area features a welcome message 'Welcome to the NDIS Worker Screening Database,' followed by a grey circular profile picture placeholder. Below this, there is a 2x2 grid of dashboard tiles. The top-left tile is titled 'My account'. The top-right tile is titled 'Worker Screening' and displays 'Number of pending verification requests: 0'. The bottom-left tile is titled 'Inbox' and displays 'Number of unread messages available: 0'. The bottom-right tile is titled 'Email preferences'.

NDIS Quality and Safeguards Commission

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

Home My organisation Worker Screening

Welcome to the NDIS Worker Screening Database, 

My account Worker Screening

Number of pending verification requests: 0

Inbox Email preferences

Number of unread messages available: 0