



Add an Auditor Relationship

Use this guide to choose and nominate an Approved Quality Auditor for your NDIS Registration application.

Before you get started

- Make sure you are logged in to the new **NDIS Commission Portal** using **myID**. You will need access permissions to manage registration applications. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).

Step 1: Application status

1. Find your application showing the sub-status "Auditor engagement required" or "Pending nomination for the auditor".
2. Click **Nominate an approved quality auditor**.

The screenshot shows the 'Application details' page for application BLA-0000002770. The status is 'Draft' and the sub-status is 'Auditor engagement required'. A red arrow points to the 'Nominate an auditor' button.

Application details			
Application reference number BLA-0000002770			
Status Draft	Type New Registration	Business name Mr Ashkan Karimi	ABN 84655070228
Withdraw application Download scope of audit Nominate an auditor			
Application Details Provider Details Workforce Service Locations Audit Details Attachments			
Application reference number BLA-0000002770		Application type New Registration	
Submitted date 10/09/2026		Submitted by Patsy Provider	
Date created 10/09/2026		Created by Patsy Provider	
Auditor Pending nomination		Decision Not yet submitted	
Status Draft		Sub-Status Auditor engagement required	

Step 2: Select your auditor

1. Search for and select your approved quality auditor from the list.
2. Check the details filled in automatically on screen:
 - Approved quality auditor name
 - Phone number
 - Email address

If you choose the wrong approved quality auditor, click **Remove** and pick a new one.

3. Click **Confirm**.

[illegible]

Step 3: Submit and return

1. Check that your nominated approved quality auditor details are correct on the summary screen.
2. A notification will be sent to your nominated approved quality auditor to review your request.

Audit details

Audit Details

Information

Provider Name

Approved Quality Auditor

Approved Quality Auditor Example

Registration Application

BLA-0000002770

Audit Cycle Type

New Registration

Audit Status

New

Audit Name

AuditID-00000020

Audit Team

Owner

Patsy Provider

Audit Type

Certification

Audit Engagement Status

Requested

Audit Dates

Stage 1 Scheduled Start Date

Stage 1 Actual Start Date

Stage 2 Scheduled Start Date

Stage 2 Actual Start Date

Stage 1 Due Date

Stage 1 Actual End Date

Stage 2 Due Date

Stage 2 Actual End Date

Auditor response

Auditor Recommendation

Lead Auditor

Auditor Declaration Date

Audit Outcome

Auditor Declaration

false

System Information

Created By

Patsy Provider

Last Modified By

Patsy Provider