



# Getting access to the NDIS Commission Applications Portal

## Quick reference guide – Applicants

The Quick Reference Guide explains the step-by-step process of successfully logging in to the Applications Portal through Digital ID for the first time.

The Applications Portal has two functions it gives you the ability to:

- apply to register as a provider
- be considered suitable as an NDIS behaviour support practitioner

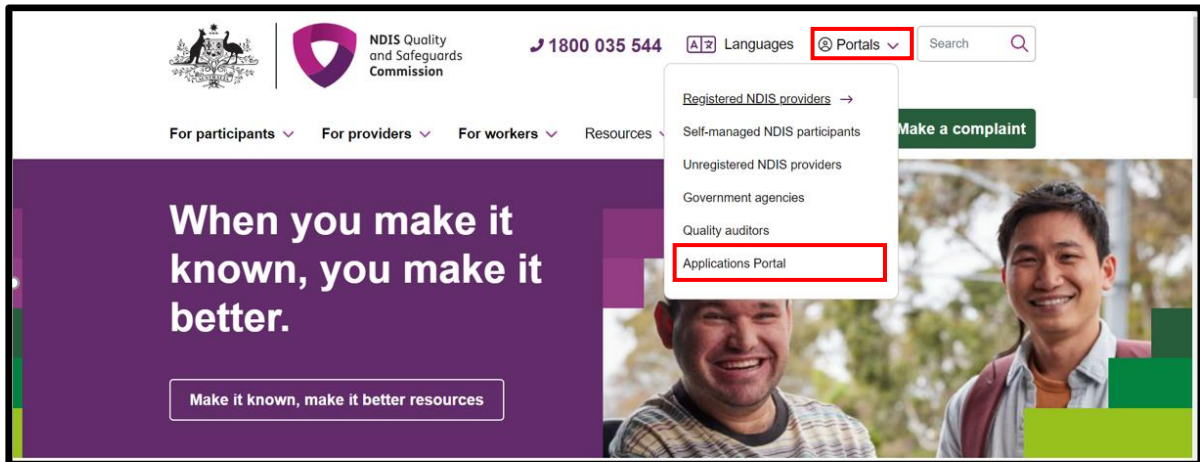
To access the Applications Portal, you need a Digital ID account.

## In this guide

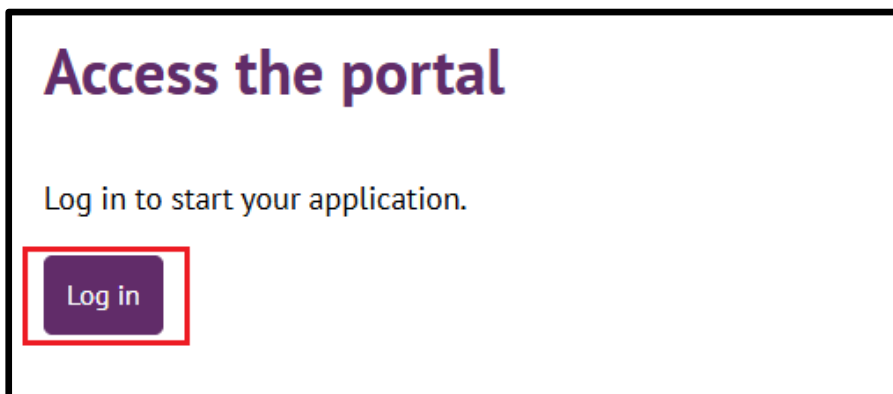
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## Logging in to the Applications Portal through Digital ID for the first time



1. Go to the [NDIS Commission website](#). Click **Portals** select **Applications Portal**



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



### 3. Click **Continue with Digital ID**

  NDIS Quality and Safeguards Commission


## Applications portal login


### Organisations

Login to apply to become:

- a registered NDIS provider
- a worker screening employer (organisation)

You need to have authorisation to act on behalf of the organisation through Relationship Authorisation Manager (RAM).



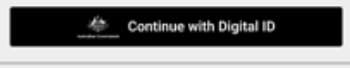
Digital ID  is a secure, convenient and voluntary way to verify and reuse your ID online.


Don't have Digital ID and RAM set up? [Set up Digital ID !\[\]\(0a15f76348d00cca1082492b54c0efc3\_img.jpg\)](#).

### Individuals

Login to apply to become:

- worker screening employer (NDIS participants)
- Behaviour support practitioner



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 !\[\]\(592d43c9b0a3b5c4d53ddf000e2198ba\_img.jpg\)](#) or [continue with PRODA](#).

### 4. Click **Select myID**



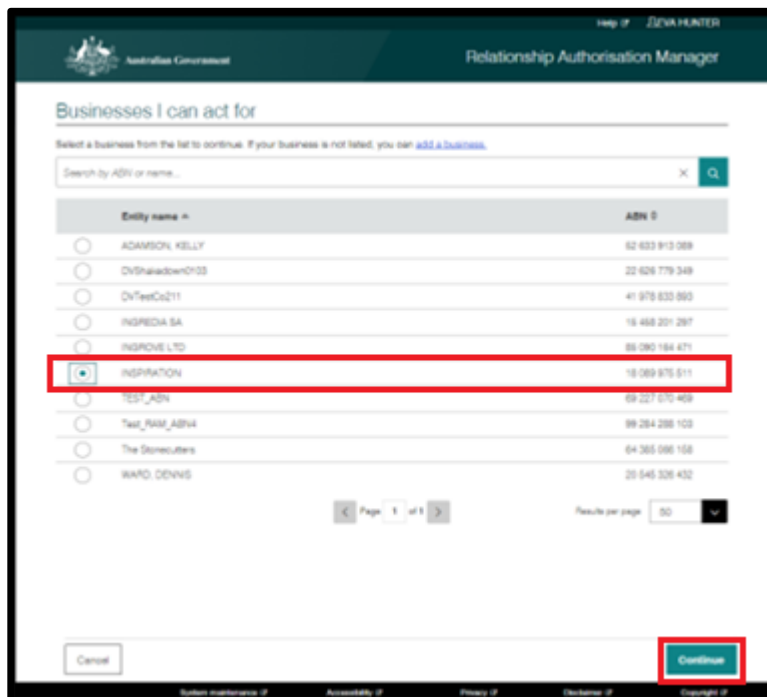
5. Enter your myID email and click **Get code**. If you don't have an account, you can [register for a Digital ID \(myID\)](#).



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. Login again with your Digital ID details if requested. You will be taken to the **New portal access** page. After you have read the information, select **Begin**

10. Fill out your details and click **Next**

11. Check if your details are correct. If correct, tick the **confirm button** and click **submit**. If incorrect, select the **Back button** to correct your details, then repeat this step.

PROTOTYPE: New Identity Manager for the Applications Portal | Hide prototype notes | Header change log

Australian Government  
Department of Social Services | Logout

Applications Portal

### New portal access

2. Confirm details All fields marked with an asterisk (\*) are required.

Your details

First name:  Last name:   
Email address:  Work phone number:  Mobile phone:

Next Steps

- Once submitted, you will receive an email to confirm your email address. Please follow the instructions to finalise your access.
- Once finalised, you'll be able to access the Applications Portal using your PRODA account.

3. Acknowledgement

I confirm the above details are correct. \*

Back Submit

12. If all details are correct, select **Finish**. You will receive an email to the email address you have entered. Access this email in your inbox and click Confirm my email address.

Australian Government  
Department of Social Services | Logout

Applications Portal

### New portal access

4. Email confirmation required

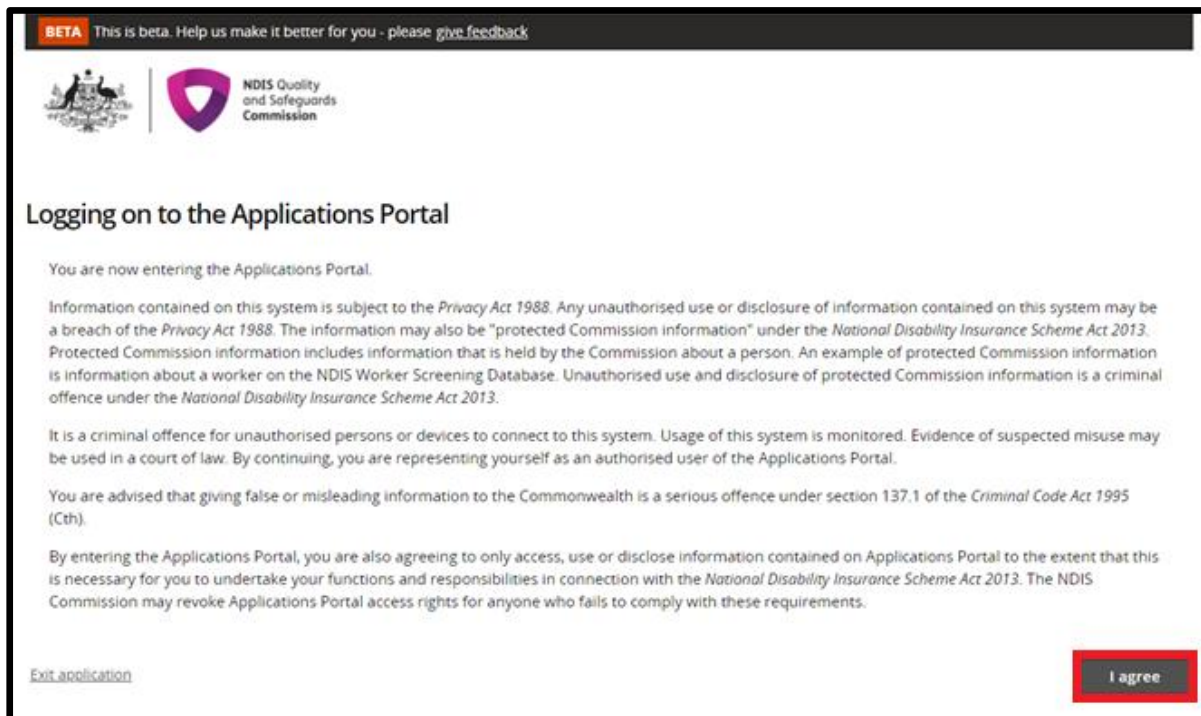
We've just sent you an email to confirm your email address. This email provides instructions to finalise your access and enter the portal.

Your details

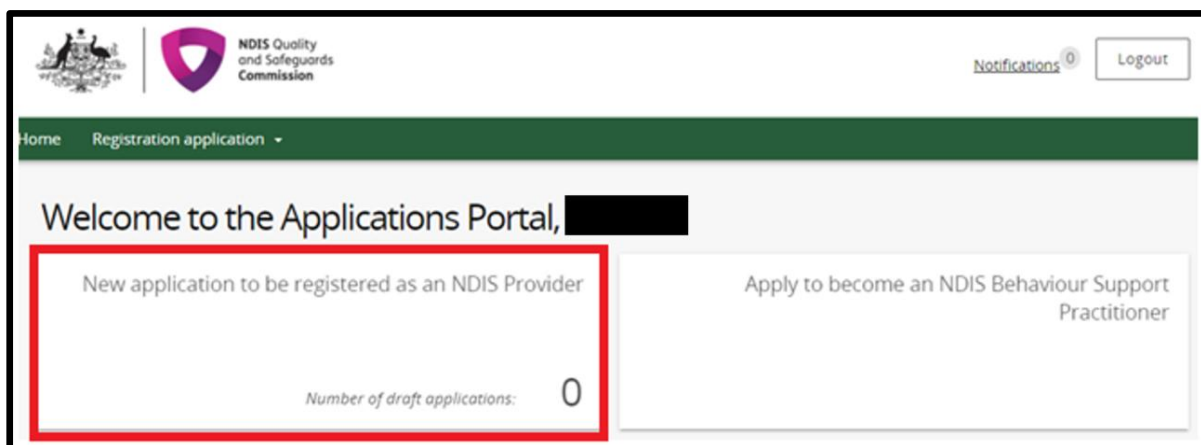
First Name:  Last Name:   
Email Address:  Work Phone:  Mobile Phone:

Finish

13. Once you have confirmed your email address you will take you to the Applications Portal login screen, select **I agree**.



14. If you are applying to be a registered Provider, select **New application to be registered as an NDIS provider**



15. Click **Start new application**

The screenshot shows the NDIS Quality and Safeguards Commission logo and navigation menu. The main heading is "New application to be registered as an NDIS Provider". Below this, there is a list of instructions for creating and managing applications. At the bottom right, two buttons are visible: "Start new application" (highlighted with a red box) and "Link to application".

Start or link to a new application to register as an NDIS provider with the NDIS Quality and Safeguards Commission (NDIS Commission).

- Applications you create or link to will be listed below so you can access them later.
- Each time you open the application the expiry date will be extended by 60 days from today's date. Ensure you submit this application by the expiry date otherwise it may be deleted.
- Please be aware that your application is considered a draft until it is completed and submitted.

If you need to start an application for a provider that has previously been registered or is currently registered with the NDIS Commission, you will need to login to the [NDIS Commission Portal](#) to start a new or a renewal application. Please logout of this portal before logging into the NDIS Commission Portal.

Information on the new registration and renewal processes can be found in the [Provider application pack](#).

There are no registration applications recorded. Start or link to an application.

16. If you are applying to be considered suitable as an NDIS behaviour support practitioner select **Apply to become an NDIS behaviour support practitioner**

The screenshot shows the NDIS Quality and Safeguards Commission logo and navigation menu. The main heading is "Welcome to the Applications Portal, [redacted]". Below this, there are two buttons: "Register as an NDIS provider" and "Apply to become an NDIS Behaviour Support Practitioner" (highlighted with a red box). A small box indicates "Number of draft applications: 1".

Welcome to the Applications Portal, [redacted]

Register as an NDIS provider

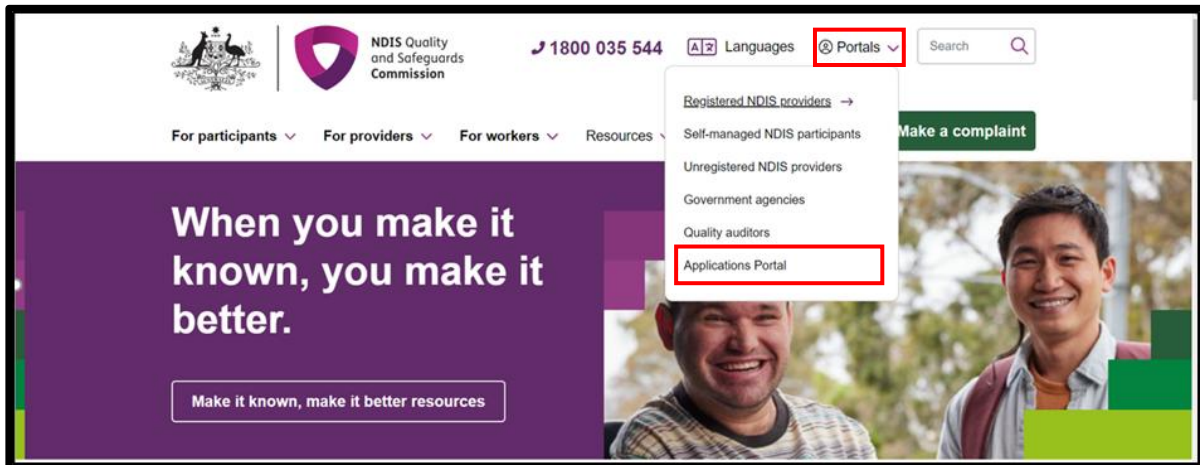
Apply to become an NDIS Behaviour Support Practitioner

Number of draft applications: 1

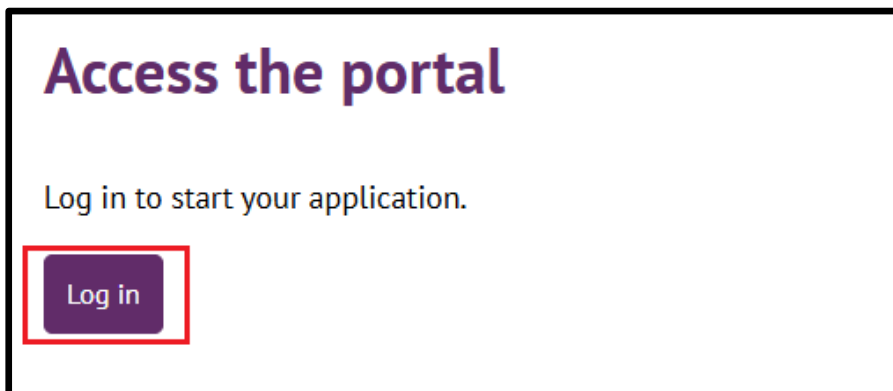
For practitioner applications refer to the quick reference guide: [Applying to be considered suitable as an NDIS behaviour support practitioner](#)

## Logging in to the Applications Portal through Digital ID using an existing Digital ID account

17. Go to the [NDIS Commission website](#). Click **Portals** select **Applications Portal**



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



## 19. Click Continue with Digital ID

The screenshot shows the 'Application Portal' for the NDIS Quality and Safeguards Commission. The page is titled 'Login' and has a purple header. Under the 'Start the application' section, it lists roles for which users can login: registered NDIS provider, NDIS behaviour support practitioner, and worker screening employer. A red box highlights the 'Continue with Digital ID' button. Below this, there is a link to 'Digital ID' and a note about not having a Digital ID with links to 'Set up Digital ID' and 'continue with PRODA'. The 'Self-Managed Participant' section follows, with a 'Login with PRODA' button and another 'Continue with Digital ID' button, also highlighted with a red box. A final note about Digital ID security is at the bottom.

**Application Portal**

### Login

**Start the application**

Login to apply to become:

- a registered NDIS provider
- an NDIS behaviour support practitioner
- a worker screening employer (organisation)

**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](#)

**Self-Managed Participant**

Login to apply to become a worker screening employer (Self-Managed Participant)

**Login with PRODA**

**Continue with Digital ID**

[Digital ID](#) is a secure, convenient and voluntary way to verify and reuse your ID online.

## 20. Click Select myID

The screenshot shows the 'Australia's Digital ID System' 'Select your identity provider' page. It features a dark blue header with the Australian Government logo and the text 'Australia's Digital ID System'. A light blue information box at the top states: 'You may need to increase the strength of your digital ID'. Below this, text explains that the NDIS Quality and Safeguards Commission needs proof of identity and provides a link to 'Read about what is an identity provider and your privacy and security.'. The 'myID' option is highlighted with a red box. It includes the myID logo, 'Managed by Australian Government', and a section 'You'll need these to get started' with requirements: 'iOS or Android device', 'Two identity documents', and an unchecked checkbox for 'Remember my choice (Not recommended for shared devices)'. A red box highlights the 'Select myID >' button. A 'Cancel' button is at the bottom left.

**Australian Government** | **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

21. 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

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### 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.

22. 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

9860

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.

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

Then follow steps 12 through to 15 in this Quick Reference Guide.

## About Digital ID and myID app

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.

To gain access to the **NQSC Application Portal**, you will need to have set up your Digital identity in myID app.

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.