



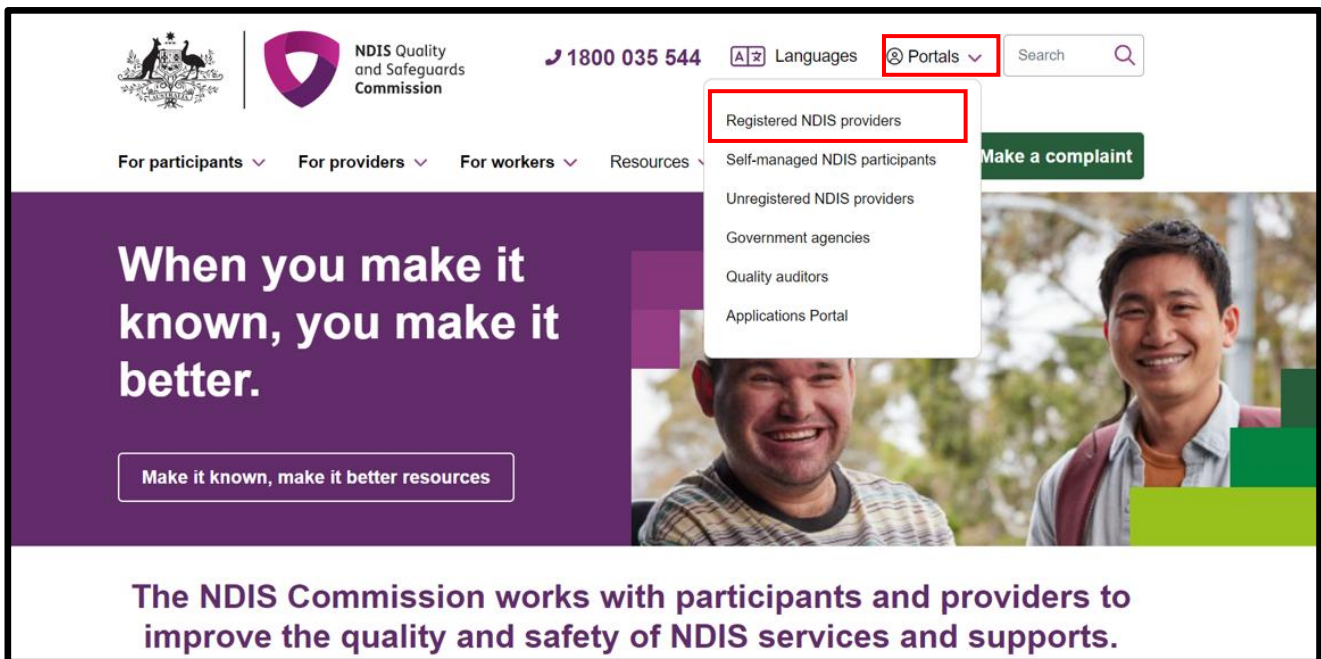
How to renew my registration

Quick reference guide – Provider registration

Providers can submit a renewal application within 6 months of their registration end date using the NDIS Commission Portal. Expired providers can also submit a new application for registration following these instructions.

Renewal of a registration

1. Log in to NDIS Commission Portal. On the Commission website select **Portals** and then select Registered NDIS providers. You can also use this link if your registration has expired or you are now deregistered.



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

Registered providers portal login

Home · Registered providers portal login

On this page:

- [Access the portal](#)
- [First time users](#)
- [Help](#)

Access the portal

Log in to [manage your registration](#).

[Log in](#)

3. Click **Continue with Digital ID**



NDIS Quality and Safeguards Commission Portal

To login as a provider, you need to have a 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?

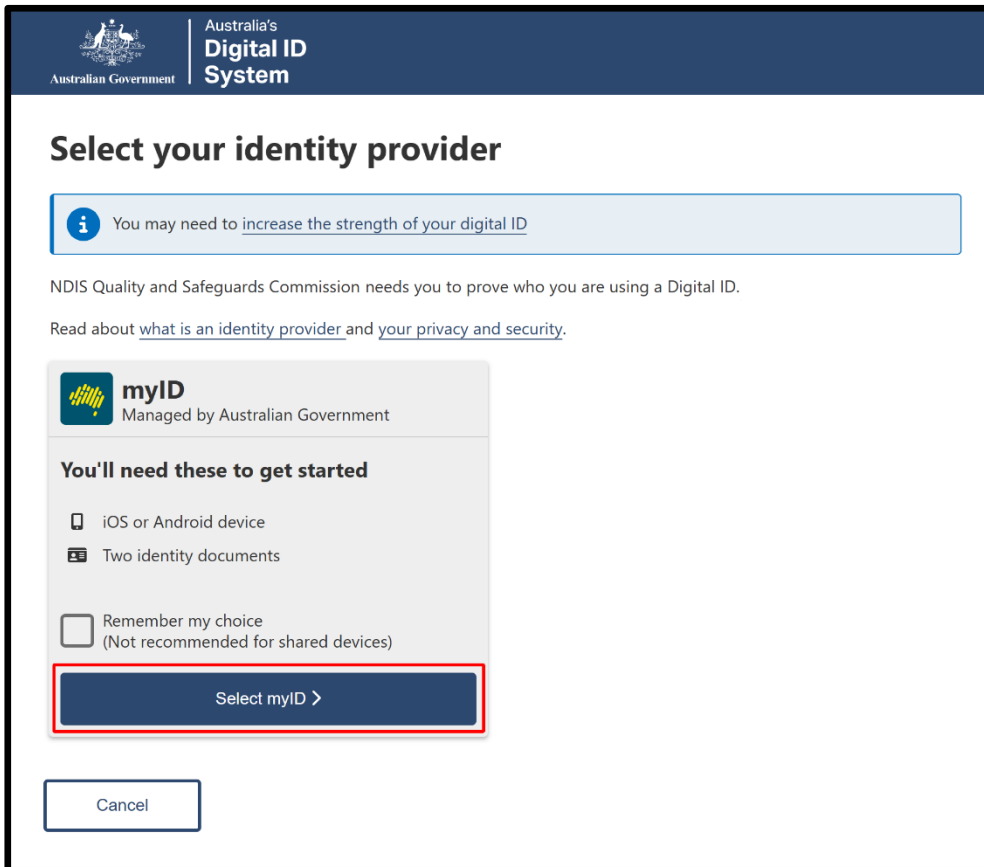
[Set up Digital ID and RAM](#) or [continue with PRODA](#)

If you're a **Behaviour Support Practitioner**, you can still use Digital ID to [manage your profile without RAM](#) or [continue with PRODA](#).

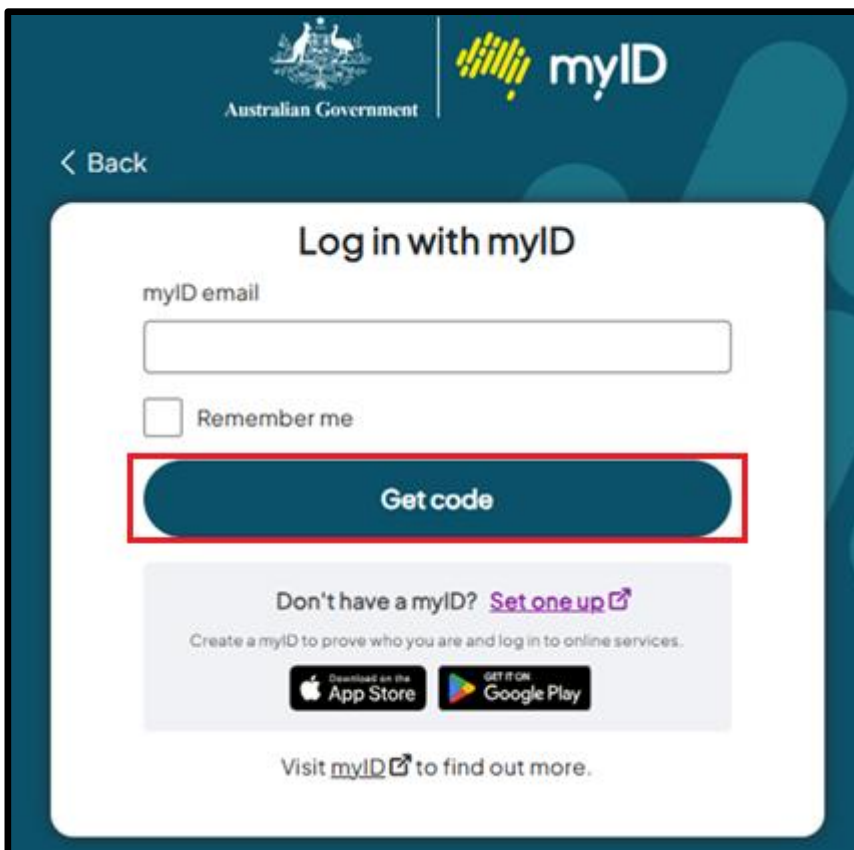
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4. Click **Select myID**



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

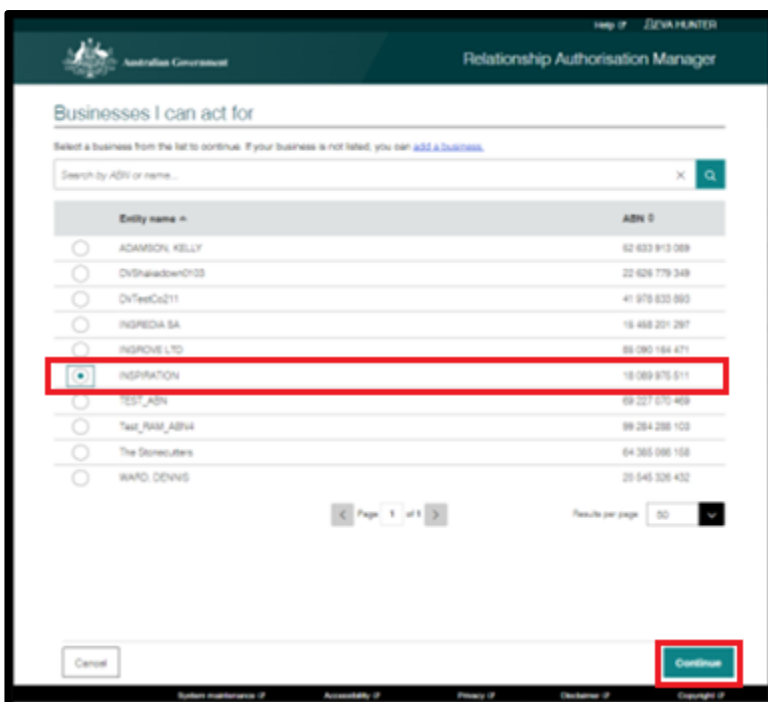


6. A code will be generated.




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. Select the **Provider** and the **Role** to logon and then click **Continue**



Australian Government
Department of Social Services

ABN 91 123 456 789 [Switch ABN](#) [Logout](#)

Portal entry point My access requests

<registered provider portal>

Portal entry point

You are logged in with ABN 91 123 456 789.
To look at your access requests or change your contact details, go to [My access requests](#).

1. Select an account

Account name	Account type	ABN
<input checked="" type="radio"/> United Education	Organisation	12 345 678 901
<input type="radio"/> Lee, Marvin	Practitioner profile	None

[▶ Other accounts](#)

2. Select a role

Authorised delegate

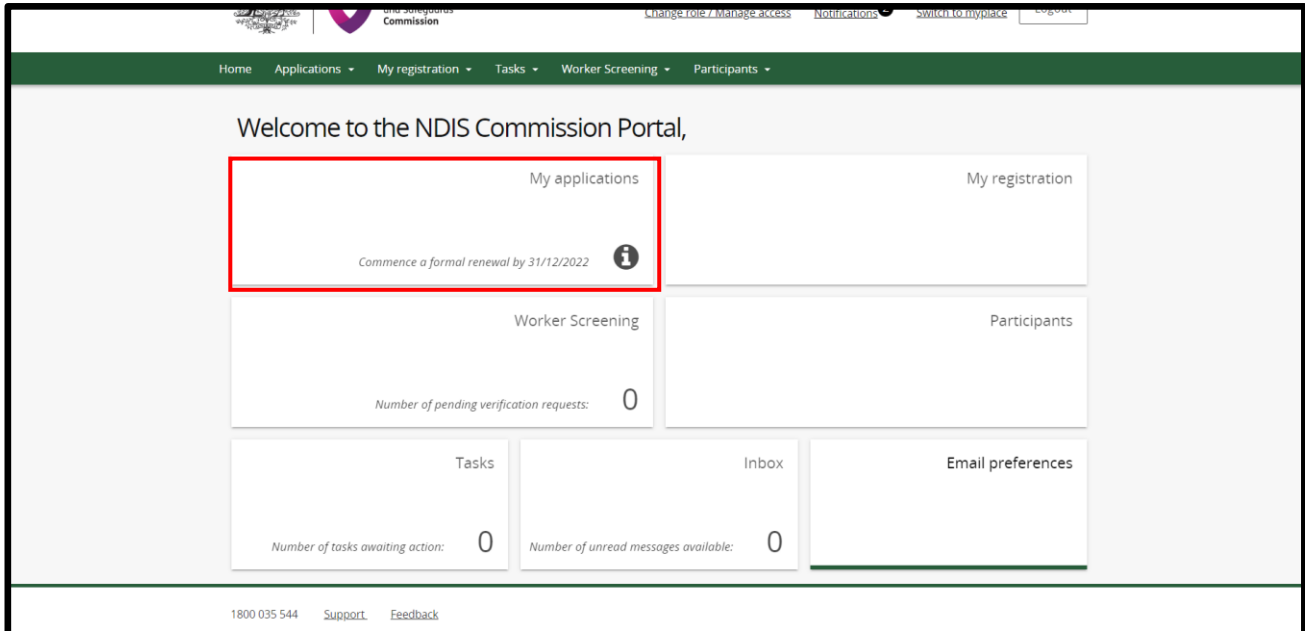
[Continue](#)

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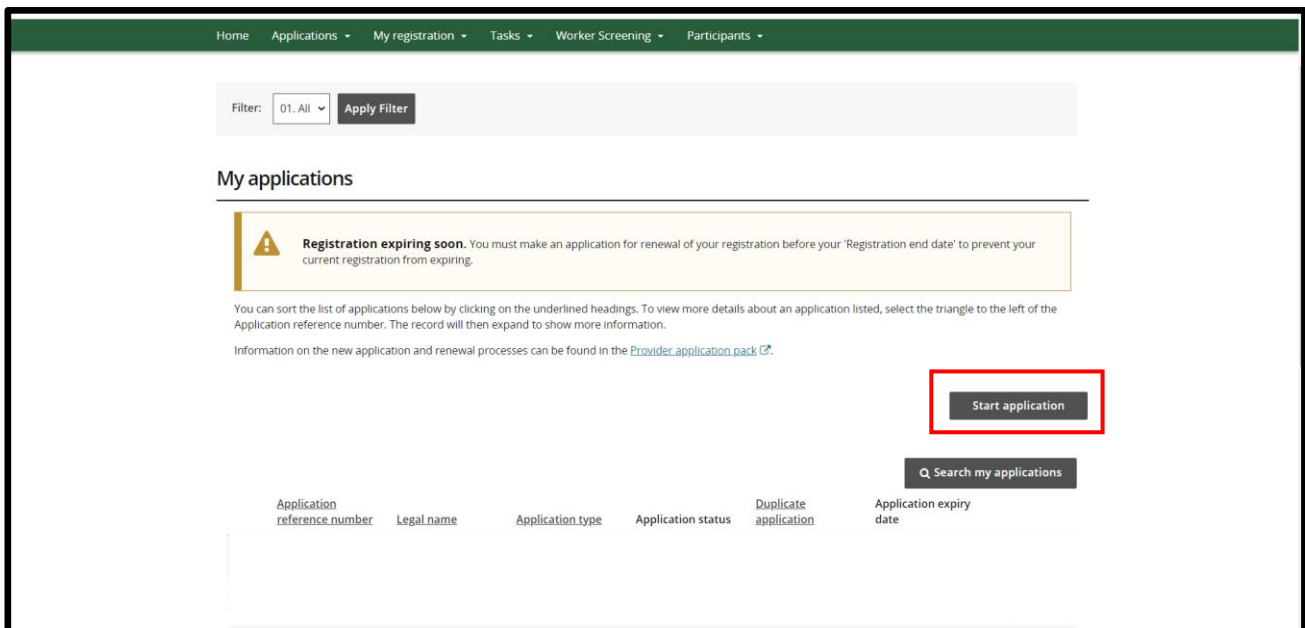
10. If your registration is within the final 6 months of the registration end date, you will be able to commence a renewal application. You will see a message on your **My applications** tile, reminding you to 'commence a formal renewal' and the date you must commence by.

If your registration has **expired** or you are **deregistered** you will see the following message on your **My applications** tile, 'Commence a New Application to register as an NDIS provider'.

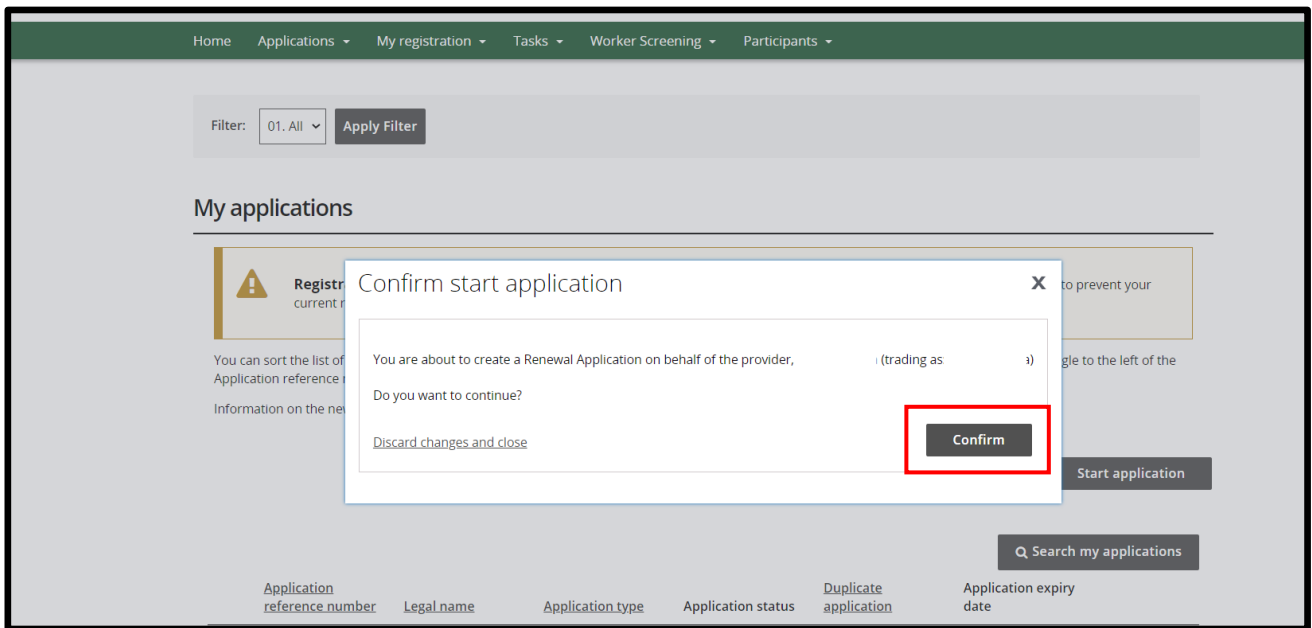
In both cases click on the **My applications** tile.



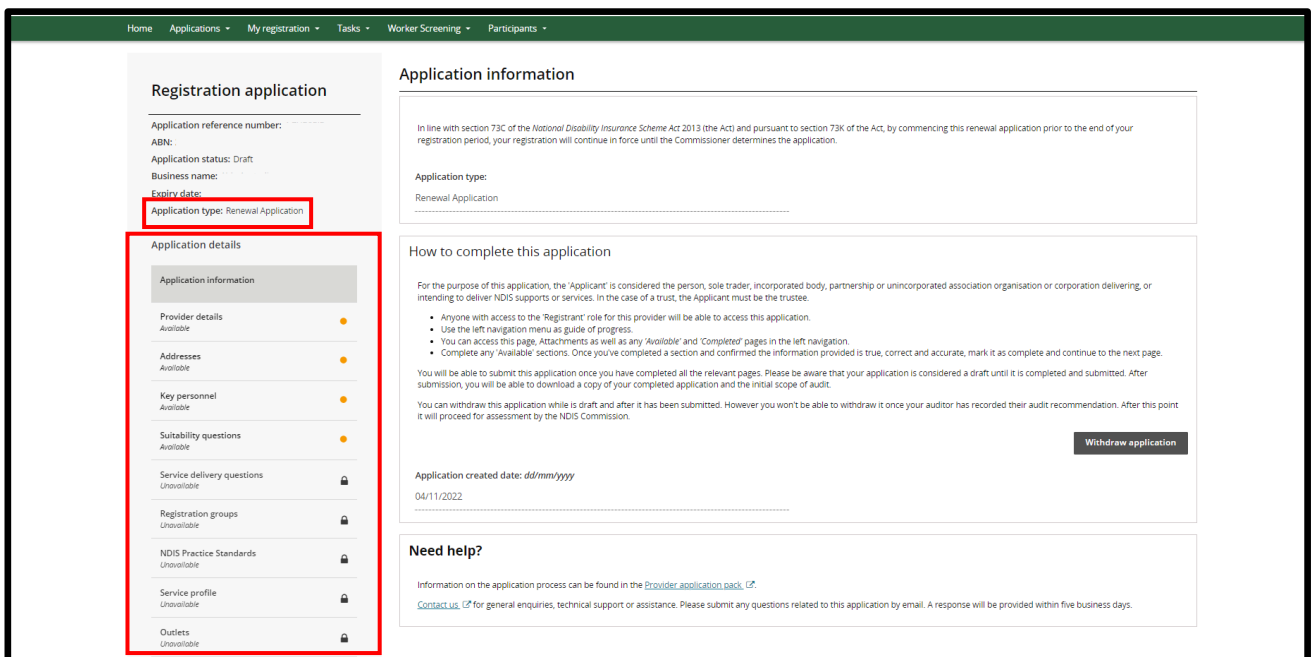
11. In the **My applications** page you will see a message banner with a similar message to the My application tile and a **Start application** button. Select the **Start application** button.



12.A confirmation box will appear to notify you that you are about to create an applications on behalf of the provider. Select **Confirm** to continue.



13.For a renewing provider a **Renewal Application** will appear and for an expired or deregistered provider a **New Application** will appear. You can start your application process by working through the tabs on the left hand side of the application. Work through each section in order.



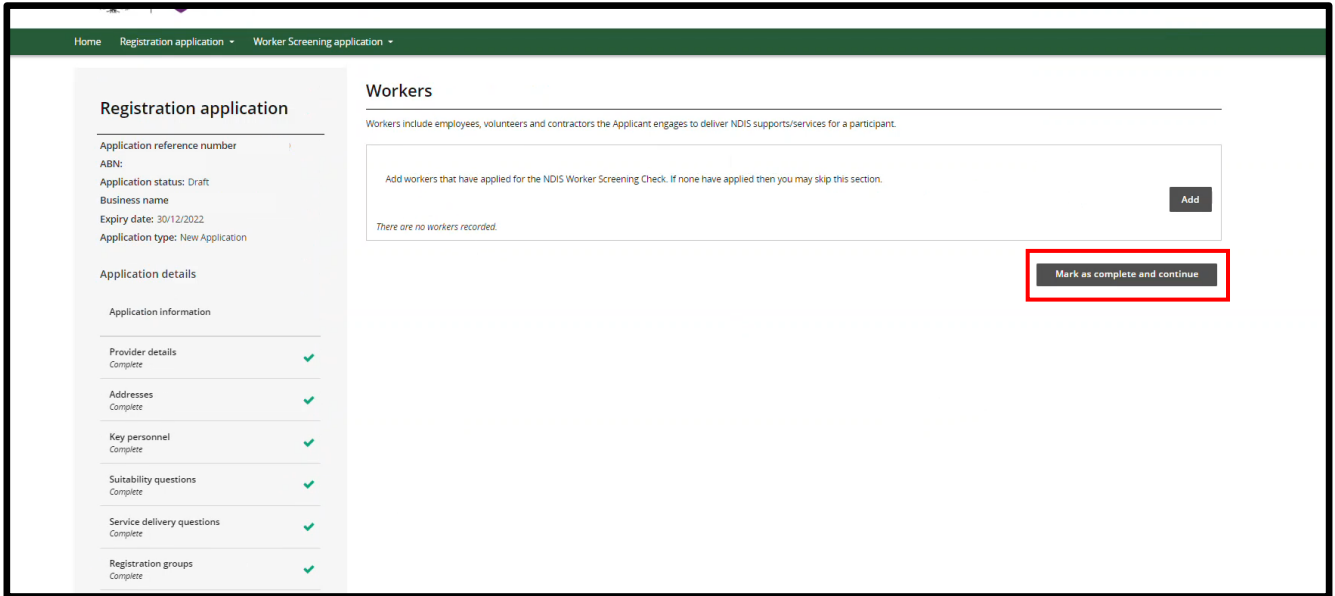
14. At the end of each section, select **Mark as completed and continue**.

The screenshot shows a registration form with a sidebar on the left containing various sections: Key personnel (Available), Suitability questions (Available), Service delivery questions (Unavailable), Registration groups (Unavailable), NDIS Practice Standards (Unavailable), Service profile (Unavailable), Outlets (Unavailable), Declaration (Unavailable), Actions, and Attachments. The main form area includes fields for Australian Company Number (ACN), two yes/no questions: 'Does the Applicant Operate under a trust?' and 'Is the Applicant a Government entity?', GST registration status, and charity registration status. Below these are 'Business contact details' fields for Email address, Phone number, Fax number, and Website. A button labeled 'Mark as complete and continue' is highlighted with a red box at the bottom right of the form.

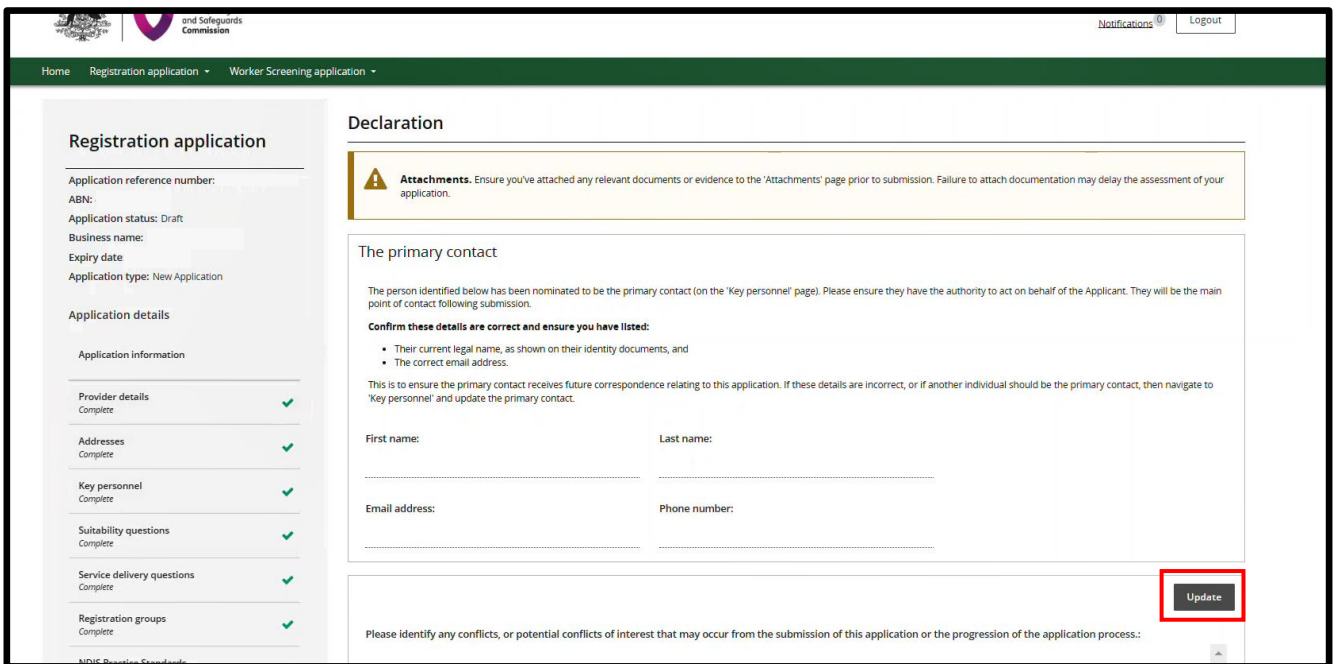
15. A green tick will appear on the tab you marked as completed, and the system will progress you to the next tab. As tabs are completed, other tab will unlock for to complete. Work your way through. You can exit your application at any time and come back at a later time.

The screenshot shows the 'Addresses' section of a registration application. The sidebar on the left is titled 'Registration application' and lists several tabs: 'Provider details' (Complete, with a green checkmark and highlighted by a red box), 'Addresses' (Available), and 'Key personnel' (Available). The main content area is titled 'Addresses' and includes instructions to 'Add the Applicant's:' main physical address and postal address. Below the instructions is a table with columns for Address, Address type, Status, Start date, and End date, and an 'Add' button. A 'Mark as complete and continue' button is located at the bottom right of the main content area.

16.No workers needs to be added in the Workers page. You can click on **Mark as completed and continue**.



17.The last tab you will complete is your **Declaration**. Check all the details are correct. Select **Update** and enter any conflicts or potential conflicts interest for this application (if none leave blank).



18. Read the declaration and click on Submit application.

Home Registration application - Worker Screening application -

Workers Complete ✓

Outlets Complete ✓

Declaration Available ●

Actions

Attachments

I declare that:

- I am the Applicant or have authority to act on behalf of the Applicant in relation to this application.
- I have read the NDIS Commissioner's National Disability Insurance Scheme (NDIS) [Provider application pack](#) and understand the requirements with which registered NDIS providers must comply under the *National Disability Insurance Scheme Act 2013* (Cth).

Privacy collection

- I understand that the information on this form is being collected by the NDIS Quality and Safeguards Commission (NDIS Commission) for the purposes set out in the Privacy Collection Statement.
- I have read and understood the [privacy collection statement](#) and consent to the NDIS Commission collecting, using and disclosing my personal information for the purposes and in the circumstances set out in the Privacy Collection Statement, including for the purposes of the NDIS Commissioner undertaking statutory functions under the NDIS Act.
- I have ensured that any key personnel or any other person whose personal information is included in this application have read and understood the Privacy Collection Statement and they have also consented to their personal information being collected, used and disclosed by the NDIS Commission for the purposes and in the circumstances set out in that Statement, including for the purposes of the NDIS Commissioner undertaking statutory functions under the NDIS Act.

User access responsibilities

- I have read, understood and agree to abide by the [user access responsibilities](#).
- I have ensured that the key personnel referred to in this application have read, understood and agree to abide by the user access responsibilities.

Accuracy of information

- To the best of my knowledge, the information provided in this application is true, correct and accurate. If applicable, I have ensured that the key personnel have considered the suitability questions and I have provided the responses accurately.
- I understand and acknowledge that the giving of false or misleading information, knowing that the information is false or misleading, to the Commonwealth is a serious offence under section 137.1 of the schedule to the *Criminal Code Act 1995* which attracts a maximum penalty of imprisonment for 12 months.
- I also understand that providing information or a document in, or in connection with, an application for registration that I know to be false or misleading in a material particular is a contravention of section 73D of the NDIS Act, for which there is a civil penalty of up to 60 penalty units. Penalty units are determined in accordance with S4AA of the *Crimes Act 1914* (Cth).

By selecting 'Submit application', you are stating that you understand and agree to the above declaration. The application will then be submitted to the NDIS Commission.

Submit application

End.