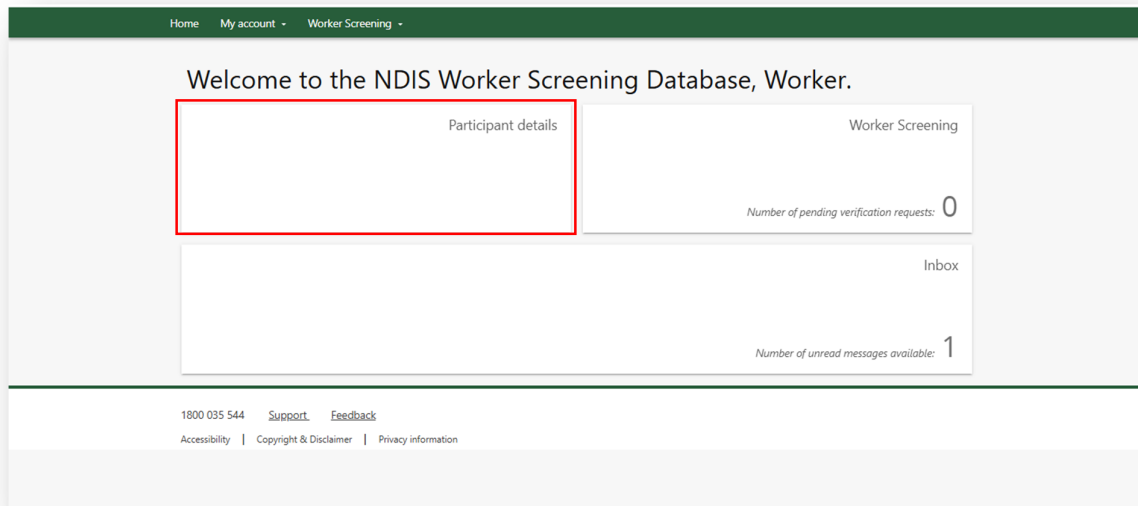


Add or update participant details

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

1. Click on the **Participant details** tile.



2. Click **Update**.

Participant details * required

Update

NDIS number: Name: Date of birth:

Gender: Male Email: Phone:

Participant WS Id: 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				No	07/12/2021 12:10:15 PM	29/08/2022 02:57:31 PM	Actions

3. Update the Participant details, click **Save and return**.

Update Participant WS details* required

Participant WS Id:

Title:
Mr

First name:

Middle name:

Last name:

Gender:
Male

Date of birth: dd/mm/yyyy

Contact details

Email: *

Phone:

Is the NDIS Participant the primary contact?: *
No

[Discard changes and return](#)

Save and return



4. Process end.