

Add or change nominee details

Role required: **Worker Screening for NDIS Participants**

1. To add a new contact (nominee) > click **Add**

Home My account Worker Screening

Participant details * required

Update

NDIS number: [redacted] Name: [redacted] Date of birth: [redacted]
Gender: [redacted] Email: [redacted] Phone: [redacted]
Participant WS Id: [redacted] Employer status: Active Is the NDIS Participant the primary contact?: No

My contacts

Record the NDIS Participant's contacts. The 'Primary' contact is considered the main point of contact for this account. The Primary contact may be the NDIS Participant or one of the contacts listed. To record the participant as the primary, 'Update' the section above and identify that 'Yes' the NDIS Participant is the primary contact.

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.

Receive email notifications

You may record if a contact should be emailed when there's a new Worker Screening Inbox message available in the Employer Portal. Inbox messages are useful as they advise when a linked worker's status has changed or if their clearance is due to expire soon. These individuals will need access to the portal to view the account's inbox messages. The NDIS Participant's email address will automatically be emailed when there's a new message available in the portal.

Add View filter

Primary	First name	Last name	Email	Receive email notifications	Date added	Last updated	Actions
Yes	[redacted]	[redacted]	[redacted]	[redacted]	07/12/2021 12:10:15 PM	29/08/2022 02:57:31 PM	Actions-

2. To update an existing contact, click **Actions > Update**. Enter the new details then click **Save and close**. You can also remove the contact by clicking **Actions > Remove**.

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3. Process end.