



# Manage Your Reportable Incidents and Drafts

Use this guide to find and check your submitted reportable incidents. You can also save a 24-hour or 5-day report as a draft and finish it later when you are ready.

## 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 reports. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).
- At any step, if you do not have all the information available, you can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the report.
- Draft reports are not visible to, nor considered submitted to, the NDIS Commission. A draft report that is not submitted within 30 days will be automatically deleted by the system to avoid accumulating unwanted drafts.

## Submitted reports

1. After logging in to the portal, click on the **Reportable incidents** tab.
2. Scroll down to look at the **Manage reportable incidents** table.
3. You will see a list of All Reportable incidents.

## Manage reportable incidents

Reportable Incidents My Drafts Requests For Information

Use the list views to locate, review and manage your reportable incidents.

Select List View

Select an Option



Cases  
All Reportable Incidents

50+ items • Sorted by Case Number • Filtered by All cases - Case Record Type • Updated a few seconds ago

Search this list...



|   | Case Number ↓ | 24 hour submitted date | 5 day submitted date | Provider Participant Name | Impacted Participant NDIS Number |
|---|---------------|------------------------|----------------------|---------------------------|----------------------------------|
| 1 | 00006488      | 30/9/2026, 3:09 pm     | 30/9/2026, 3:09 pm   |                           | 6284447785                       |
| 2 | 00006484      | 30/9/2026, 11:43 am    | 30/9/2026, 11:43 am  |                           | 62844512457                      |
| 3 | 00006483      | 30/9/2026, 11:41 am    | 30/9/2026, 11:41 am  |                           | 6284745620                       |
| 4 | 00006482      | 30/9/2026, 11:36 am    | 30/9/2026, 11:36 am  |                           | 6284445102                       |
| 5 | 00006481      | 30/9/2026, 11:33 am    | 30/9/2026, 11:33 am  |                           | 6284447785                       |

- Select the down arrow in the **Select List View** field to access different view options for this list. You can also use the Search to find a specific report if needed.

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All Closed Reportable Incidents

All Open 24-hour Reports

All Open 5-day Reports

All Open Reportable Incidents

All Reportable Incidents

All Third Party Reportable Incidents

Complaint cases

Open Reportable incidents (excludes URP)

4 00006482

5 00006481

1 cases - Case Record Type • Updated a minute ago

Search this list...



|   | Case Number ↓ | 24 hour submitted date | 5 day submitted date | Provider Participant Name | Impacted Participant NDIS Number |
|---|---------------|------------------------|----------------------|---------------------------|----------------------------------|
|   |               | 2026, 3:09 pm          | 30/9/2026, 3:09 pm   |                           | 6284447785                       |
|   |               | 2026, 11:43 am         | 30/9/2026, 11:43 am  |                           | 62844512457                      |
|   |               | 2026, 11:41 am         | 30/9/2026, 11:41 am  |                           | 6284745620                       |
| 4 | 00006482      | 30/9/2026, 11:36 am    | 30/9/2026, 11:36 am  |                           | 6284445102                       |
| 5 | 00006481      | 30/9/2026, 11:33 am    | 30/9/2026, 11:33 am  |                           | 6284447785                       |

- With submitted reports you can:
  - Check the status of your reportable incident to see where it is in the review process.
  - See all submitted incident reports for your organisation.
  - Only view draft reports if you are the notifier.
  - Find your Reportable Incident Number (in the Case Number column).
  - Click on the Incident Number to view details of the submitted report.

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## Draft reports

1. Click the **My Drafts** tab on the home screen.
2. Look at the **Draft Reports** within the table.
3. Find your draft using the **Last Saved Date** field.
4. Click the **Resume URL** to open it.
5. You can now continue your report.
6. Click **Save as Draft** at any time to save your work.

## Manage reportable incidents

Reportable Incidents My Drafts Requests For Information

Your report has been saved as a DRAFT reportable incident and has not been submitted to the NDIS Commission.  
Please ensure you submit your reportable incident within the legislated time frame, noting this draft report will be deleted after 30 days.  
Please use the list views to locate, review and manage your draft reportable incidents.

ALL

| Last Saved Date Time | Resume URL |
|----------------------|------------|
| 3/9/2026, 3:00 pm    |            |
| 8/9/2026, 10:13 am   |            |
| 15/9/2026, 11:48 am  |            |

View All