



Uploading Evidence of Restrictive Practice Authorisation

Use this guide to upload evidence in the new NDIS Commission Portal that your state or territory has authorised the restrictive practices in a participant's plan.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID or PRODA**. You will need access permissions to complete monthly reports (Restrictive Practice Reporting Officer). If you haven't yet logged in, follow the instructions in [Registered Providers Portal login page](#).
- **Link participant record (if needed) and accept the plan:** You must view and click **Accept BSP** before you can upload documents. Refer to [Implementing provider tasks: Accepting or rejecting a behaviour support plan](#).
- **Prepare your files:** Save your authorisation documents on your computer before starting.

Instructions

1. Select the **Behaviour Support** tab from the top menu to view your plans.
2. Find the correct plan and click on the **BSP ID** number to open it.

Manage behaviour support plans

1
BSPs with expired RP authorisation

0
BSPs with RP authorisation about to expire

0
BSPs due for review

1
Unlinked BSPs

Behaviour support plans status filter ⓘ
Lodged

Q Search

BSP ID	Participant name	NDIS number	Plan type	Plan status	Plan date	Due for review date	Participant link
BSP-00000217	Piper Participant	NDIS98230471	Interim	Lodged	6/8/2026		Linked BSP

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- Click on the **Upload restrictive practice authorisation** tab.
- Choose an option from the drop-down menu. You can choose to upload one document for all practices, or upload individual documents for each practice.

Behaviour support plan ID

BSP-00000217

Provider participant

Piper Participant

Plan type

Interim

Plan date

06/08/2026

Plan details

Upload restrictive practice authorisation

Monthly reporting

Attachments

Upload authorisation

Evidence of authorisation can be uploaded in two ways. Click on the authorisation upload type to select your preferred option. Only one option can be selected. If you select 'bulk authorisation' all the restrictive practices in this BSP will be updated with the authorisation details and attached evidence. If you select 'upload individually', you will need to update the details and attach evidence of authorisation for each restrictive practice. Once the authorisation status is set to 'authorised' no further change can be made.

Authorisation upload type

Upload individual authorisation documents for each restrictive practice

▼

RP number	Restrictive practice	Sub type	Admin type	Authorisation status	Action
RP-00000112	Environmental	Restricted access to sharps	PRN - as needed	Unauthorised	Open

- Change the Authorisation status drop-down to **Authorised**.
- Enter the **Authorisation start date** and **Authorisation end date**.
 - Note:** the authorisation start date cannot be before the BSP plan date and the authorisation end date cannot be before the date that you are completed the form.

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Authorisation upload type

Upload one authorisation document for all restrictive practices

* Authorisation status

Authorised

* Authorisation start date

01/10/2026

* Authorisation end date

08/10/2026

* Upload evidence of authorisation

Upload Files

Or drop files

Cancel

Save

RP number	Restrictive practice	Sub type	Admin type	Authorisation status
RP-00000112	Environmental	Restricted access to sharps	PRN - as needed	Unauthorised

7. Click the **Upload Files** button to select and attach your document.

- Note on uploading PDFs:** PDFs with embedded files or other active elements can't be accepted by the system. Only flat file PDF's can be attached. Use 'print to PDF' to reformat an existing PDF into a flat file PDF.

8. Check the details are entered correctly as they cannot be changed.

9. Click **Save**.

NDIS Quality and Safeguards Commission

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Behaviour support plan ID
BSP-00000217

Provider participant
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* Authorisation status

Authorised

* Authorisation start date

01/10/2026

* Authorisation end date

08/10/2026

* Upload evidence of authorisation

Upload Files

Or drop files

Evidence.pdf

Cancel

Save

RP number	Restrictive practice	Sub type	Admin type	Authorisation status
RP-00000112	Environmental	Restricted access to sharps	PRN - as needed	Unauthorised

Uploading turns on reporting

Once you save the practice as Authorised, you cannot change it. The system will then automatically create your monthly reporting tasks.

A report is required for each month from the authorisation start date to the authorisation end date. If the restrictive practice is used when it is not authorised, the use must be reported as a reportable incident. Refer to [Report an unauthorised restrictive practice](#).