Submit an Application for Re-registration (Part 1)

Use this guide to submit a provider re-registration application.

Before you get started

- Make sure you are logged in to the **new NDIS Provider Portal** using **myID**. You will need access permissions as a **Registrant**. If you haven't yet logged in, follow the instructions on our Registered Providers Portal login page.

- If you are completing a new registration instead, refer to Submit an application for registration (part 1).

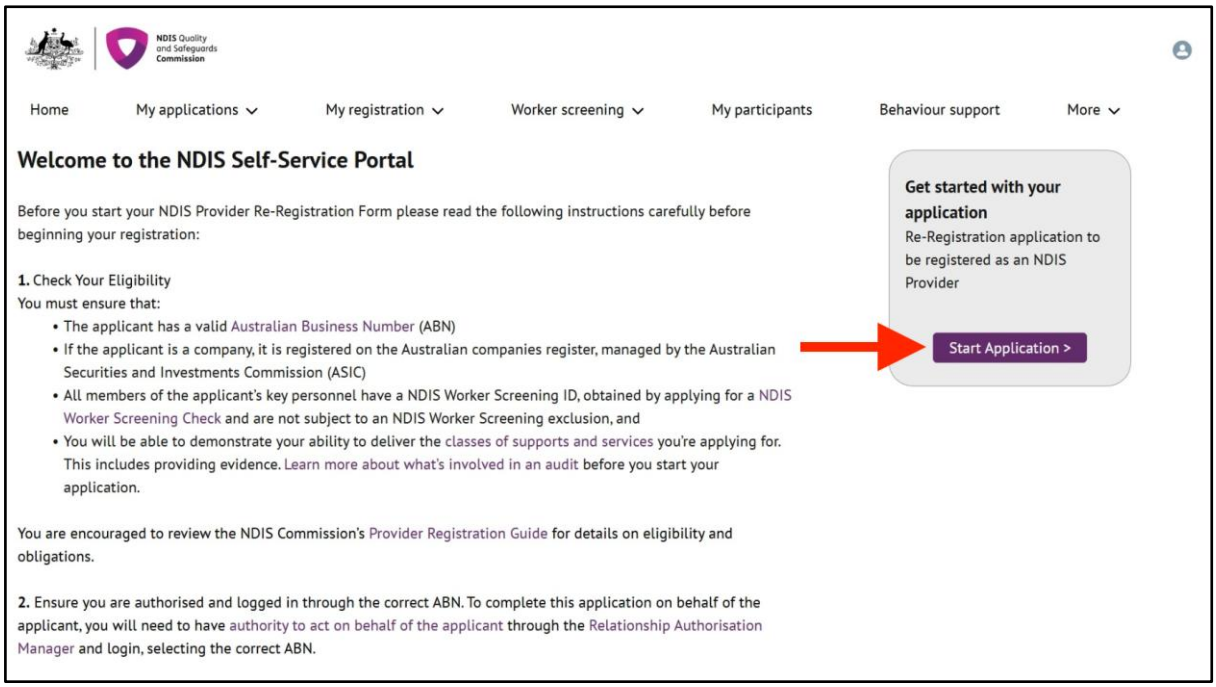
- At any step, if you do not have all the information available, you can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the lodgement.

Prepare your submission

1. **Start the submission:**
    - Select the **My applications** tab.
    - Click **Re-registration application**.

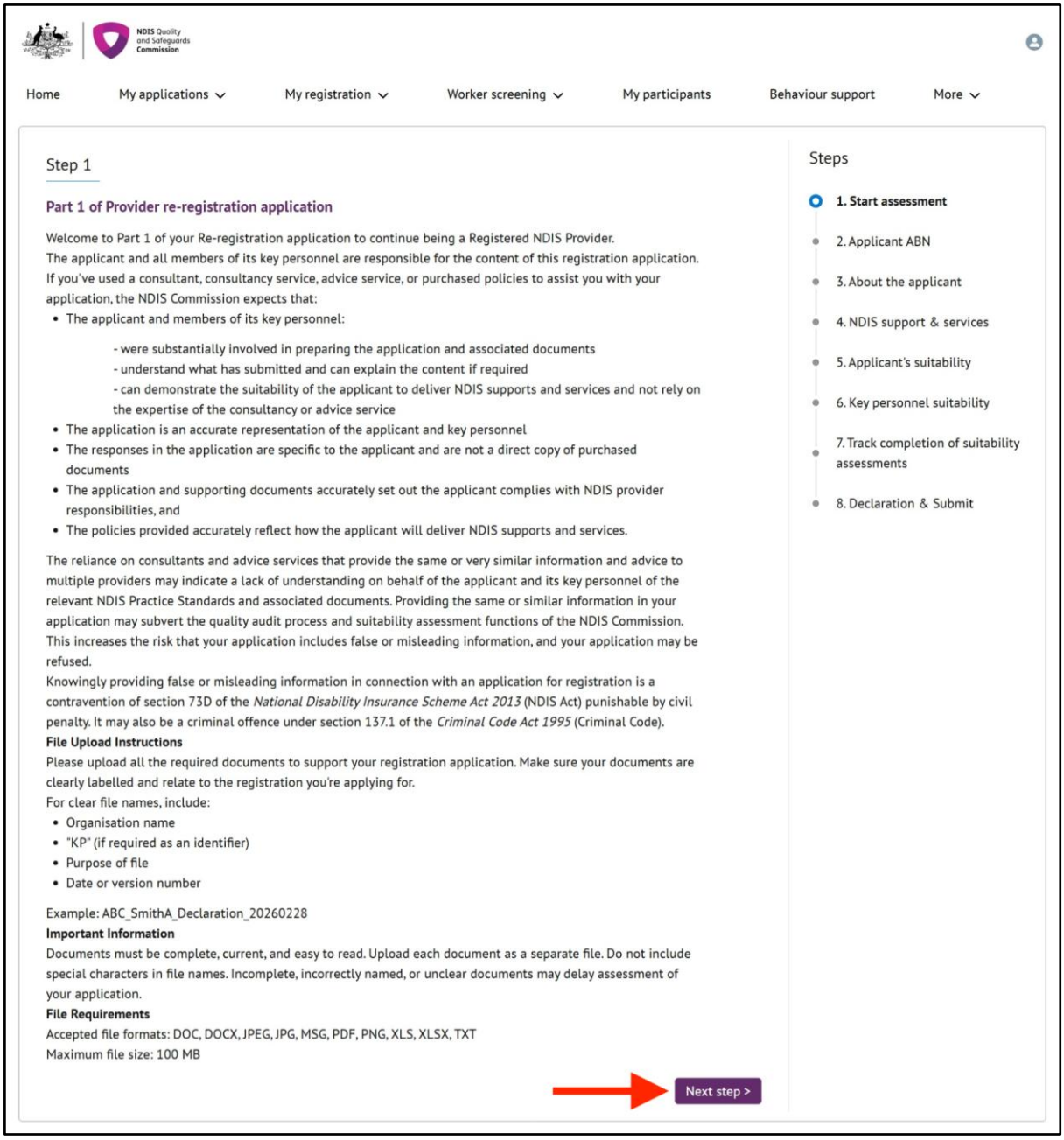


- Read the NDIS Provider application form information carefully.
- Click **Start Application**.



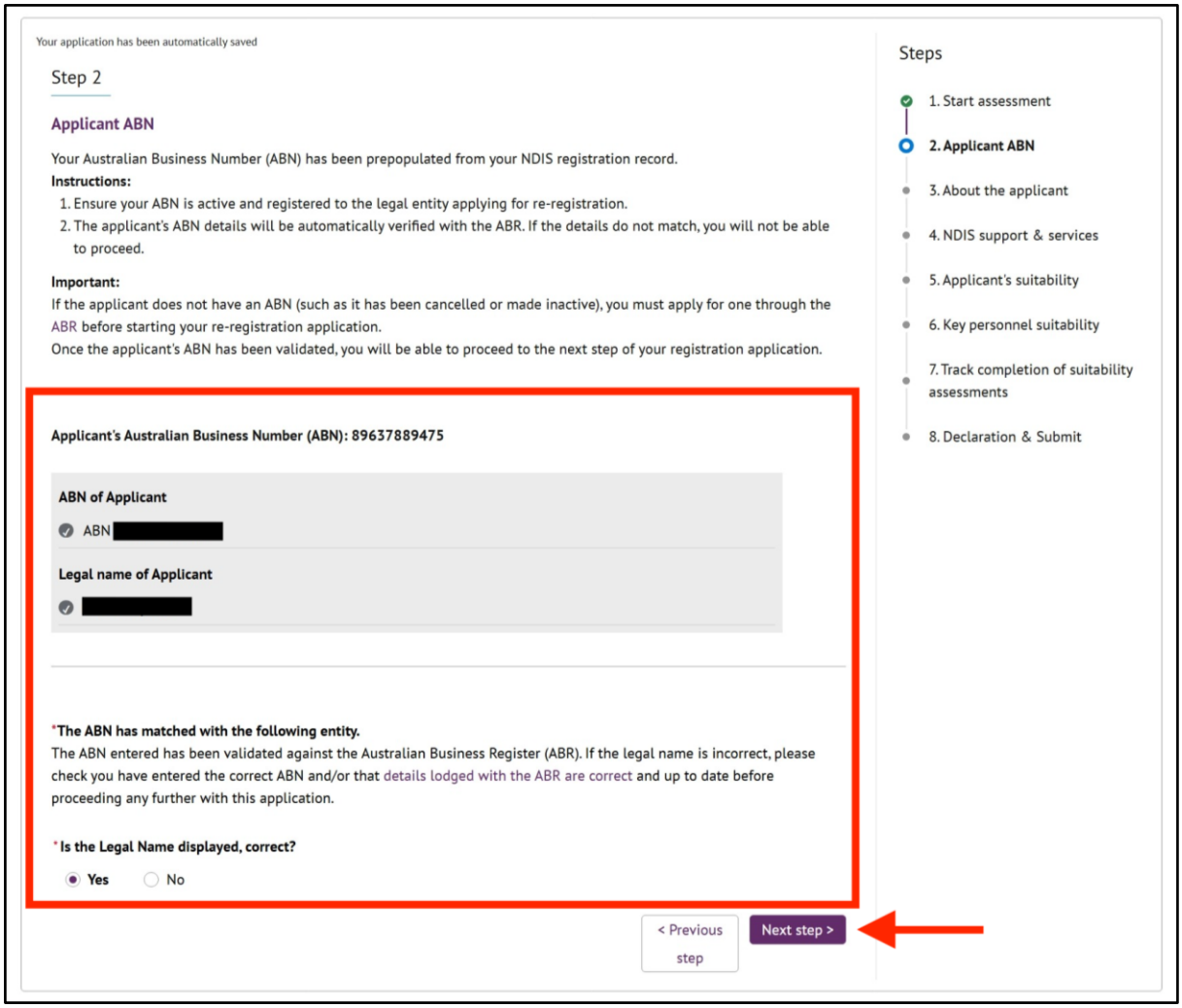
Step 1: Start assessment

1. Read the instructions carefully.
2. Click **Next step**.



Step 2: Applicant ABN

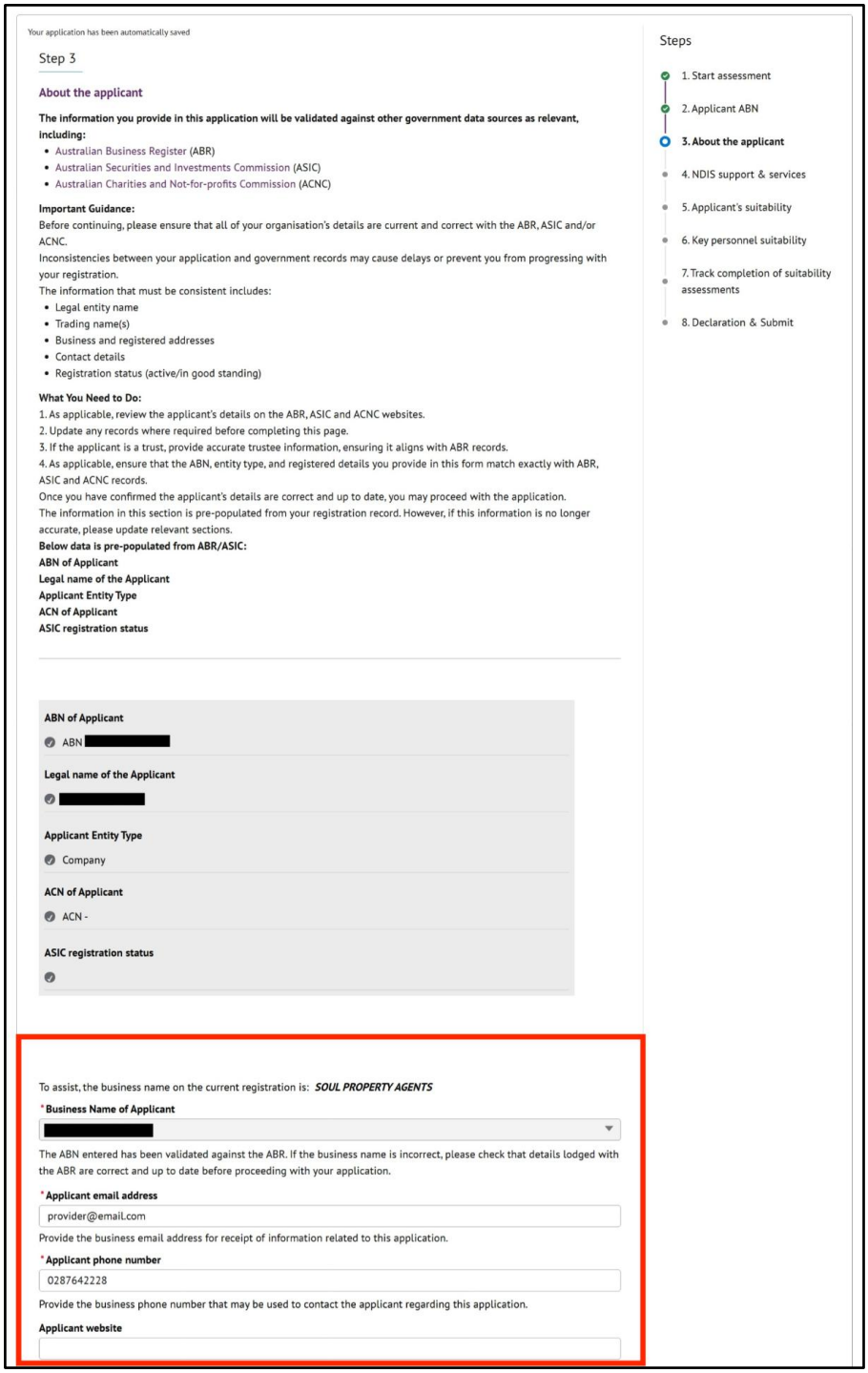
1. Your Australian Business Number (**ABN**) details will be pre-populated and locked.
2. **Answer**: "Does the correct Legal name of the applicant appear?" (Yes/No).
3. Click **Next step**.



Step 3: About the applicant

Your details from your previous registration will be pre-populated.

1. **Check and update these details:**
    - Business Name of the applicant (your current registration is shown for reference).
    - Applicant email address, phone number and website address (optional)

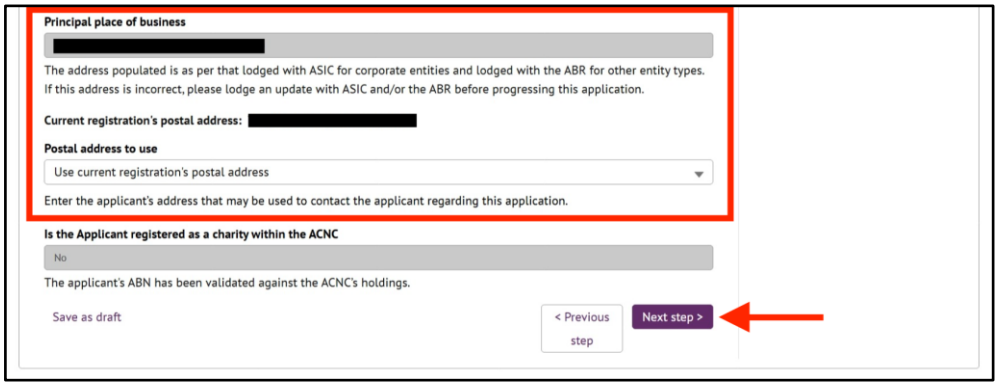


2. Check that the **Principal place of business address** is correct.

   Note: The address populated is as per the address lodged with Australian Securities and Investments Commission (ASIC) for corporate entities and lodged with the Australian Business Register (ABR) for other entity types. If this address is incorrect, please lodge an update with ASIC and/or the ABR before progressing this application.

3. Type in the **Postal address**.

4. Click **Next Step**.

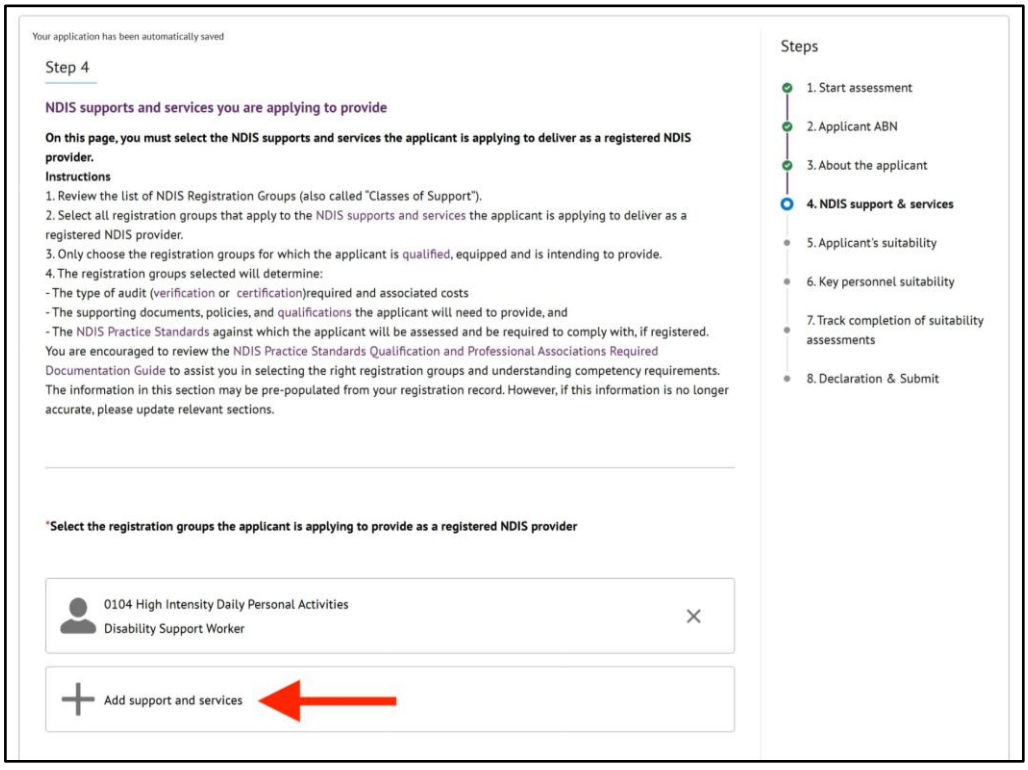


Step 4: NDIS support and services

Your support and service registration groups from your previous registration are pre-populated.

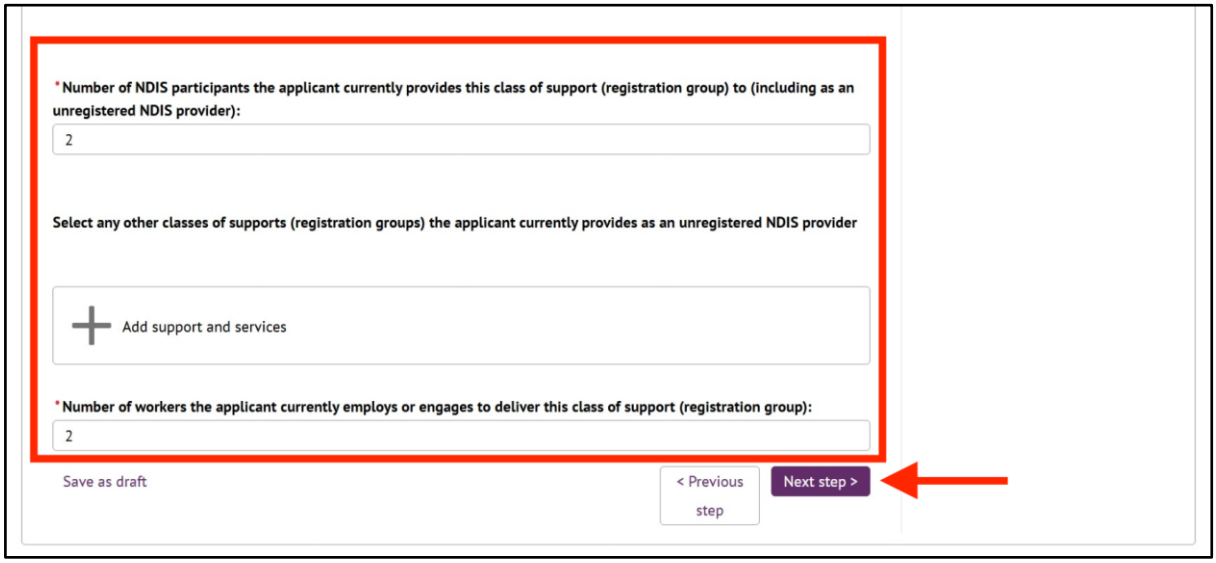
1. **Update your services if needed**:

   - To add new services, click **+ Add support and services**, choose a registration group from the drop-down menu, answer any extra questions, and click **Save**.



- Check and/or update the number of NDIS participants you currently provide each class of support to.
- Check and/or add the number of workers you currently employ or engage to deliver each class of support.

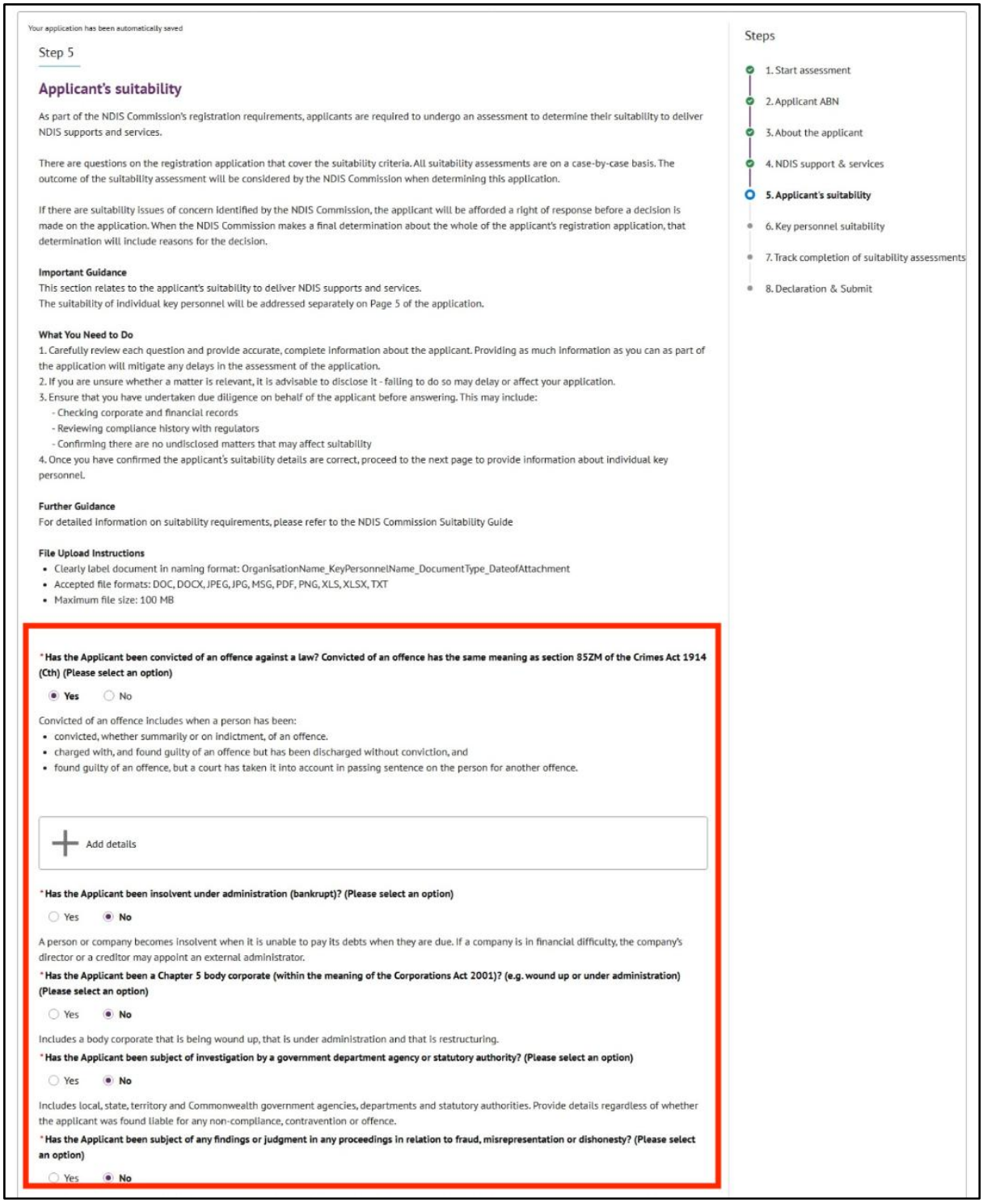
2. Click **Next step**.



Step 5: Applicant's suitability

1. Answer **Yes** or **No** to each question about the applicant's history.

2. If you answer Yes to any question, click **+ Add details** to type in the details and upload supporting documents.

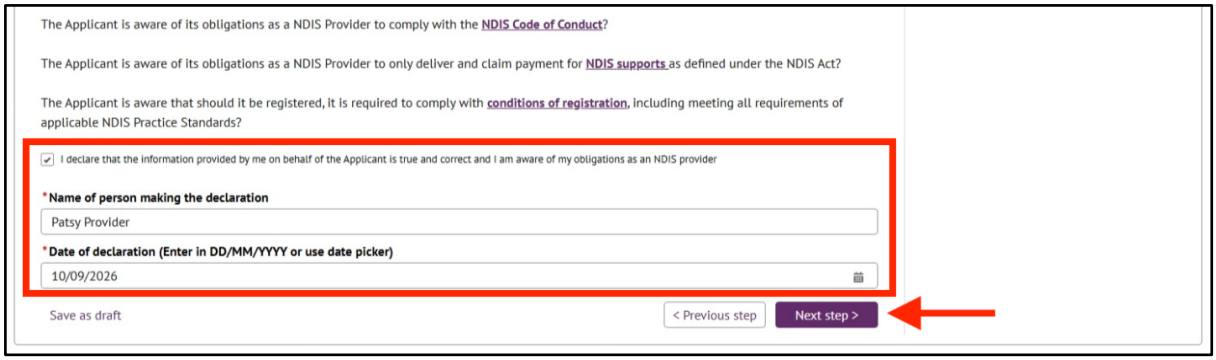


3. Check the **Declaration** box to agree to comply with the NDIS Code of Conduct.

4. Type in the name of the person making the declaration.

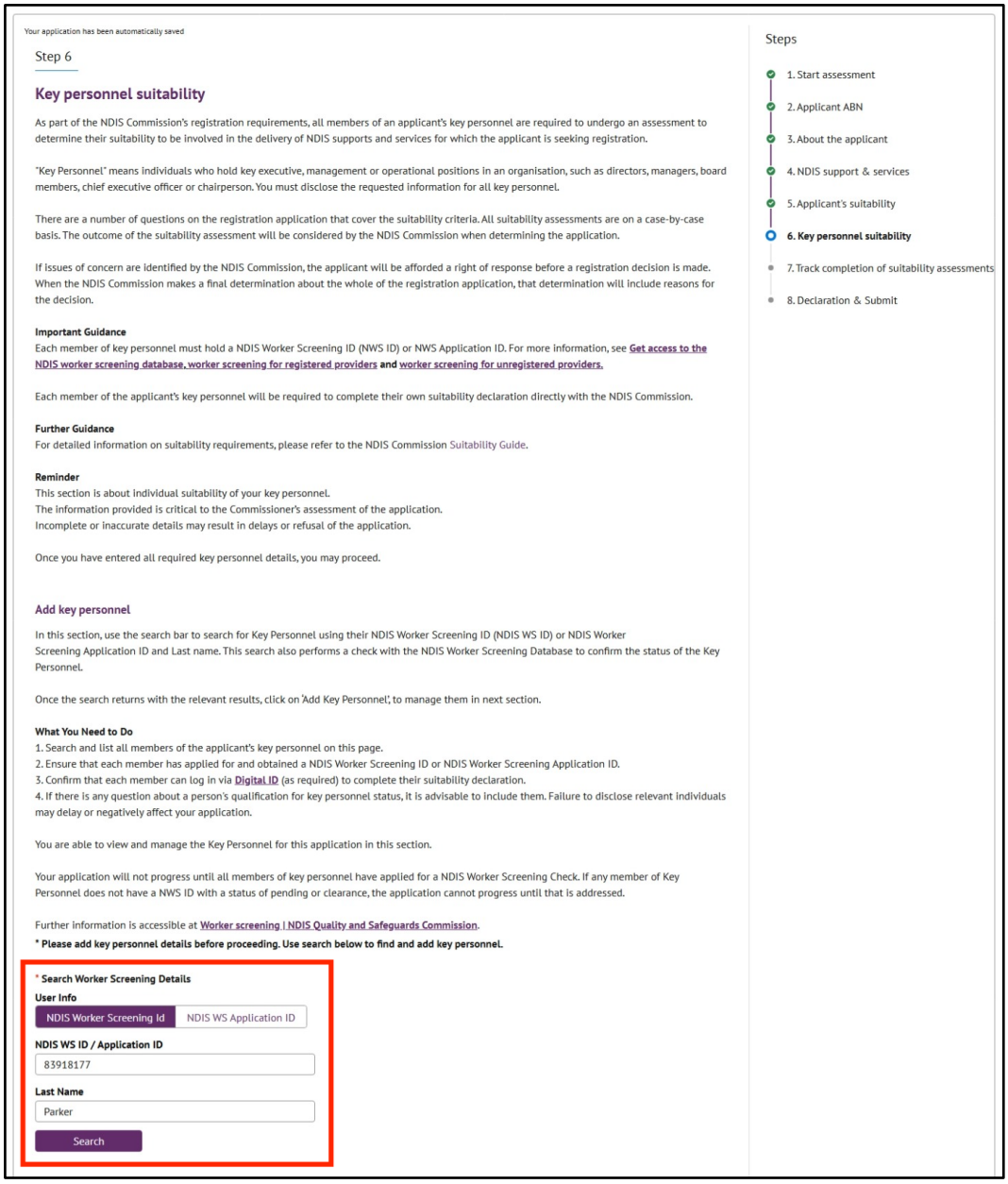
5. Type in the Date of declaration.

6. Click **Next step**.



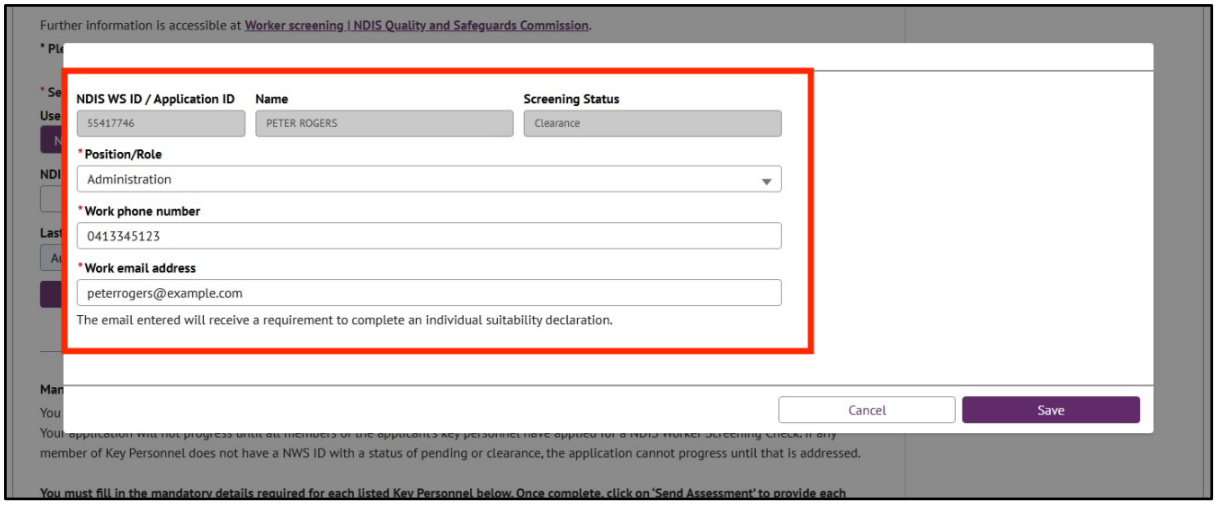
Step 6: Key personnel suitability

1. Check and confirm your Key Personnel members.
2. To add any new members, select the ID type (**NDIS Worker Screening ID** or **NDIS WS Application ID**).
3. Type in the **ID number**.
4. Type in their **Last name**.
5. Click **Search**.



6. Type in their **Position/Role**, **Work phone number** and **Email address**.

7. Click **Save**. Add more key personnel if needed.



IMPORTANT PLEASE NOTE:

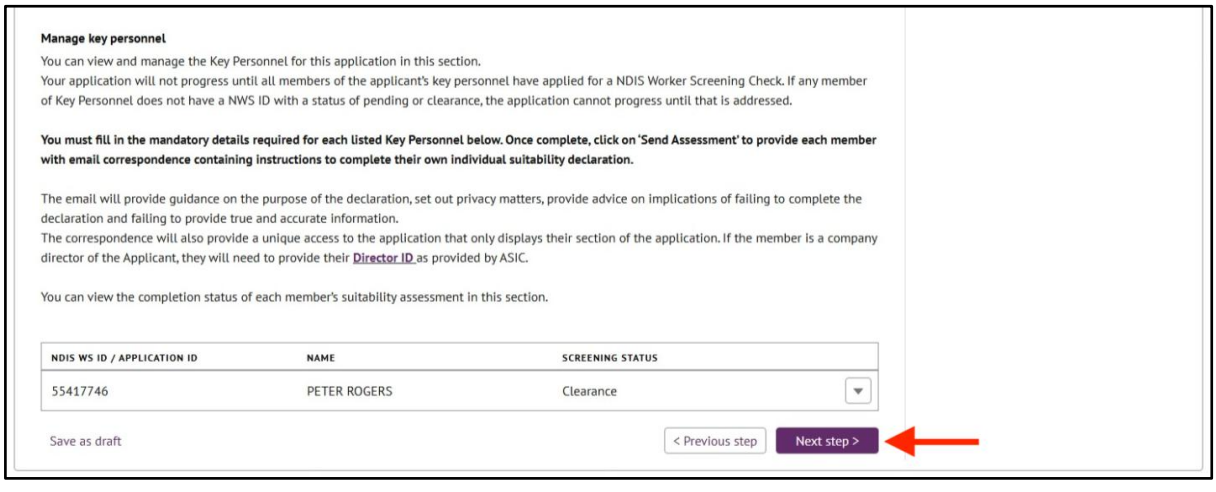
*Ensure that each key personnel has an active **MyID/RAM or Proda account**, they will need this to log in to the portal using the **Invitation Code** emailed to them.*

If there is a mismatch with first name, last name or email address, the key personnel will receive an error when using the Invitation Code emailed to them to progress with completion of Key Personnel Suitability Assessments.

*To avoid any error, it is important to ensure the key personnel's **first name, last name and email address details are correct** and are an exact match to their MyID/RAM or Proda accounts.*

If the first name and last name is different to what is listed on the portal, the relevant key personnel should contact the Worker Screening Unit in their state or territory to update their record.

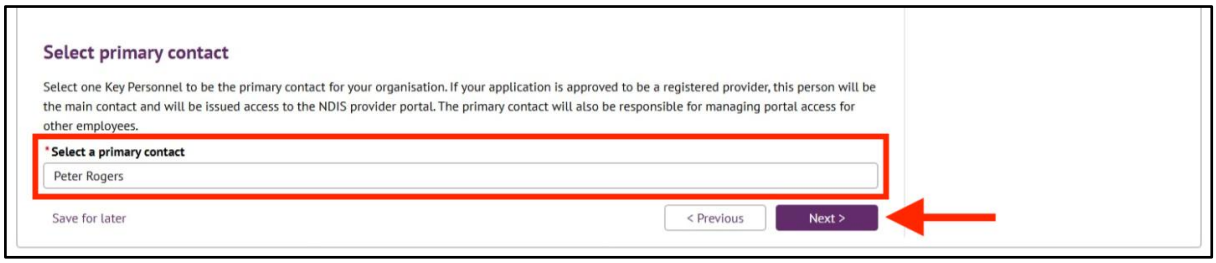
8. Click **Next step**.



Note: To avoid delays in assessing your application, ensure that you include all Key Personnel, including ASIC or ACNC officeholders.

Step 7: Track completion of suitability assessments

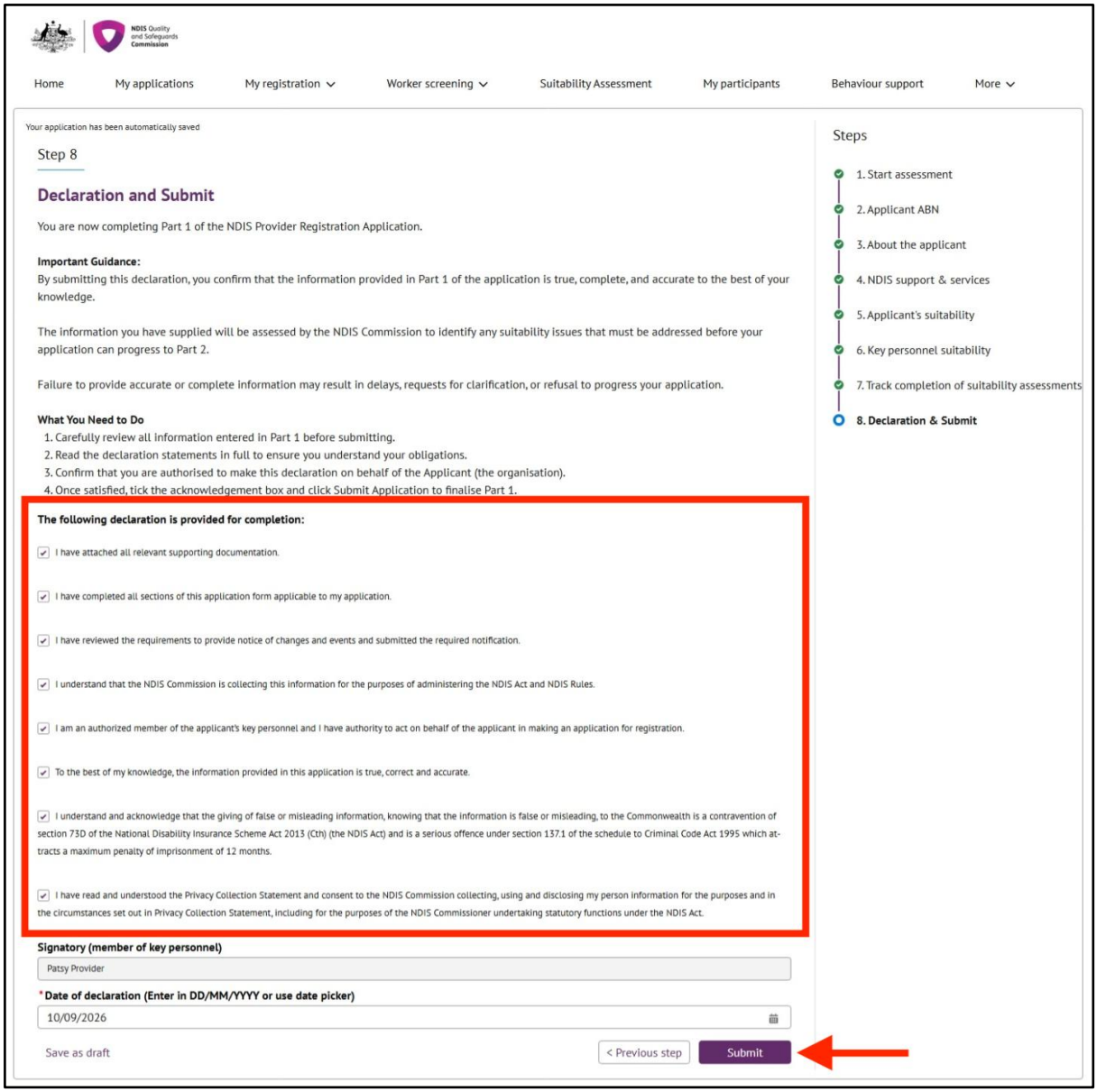
1. Check the application status of all key personnel.
2. Click **Open** and fill in the mandatory details required for each key personnel.
3. Once all key personnel applications show as completed, enter in a **Primary Contact**.
4. Click **Next step**.



Note: *If assessments are not complete yet, you can click Save as draft and return to complete this step later.*

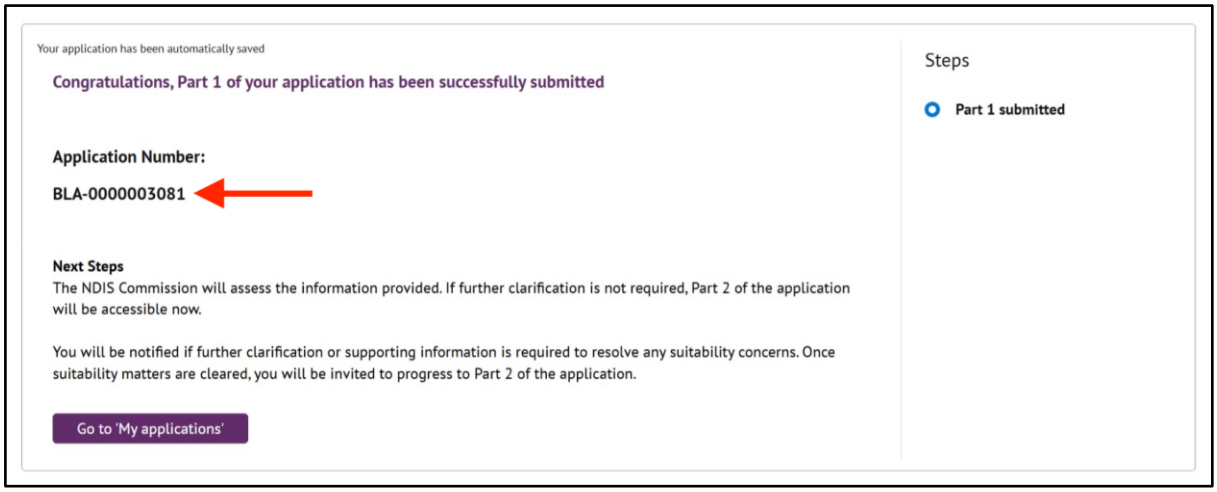
Step 8: Declaration and submit

1. Check that all your information is correct on the summary screen.
2. Check the **Declaration** boxes to agree that all the declarations listed.
3. Click **Submit**.



4. Record the **Lodgement ID** shown on the confirmation page for your records.

Part 1 is complete. If there are no suitability issues, you can move on to Part 2. After you finish Part 2, you can link with an auditor.


Your application has been automatically saved
Congratulations, Part 1 of your application has been successfully submitted
Application Number:
BLA-0000003081
Next Steps
The NDIS Commission will assess the information provided. If further clarification is not required, Part 2 of the application will be accessible now.
You will be notified if further clarification or supporting information is required to resolve any suitability concerns. Once suitability matters are cleared, you will be invited to progress to Part 2 of the application.
Go to 'My applications'
Steps
Part 1 submitted