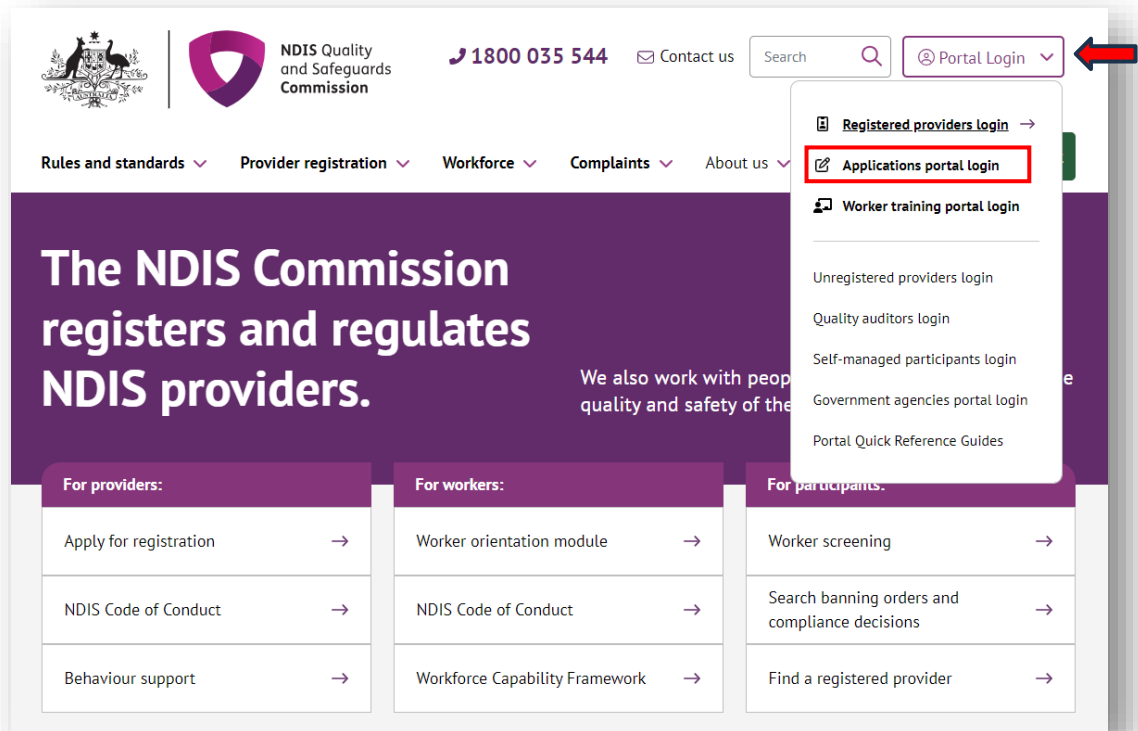# Apply for access to the Database (NWSD)
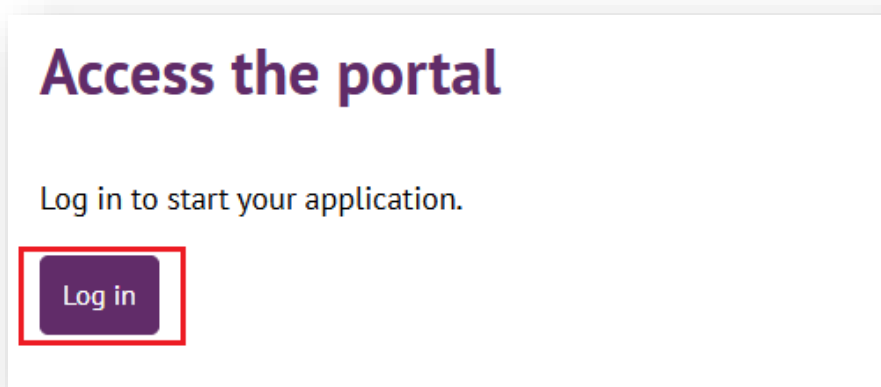
1. To obtain access to the NWSD, navigate to the Commission's website at www.ndiscommission.gov.au.

2. Navigate to **Portal Login** > **Applications portal login**.

3. Once you get to the Applications Portal webpage, click **Login**

4. You can log in to the Applications Portal by clicking either **Login to PRODA** or **Continue with Digital ID**. If you do not have a **PRODA** account or **Digital ID** account, please create one before proceeding.

5. After selecting the **Application Portal** and entering the required information. Once submitted, you will receive an email to confirm your email address with instructions on how to proceed with your application.

6. Read the **Applications Portal** conditions, and click **I agree**.

7. As a NDIS Participant seeking access to the NWSD, select the tile **Apply to become a Worker Screening employer.**

REMINDER: This is not an application for a NDIS Worker Screening Check.

8. Click **Start new application** to become a Worker Screening **Employer** to verify and link workers in the **NWSD**.

9. To continue, select **NDIS Participant** and **select** which option applies to how your plan is managed.

10. Provide the **Participant's** details. (if this is incorrect the application will be withdrawn)
Please ensure the following **Participant** details are correct and click **Continue.**

11. Ensure you have read and understand the **Initial declaration** before proceeding. Provide the **same email address** that you have been using for **PRODA** or **Digital ID.** In the **application.** Click **I agree and continue** once complete.

12. On the left-hand side of the screen, the orange-coloured dot lets you see the part of the form that **requires action** before you can proceed to the next page.

Once you have completed this section, select **Save and continue** then **Mark as Complete.** This will provide you with a green tick indicating that this section is complete.

13. The person/s listed here is either, the **participant** completing the application or the **nominee** on behalf of the participant. If no changes are required, please select **Mark as complete and continue.** If the information is **incorrect or not populated**, please select **Add** and provide the correct contact information.
    - Being a nominee means that the NDIS Commission can speak to you on behalf of the participant. This person will have access to manage workers, update details and receive messages on behalf of the Participant.
    - If participant is not the primary contact, please do NOT tick make primary contact instead, click Add and enter nominee details.

Worker Screening application

Application reference number: ▭

Application status: Draft

NDIS Participant's name: ▭

NDIS number: ▭

Expiry date: 29/08/2025

Application type: Participant Worker Screening

Application details

Application information

Participant details
Complete ✓

Key contacts
Available ●

Workers
Available ●

Declaration
Unavailable 🔒

Key contacts

How to complete this page

1. List the key contacts for the Applicant.
2. Then, nominate one person to be the 'Primary' contact by selecting 'Actions'. The NDIS Participant or one of the key contacts listed may be the primary contact. Select one person to be the 'primary' contact by selecting 'Actions' then 'Make primary'.

Ensure each individual listed has read and understood the Worker Screening Privacy Collection Statement 🗗, and consent to their personal information being used and disclosed for the purposes described in the Statement.

About the primary contact

Subject to the NDIS Commission's approval, the primary contact will be provided with access to the Employer Portal on behalf of the NDIS Participant.

They will be:

- considered the primary point of contact,
- able to verify whether a worker is currently working, or intends to work for the participant,
- able to verify a worker's application for an NDIS Worker Screening Check so that it progresses for screening, and
- able to manage the participant's workers.

The primary contact will also receive the 'Access Delegate' role in the system. The Access Delegate is responsible for:

- the NDIS Participant's account, and
- managing user access to the Employer Portal on behalf of the NDIS Participant. This includes adding and removing someone's access to the portal.

Ensure the primary contact has read, understood and agrees to abide by the user access responsibilities 🗗.

Confirm the primary contact's details

The following details will be used to provide the primary contact access to the Employer Portal on behalf of the NDIS Participant. **For the primary contact, double check that you have listed:**

- Their current legal name, as shown on their identity documents.
- The correct email address and phone number.

NDIS Participant

Make primary

Primary:

First name:

Last name:

Email address:

Phone number:

Contacts

Add | ▼ View filter

Primary	First Name	Last Name	Email address	Phone number	Status

▶ | | Actions▾

Select Format, Press Export, and Save Download

Format: Tab Separated | Export

Mark as complete and continue

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14. If you have a worker's Worker Screening ID and you wish to add them, please do so and select **Mark as complete.** If you currently have no workers, please leave this section blank and select

Mark as complete and continue

15. Ensure that the **primary contact** information included here is the same as the **primary contact** entered in the key contacts section. Please take a note of the Application reference number **(4-XXXXXXX)** in the top left corner of the screen.

16. Ensure you read and understand the **declaration** before submitting the application. If you have any further questions, please quote the Reference Number **(4-XXXXXXX)** in any emails you send

to the NDIS Commission. You can then select **submit the application**.

17. Your application has now been **submitted** for assessment. If your application is successful, you will be notified by email to confirm and inform you of the next steps. If we identify an issue with your application, we will contact you by email.
    Tip: Once your application has been **approved**, it will take up to 48 hours to be updated in the database.