



Add and Manage Supports and Services

Use this guide to add, edit, or update NDIS registration groups, participant numbers and worker details in a provider 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](#).
- Have details ready regarding your current participant numbers, active workers and current services provided.
- You can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the lodgement.

Access a draft application

1. Select the **My applications** tab.
2. Select your draft application from the list to open it.
3. Go to **Step 4: NDIS support and services**.

Your application has been automatically saved

Step 4

NDIS supports and services the applicant is applying to provide

On this page, you must select the NDIS supports and services the applicant is applying to deliver as a registered NDIS provider.

Instructions:

1. Review the list of NDIS Registration Groups (also called "Classes of Support").
2. Select all registration groups that apply to the **NDIS supports and services** the applicant is applying to deliver as a registered NDIS provider.
3. Only choose the registration groups for which the applicant is **qualified**, equipped and is intending to provide.
4. The registration groups selected will determine:
 - The type of audit (**verification** or **certification**) required and associated costs
 - The supporting documents, policies, and qualifications the applicant will need to provide, and
 - The **NDIS Practice Standards** against which the applicant will be assessed and be required to comply with, if registered.

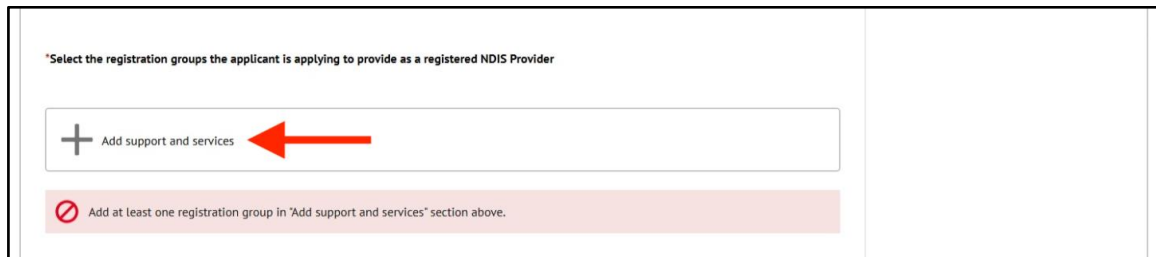
You are encouraged to review the [NDIS Practice Standards Qualification and Professional Associations Required Documentation Guide](#) to assist you in selecting the right registration groups and understanding competency requirements.

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
- 4. NDIS support & services**
5. Applicant's suitability
6. Key personnel suitability
7. Track completion of suitability assessments
8. Declaration & Submit

Add supports and services

1. Click **+ Add support and services** (you must add at least 1 registration group).

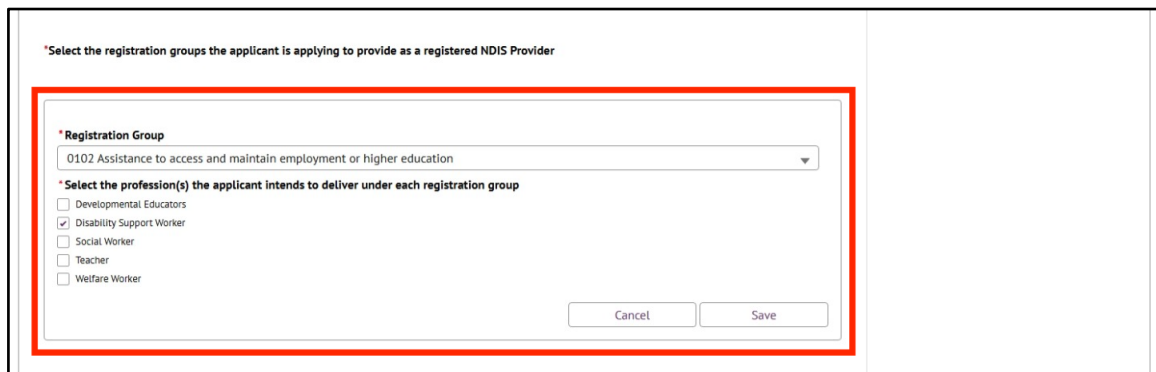


*Select the registration groups the applicant is applying to provide as a registered NDIS Provider

+ Add support and services

⊘ Add at least one registration group in 'Add support and services' section above.

2. Select the registration group from the drop-down list.
3. Answer any extra questions that appear on the screen.
4. Click **Save**.



*Select the registration groups the applicant is applying to provide as a registered NDIS Provider

*Registration Group

0102 Assistance to access and maintain employment or higher education

*Select the profession(s) the applicant intends to deliver under each registration group

☐ Developmental Educators

☒ Disability Support Worker

☐ Social Worker

☐ Teacher

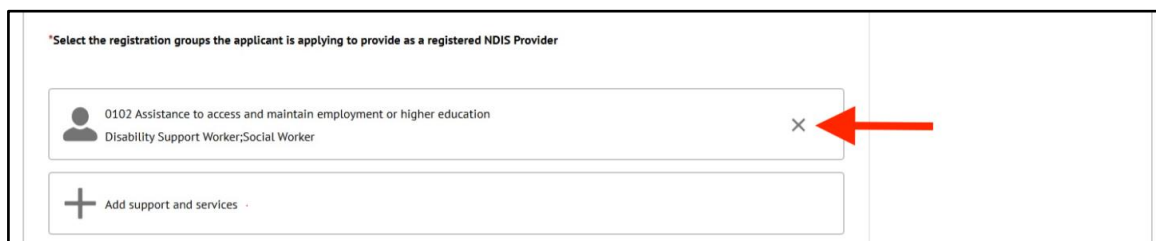
☐ Welfare Worker

Cancel Save

5. Repeat steps 1 to 4 to add additional registration groups if needed.

Removing supports and services

1. Go to **Step 4: NDIS support and services**.
2. Find the registration group in the drop-down list.
3. To delete a registration group: Click the **X** button next to its name.



*Select the registration groups the applicant is applying to provide as a registered NDIS Provider

0102 Assistance to access and maintain employment or higher education
Disability Support Worker; Social Worker

X

+ Add support and services

Add participant and worker details

1. Type in the number of NDIS participants you currently provide this class of support to (including as an unregistered NDIS provider).
2. Select any other classes of supports you currently provide as an unregistered NDIS provider.

*Select the registration groups the applicant is applying to provide as a registered NDIS Provider

0102 Assistance to access and maintain employment or higher education
Disability Support Worker; Social Worker

+ Add support and services

* Number of NDIS participants the applicant currently provides this class of support (registration group) to (including as an unregistered NDIS provider):
2

3. Type in the number of workers you currently employ or engage to deliver these classes of support.
4. Click **Next step** to save your details and move to the next section.

Select any other classes of supports (registration groups) the applicant currently provides as an unregistered NDIS provider

+ Add support and services

* Number of workers the applicant currently employs or engages to deliver this class of support (registration group):
5

Save as draft < Previous step Next step >