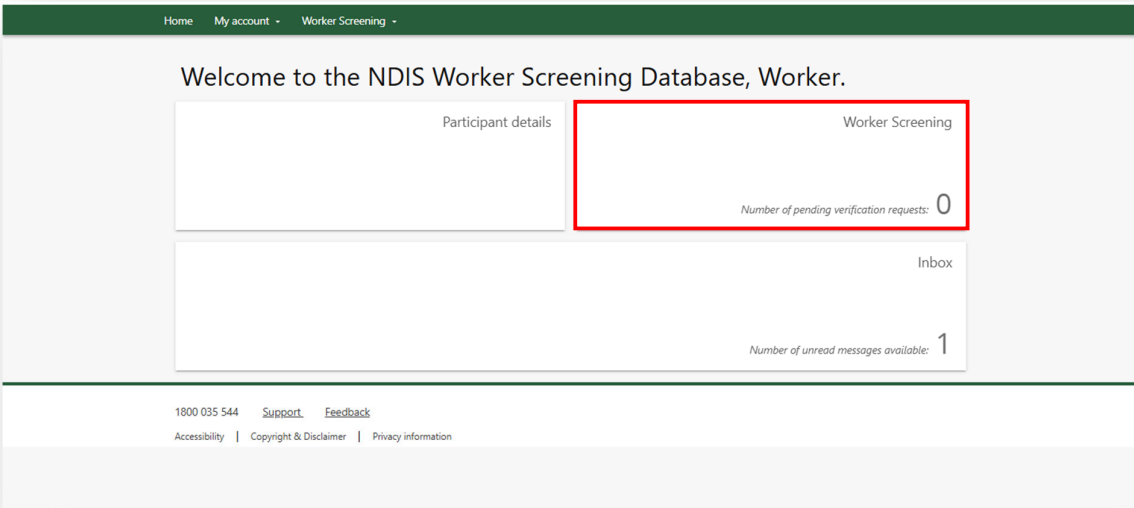


How to generate a Participant Worker Screening ID document

1. Click on the **Worker Screening** tile.



2. Select the **About my role as an employer** menu option. Click **Generate document**.

The screenshot shows the NDIS Worker Screening portal interface. At the top, there is a navigation bar with 'Home', 'My account', and 'Worker Screening'. On the left, a sidebar titled 'Worker Screening' contains three menu items: 'Screening verification requests', 'My workers', and 'About my role as an employer'. The 'About my role as an employer' option is highlighted with a red rectangular box. The main content area is titled 'About my role as an employer' and contains the following text:

The NDIS Worker Screening Check is a national check that can be used to screen a person who works or seeks to work with people with disability. The NDIS Worker Screening Check will assess whether the person poses an unacceptable risk to people with disability.

About the **Worker Screening** process:

- When applying for the NDIS Worker Screening Check, a worker is required to nominate an employer who can verify their application. Provide the 'My employer details' below to your workers so they can nominate you on their application.
- Once they have nominated you and applied for the NDIS Worker Screening Check, you will be notified about a new screening verification request that requires your response. This will be available as a pending request on the 'Screening verification request' page in the left navigation. Verify the request by the expiry date to progress their application to be screened.
- You can use the 'My workers' page in the left navigation to link to your workers, as well as view their current Worker status and eligibility to work with people with disability. If you manually link to a worker who has recently applied for the NDIS Worker Screening Check then their application will progress to be screened. Note, the verification will not be reflected on the 'Screening verification request' page. Any workers you link to will be listed on the 'My workers' page and you will be advised if their status changes.

Below this, the 'My employer details' section contains the following text:

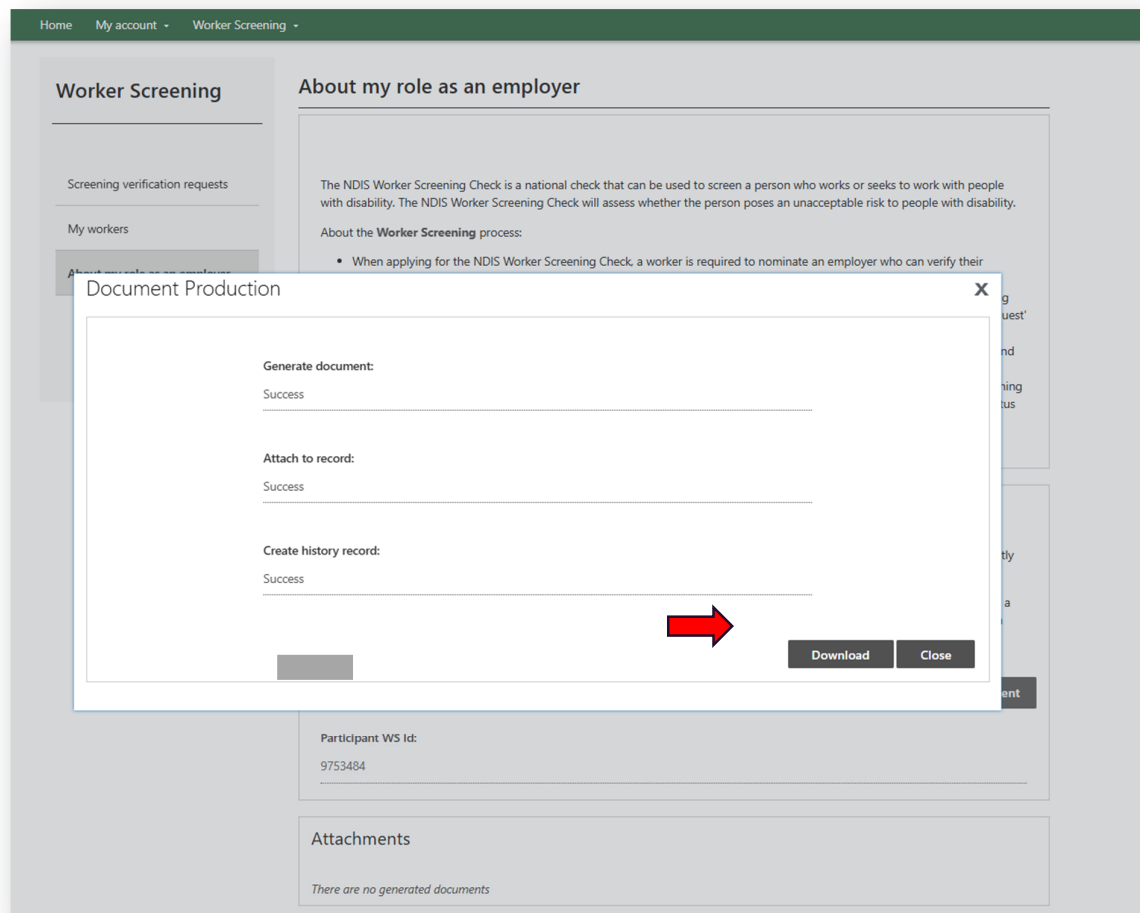
A person applying for the NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with a person with disability.

Provide the details below to your workers so they can nominate you as an employer on their application. You can generate a document of 'My employer details'. Once generated, you may download the document and provide it to your workers so they can nominate you as an employer on their application. After your worker has nominated you and submitted their application, you will receive a screening verification request.

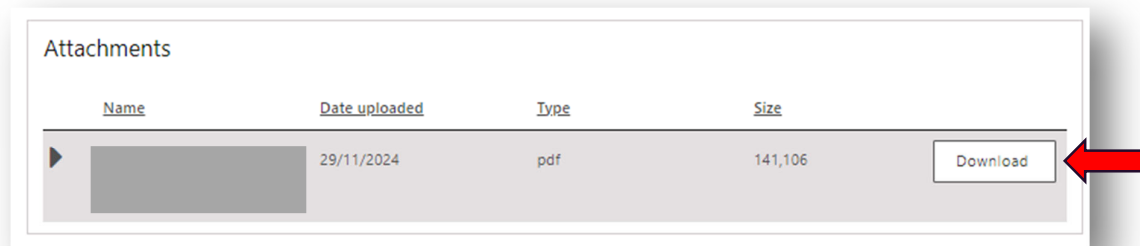
At the bottom of this section, there is a 'Participant WS Id:' label followed by a greyed-out input field. To the right of this section is a dark grey button labeled 'Generate document', which is pointed to by a red arrow.

Below the 'My employer details' section is an 'Attachments' section with the text 'There are no generated documents'.

3. Select the **Download** button. This will download a PDF of your Employer ID document to your browser downloads, which can be saved for future reference.



4. This document can be printed or saved to your computer to be sent to your workers, it will also be available in the **Attachments** section below your employer details once it has been downloaded.



5. Provide this document to your workers so that they can accurately nominate your organisation on **their NDIS Worker Screening Check** application by using your **Participant WS ID**.
6. Process end.