



Registrations Overview

Use this guide to understand basic navigation and key concepts about provider registrations, re-registrations, notifications and application management in the new NDIS Provider Portal.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions to submit registration applications. This access applies for a new NDIS Provider registration and is automatically assigned on the first click of the “Start or continue an application” button during the log in process. If you haven’t yet logged in, follow the instructions on [Registered Providers Portal Login page](#).

1. Portal Basics and Navigation

The Landing Page

Click the **My applications** tab in the top menu bar. This is your main hub to start new applications, view existing registrations, manage re-registrations, and notify the NDIS of changes



Track Your Applications

Scroll to the **Manage applications** section to view your active, draft and submitted applications. You can check details using columns like:

1. **Application ID:** The unique code for your application.
2. **Application Type:** The type of form (for example: New Registration, Renewal, or Notification).
3. **Status:** Where your application is in the portal process (for example: Draft, Submitted, or Withdrawn).

Manage applications

Applications Request For Information

Q Search

Application ID	Legal Name	Status	Last Updated	Expiry Date
BLA-0000002768		Draft	10/09/2026	09/03/2027

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Draft Applications

At any step when completing an application, you can click **Save as draft** at the bottom of the page.

Note: Draft applications that are not submitted will be **deleted automatically after 30 days**.

Signatory (member of key personnel)

Patsy Provider

* Date of declaration (Enter in DD/MM/YYYY or use date picker)

10/09/2026

Save as draft

< Previous step Submit

Requests for information

Click the **Requests For Information** tab to see requests sent by Commission staff asking for more information about your application. To view a request, click the Request for Information (RFI) number, and click **Start response** to reply.

Manage applications

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2. Understanding Application Pathways

When managing your registration status in the portal, choose the path that matches your current situation:

Application / Request Type	When to Use	Key Feature
New Registration	First time applying to become a registered NDIS provider.	You must complete all details and steps from scratch.

Re-registration	Renewing an existing provider registration.	Key details (ABN, business details, services) are pre-populated from your previous registration.
Notification of Changes and Events	Reporting significant events (like financial changes, governance changes, worker shortfalls, or service cessation).	Select a specific change type and provide detail on how participants are supported.
Withdrawal Request	Cancelling a new or renewal application before it is completed.	Select a reason for withdrawal. The status will update to Withdrawn .

3. Key Steps in Application Lodgement

1. **Start Assessment:** Read the general application instructions carefully.
2. **Applicant ABN:** Search for your Australian Business Number (ABN) and confirm your Legal Name.
3. **About the Applicant:** Enter contact details, addresses, and trustee details (if applicable).
4. **NDIS Support and Services:** Select your registration groups, participant numbers, and worker numbers.
5. **Applicant's Suitability:** Answer questions regarding applicant history and agree to the NDIS Code of Conduct.
6. **Key Personnel Suitability:** Search and add key personnel using their Screening ID or WS Application ID. Ensure you include all ASIC or ACNC officeholders.
7. **Track Completion of Suitability Assessments:** Confirm that suitability assessments for all key personnel are completed.
8. **Declaration and Submit:** Check your summary, agree to the declaration, submit, and record your Application ID.
9. **Managing and Updating Applications:** Pre-populated Details (Re-registrations) When completing a re-registration, your ABN is locked, but previous business details and support groups will automatically load into the form. You can review and update these details if your service offerings or worker numbers have changed.

For full steps, refer to [Submit an application for registration \(Part 1\)](#) or [Submit an application for re-registration \(Part 1\)](#).

3. Notifying Changes and Events

If your organisation experiences significant changes (such as not accepting new referrals, service cessation, or worker shortfalls), submit a notification through the portal:

- From the portal home page, select **My registration**
- Select **Notification of changes and events**
- Select the **Change or event type**.
- Fill in specific operational details. Different options will be presented for you to select based on the choice of change or event type.
- Submit your declaration and return to the portal home page.

4. Withdrawing an Application

If you no longer wish to proceed with a new or renewal application:

- Find the application in the **My applications** section.
- Click **Withdraw application**.
- Choose your reason (for example: Error, Exit the market, or Financial burden) and click **Confirm**.
- The application status will show as **Withdrawn**.

For full steps, refer to [Withdraw an application for registration or re-registration](#).