



View, add or update Registration Contact Details

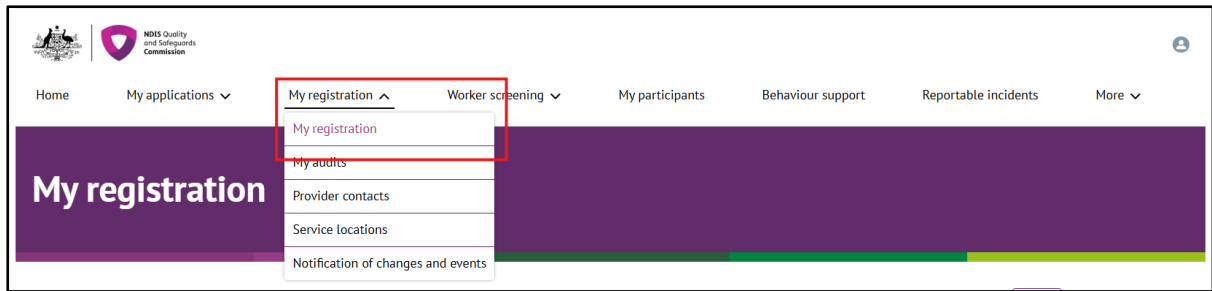
Use this guide to view or update your registration phone number, email address, postal address, primary contact, number of NDIS participants you provide support or services for, or number of staff employed as a Registered Provider in the **new NDIS Commission portal**.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions as a **Registrant**. If you haven't yet logged in, follow the instructions in [Registered Providers Portal Login page](#).
- Have your updated contact details (email address, phone number, and postal address) ready.
- If you have any of the following changes, you must also lodge a **Notification of changes and events** as soon as practicable after becoming aware of the change or event. This is accessible via the **My Registration** tab. These include change:
 - To your organisation (key personnel, legal entity or business structure, business (trading) name or legal entity type, ownership or control.
 - That affects your ability to meet registration conditions or NDIS Practice standards.
 - To your financial situation that may significantly affect your ability to deliver registered supports and services.
 - That impact participants and access to supports, including adverse changes to participant circumstances affecting access to supports (temporary or permanent), decision to stop accepting new participants (temporarily or permanently), a significant increase in wait times for service delivery, a shortfall in available workers affecting service capacity, or a decision to stop delivering NDIS supports or services (temporarily or permanently).
 - That affects registration suitability and compliance for you or any of your key personnel.

Access your registration details

1. Select the **My registration** tab and click on **My registration**.



2. Your registration details will be presented.

3. Click **Edit** to add or update your registration details. You will be able to update:

- Your registration phone number,
- Email address,
- Postal address,
- Primary contact,
- Number of NDIS participants you provide support or services for, and
- Number of staff employed as a Registered Provider



4. Once updated, click **Save**.