Submit an Application for Registration (Part 1)

Use this guide to submit the first part of 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 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.

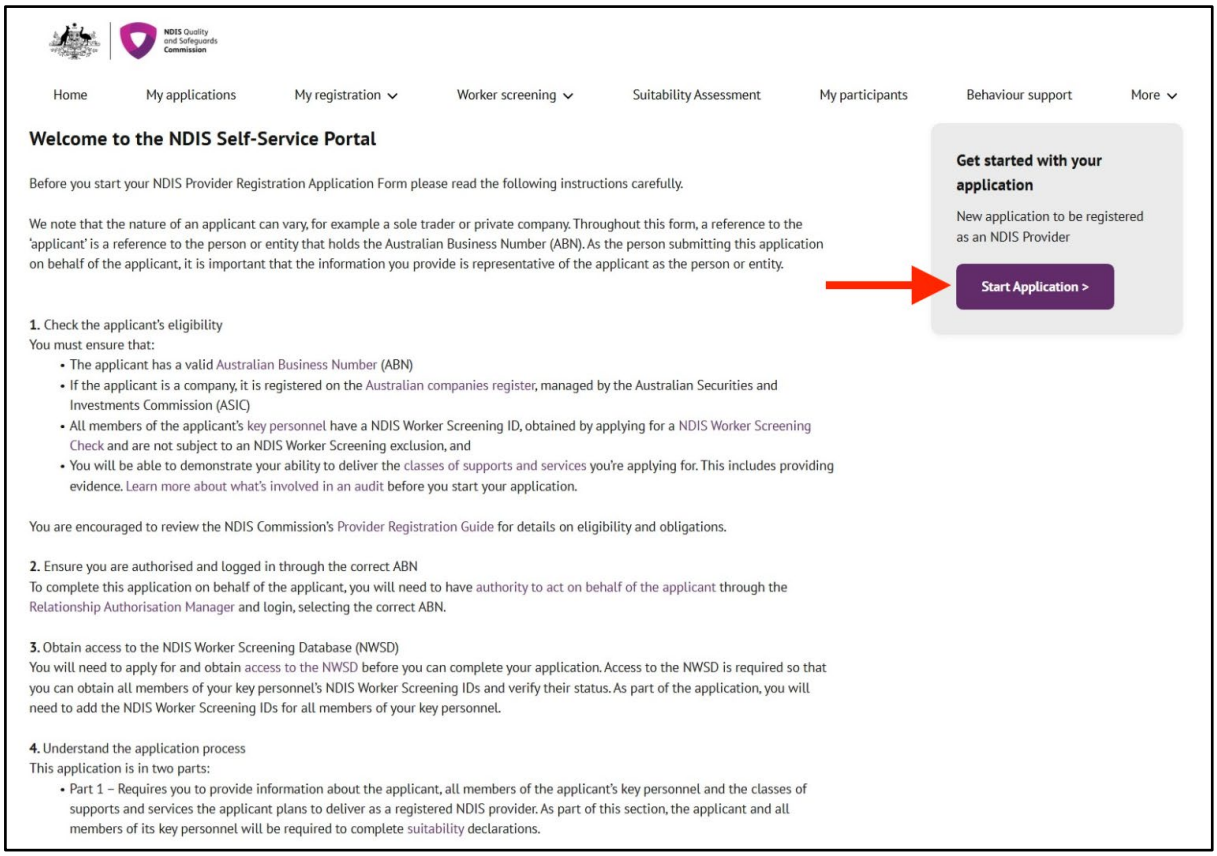
- At any step, if you do not have all the information available, you can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the lodgement.

Prepare your submission

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

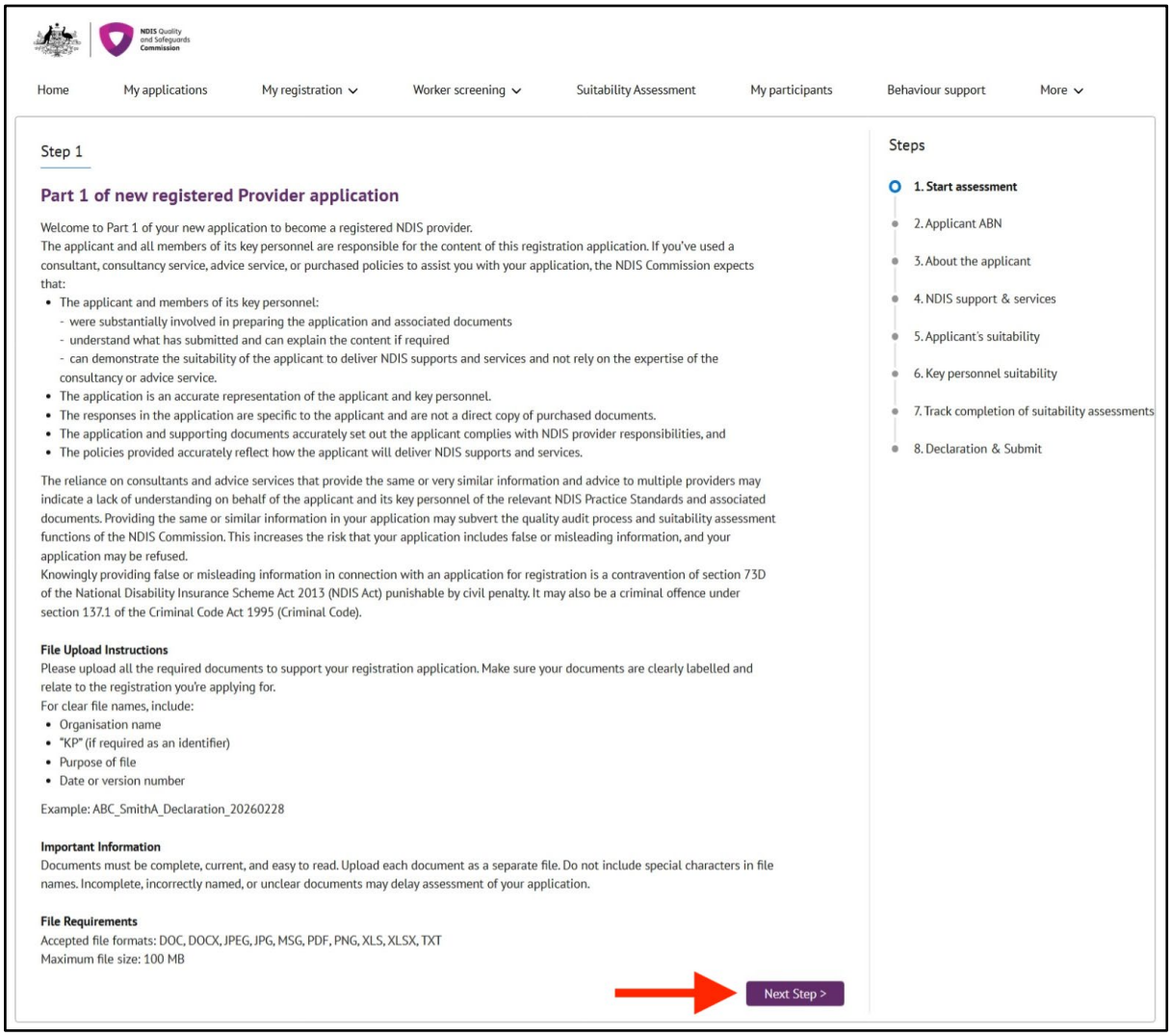


- Read the NDIS Provider application form information carefully.
- Click **Start Application**.



Step 1: Start assessment

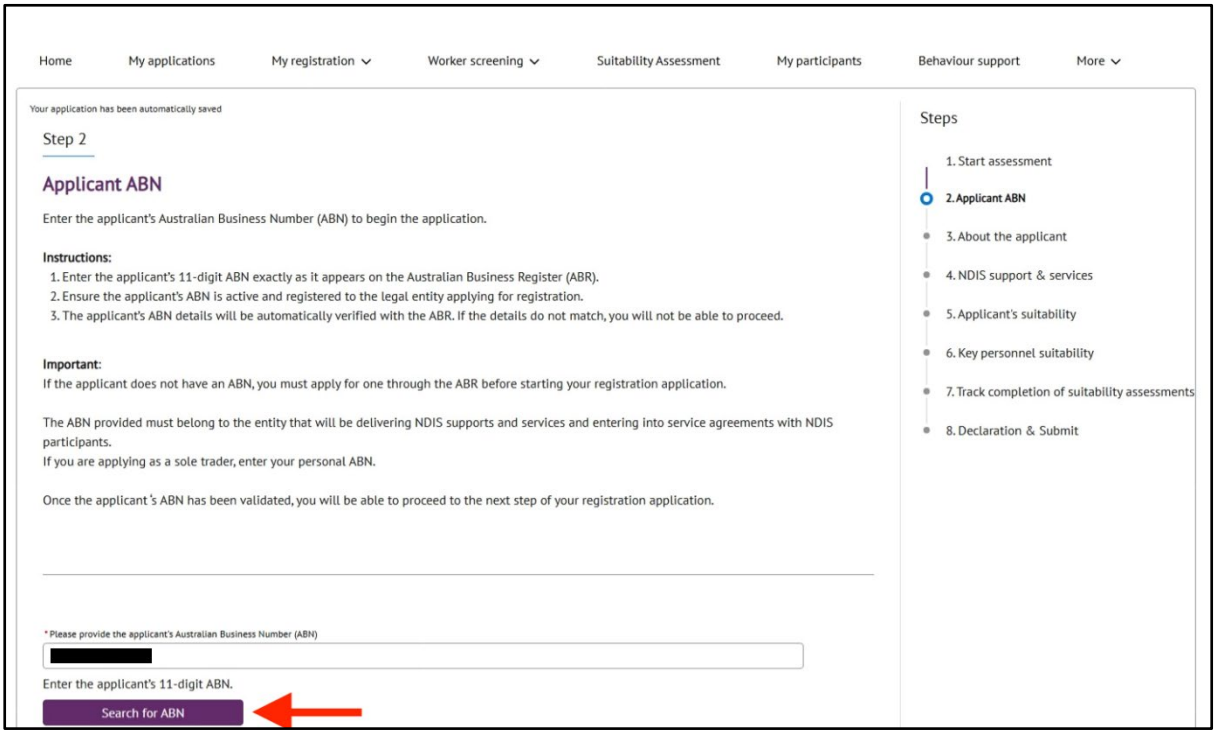
1. Read the instructions carefully.
2. Click **Next step**.



Step 2: Applicant ABN

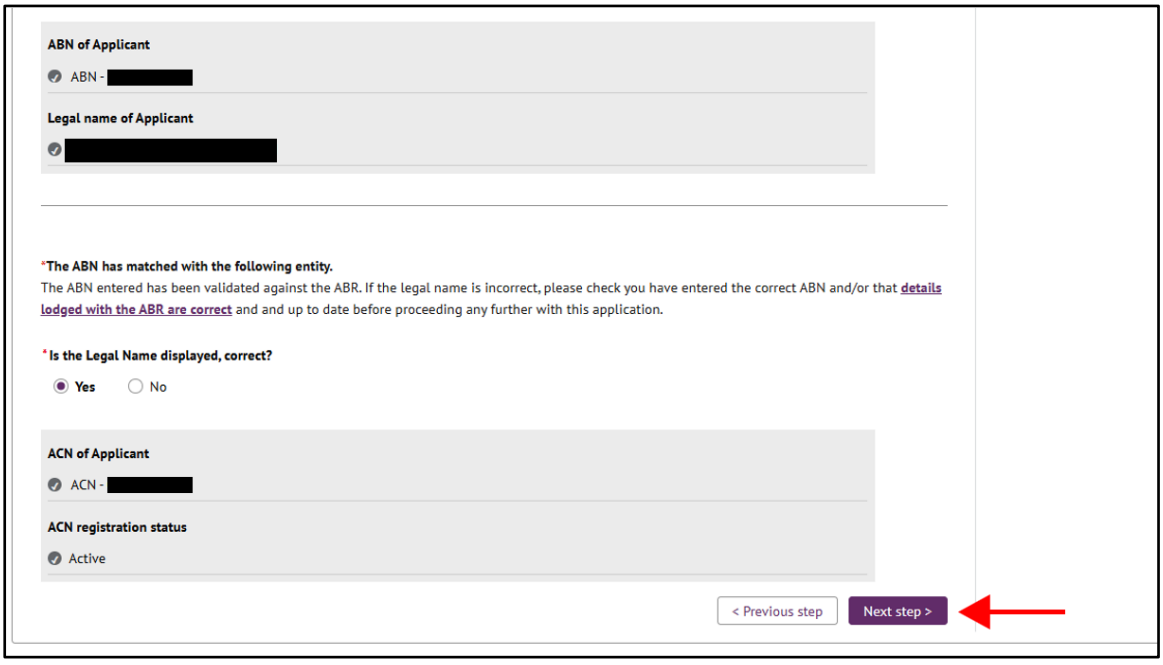
1. Type in the applicant's Australian Business Number (ABN).

2. Click **Search for ABN**.



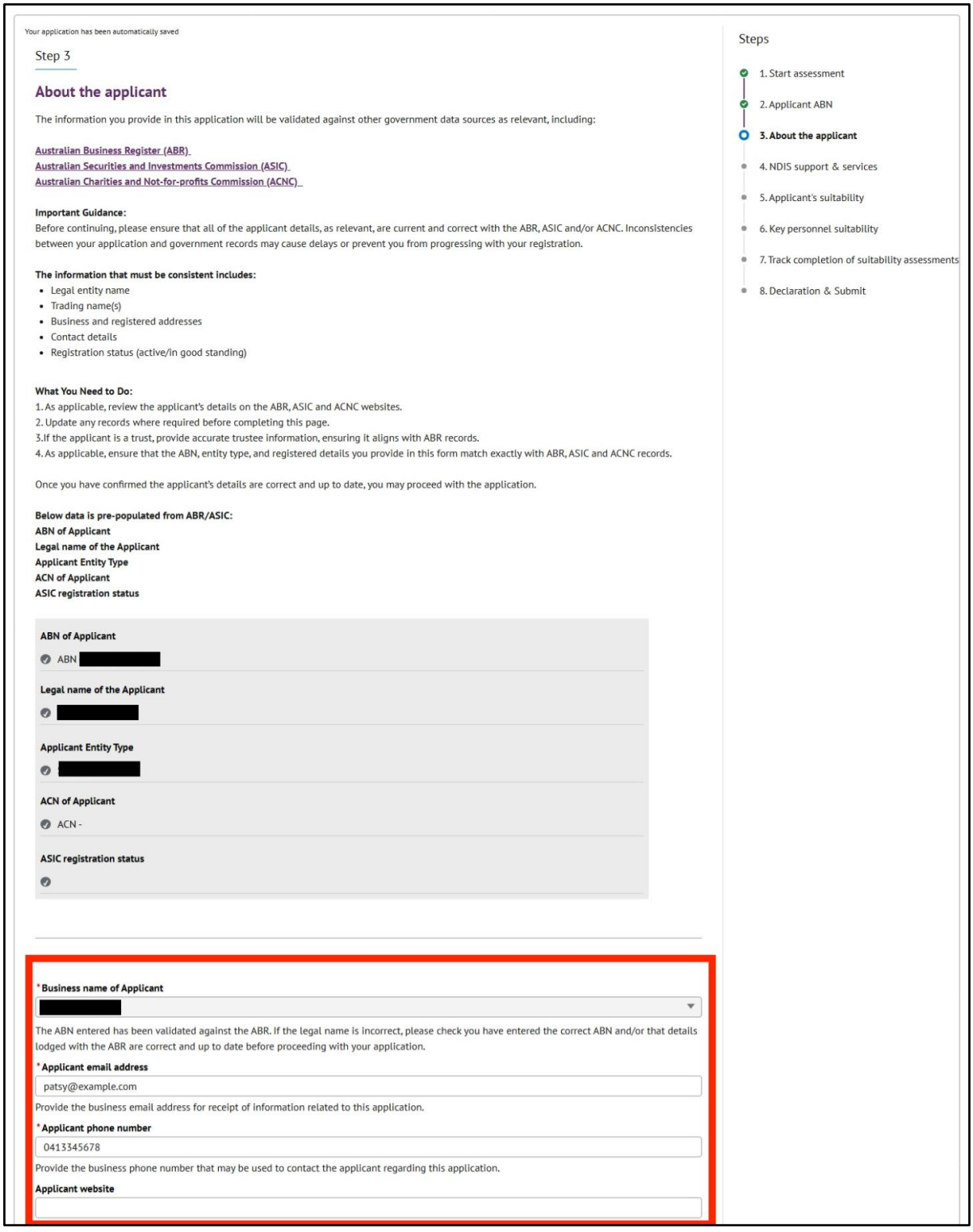
3. **Answer**: "Is the Legal name displayed correctly?" (Yes/No).

4. Click **Next step**.



Step 3: About the applicant

1. **Type in these details:**
   - Business Name of the applicant
   - Applicant email address, phone number and website address (optional)

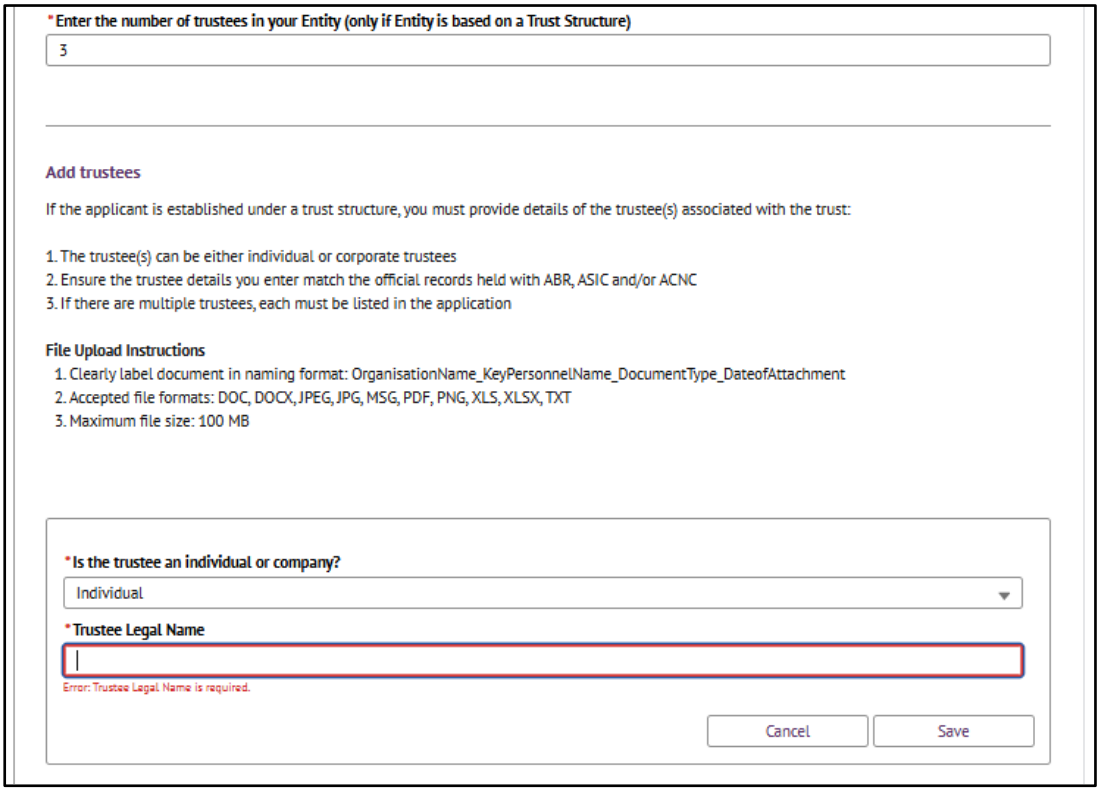


2. Check that the **principal place of business address** is correct.

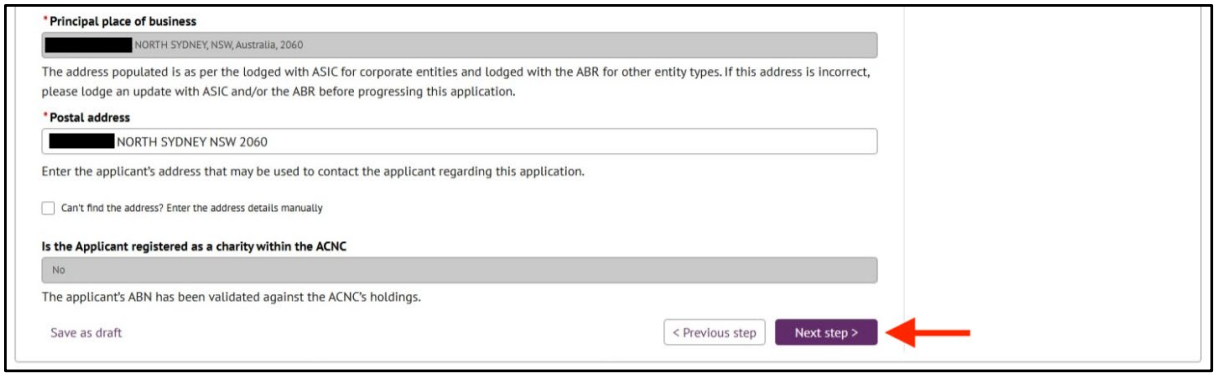
3. Type in the **Postal address**.

4. If your applicant entity type is a **Trustee,** you will be asked to type in the **number of trustees** in your entity.

5. If your applicant entity type is a Trustee, you will next need to add the details of each trustee:
   - Click **+ Add trustees**.
   - Choose **Company** or **Individual** for "Is the trustee an individual or company?".
   - If you choose Company, type in the Company trustee ACN and Trustee legal name, and upload a copy of the trust deed.
   - If you choose Individual, type in the Trustee legal name.
   - Click **Save**. Add more if needed.

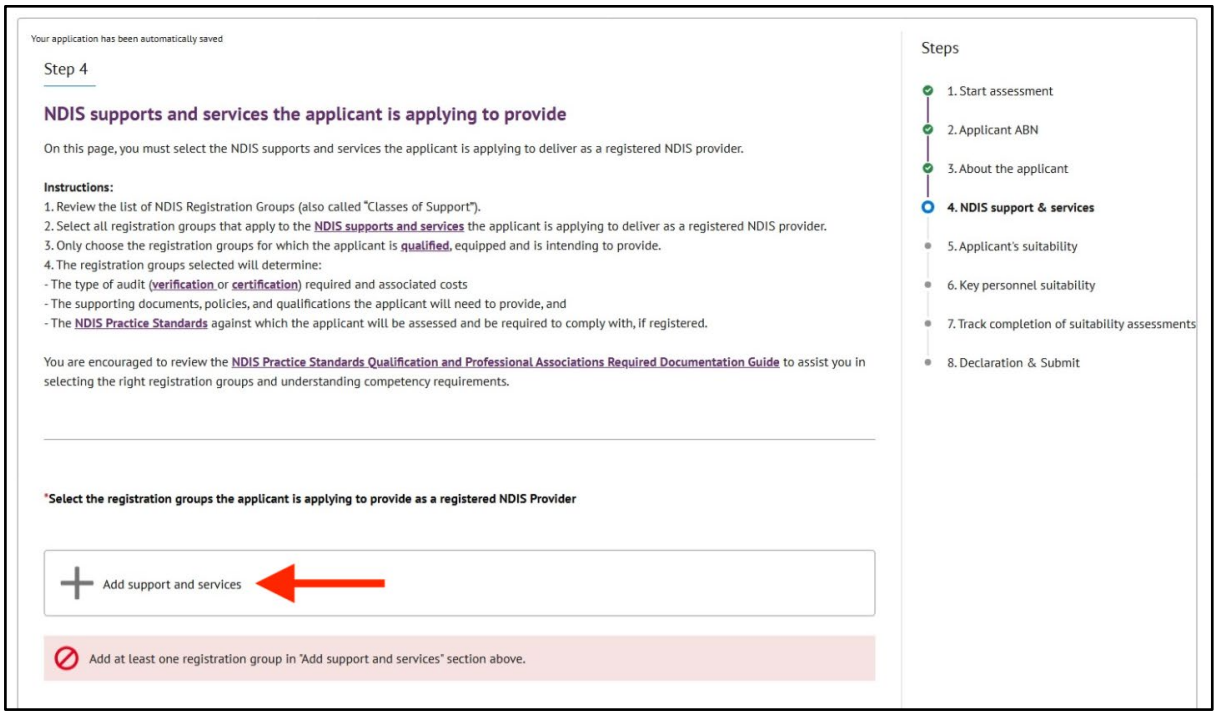


6. Click **Next step**.



Step 4: NDIS support and services

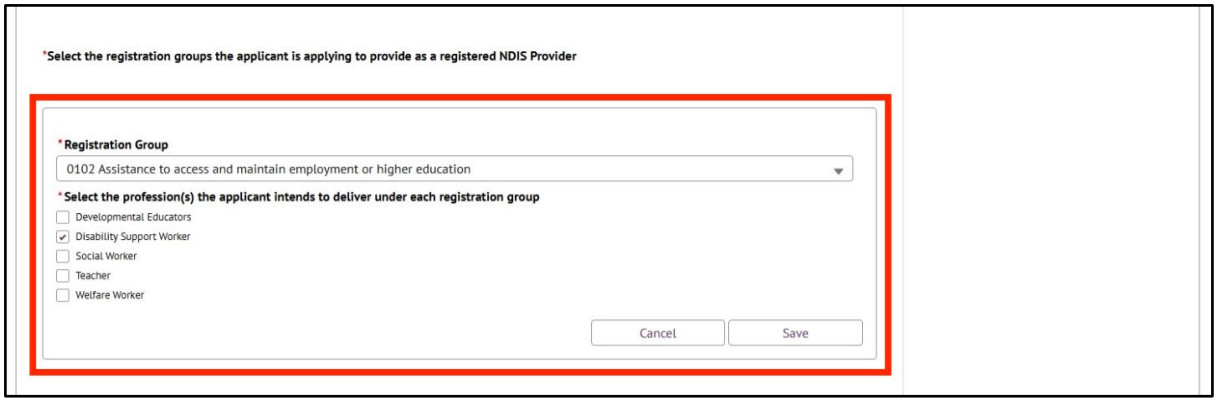
1. Click **+ Add support and services** to add a registration group (you must add at least 1).



2. Choose the registration group from the drop-down menu.

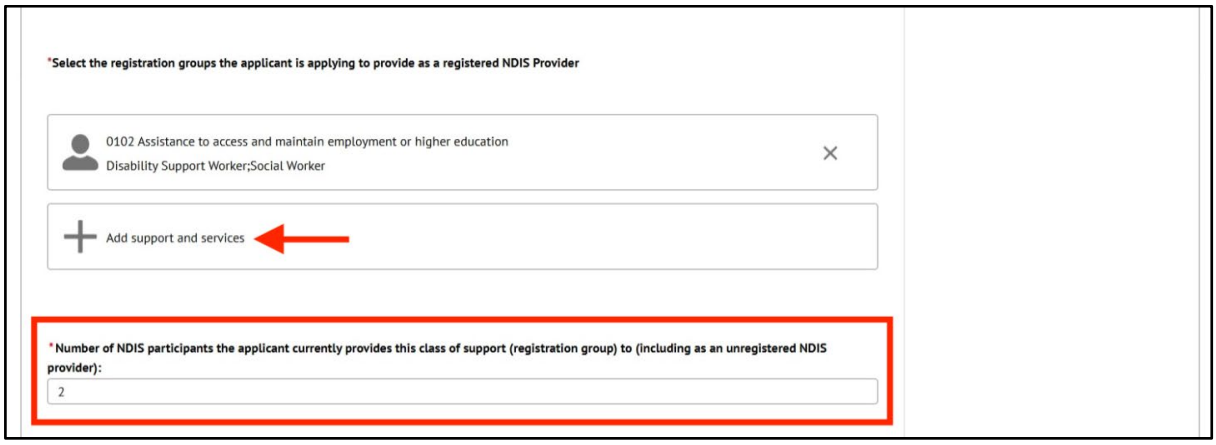
3. Answer any extra questions that appear.

4. Click **Save**. Add more if needed.



5. Type in the number of NDIS participants you currently provide this class of support to (including as an unregistered NDIS provider).

6. Select any other classes of supports you currently provide as an unregistered NDIS provider.



7. Type in the number of workers you currently employ or engage to deliver this class of support.

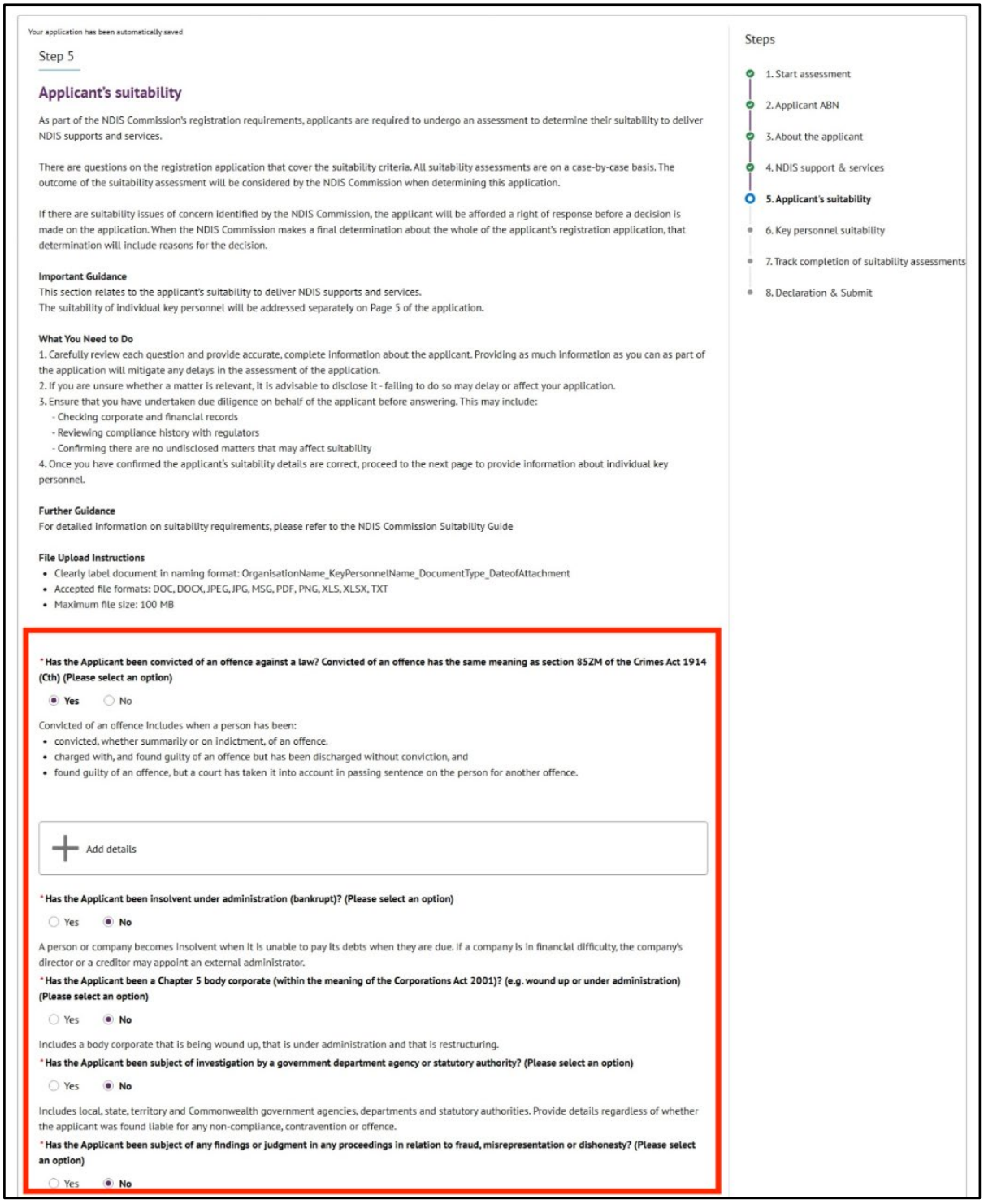
8. Click **Next step**.



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.

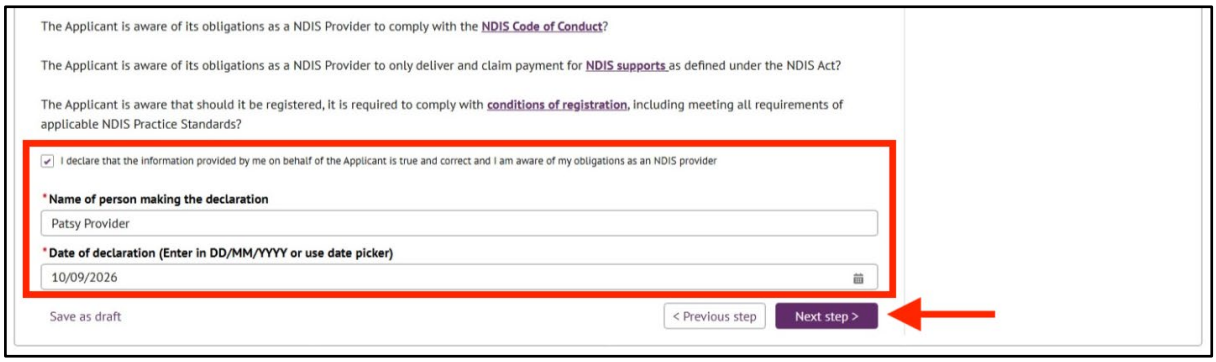


3. Check the **Declaration** box to agree to comply with the NDIS Code of Conduct.

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

5. Type in the Date of declaration.

6. Click **Next step**.



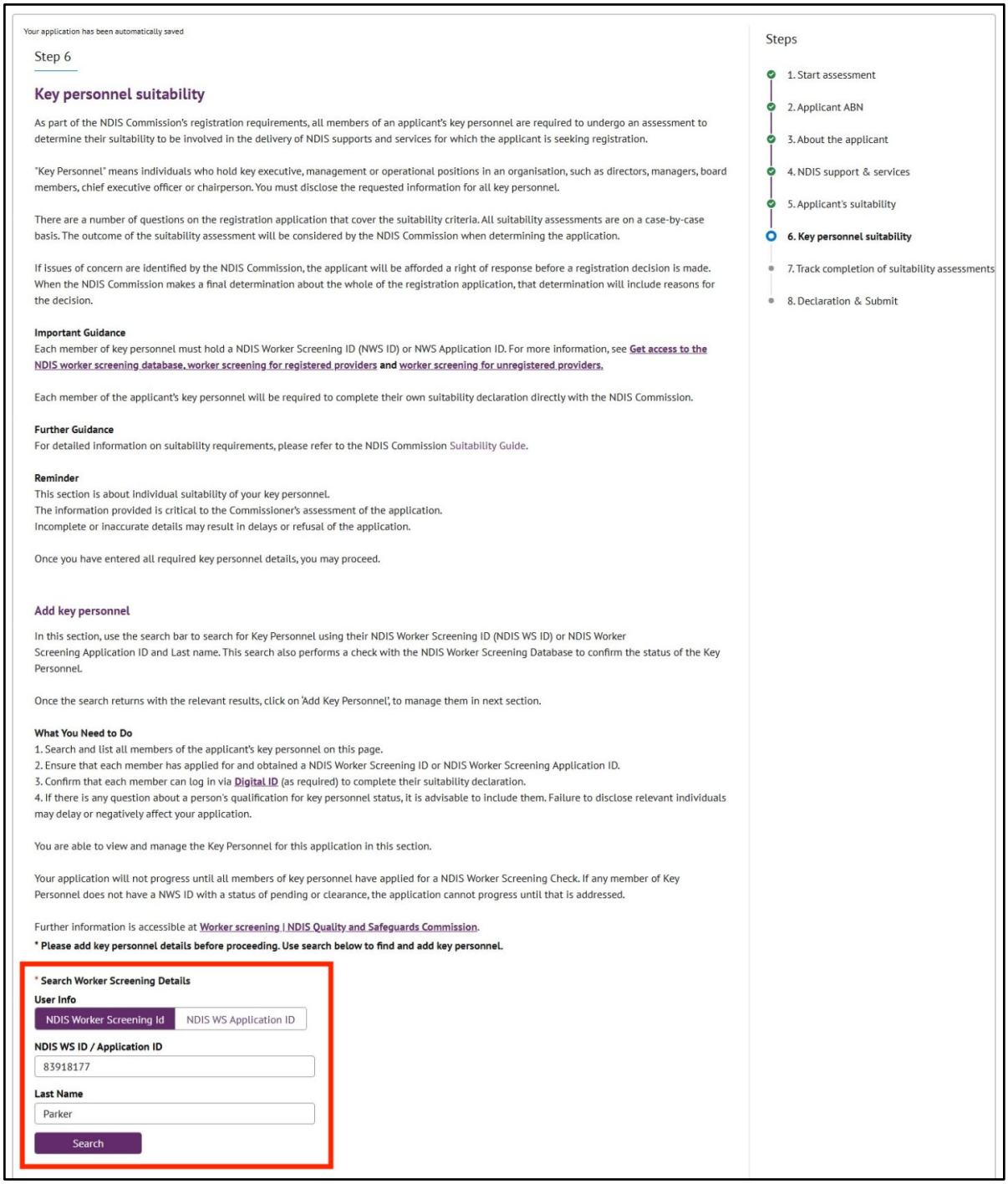
Step 6: Key personnel suitability

1. Select the ID type (**NDIS Worker Screening ID** or **NDIS WS Application ID**).

2. Type in the **ID number**.

3. Type in their **Last name**.

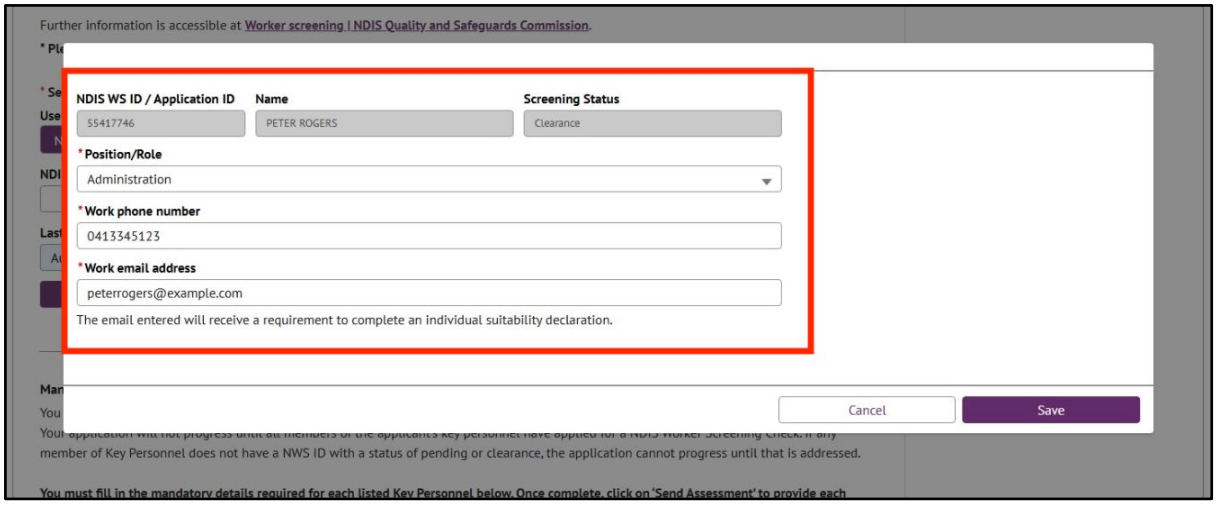
4. Click **Search**.



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

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

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



IMPORTANT PLEASE NOTE:

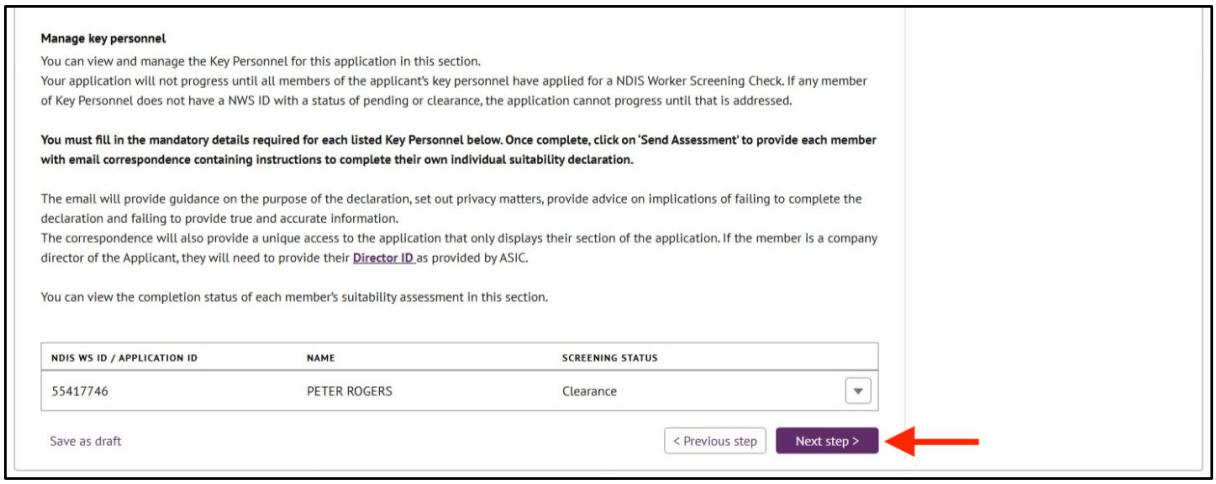
*Ensure that each key personnel has an active **MyID/RAM or Proda account**, they will need this to log in to the portal using the **Invitation Code** emailed to them.*

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 personal should contact the Worker Screening Unit in their state and territories to rectify the name.

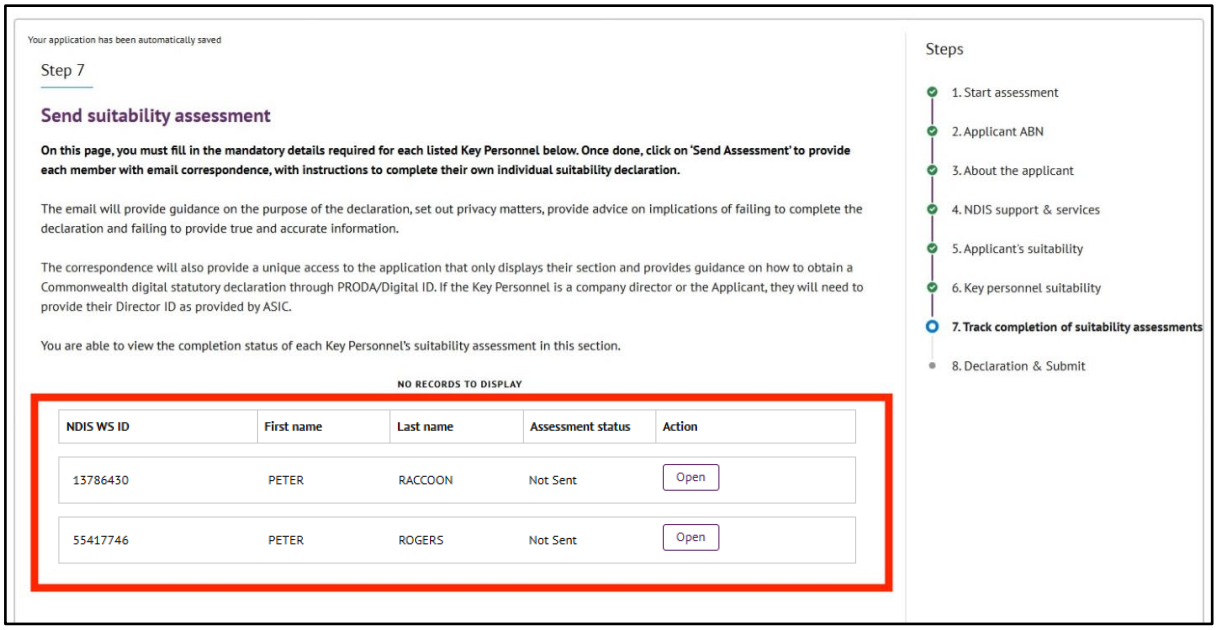
7. Click **Next step**.

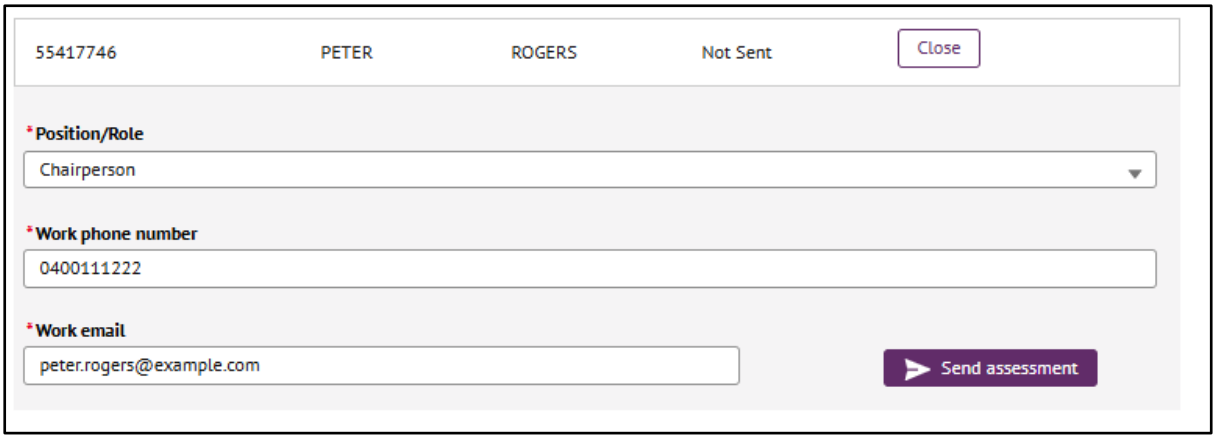


Step 7: Track completion of suitability assessments

1. Check the application status of all key personnel.

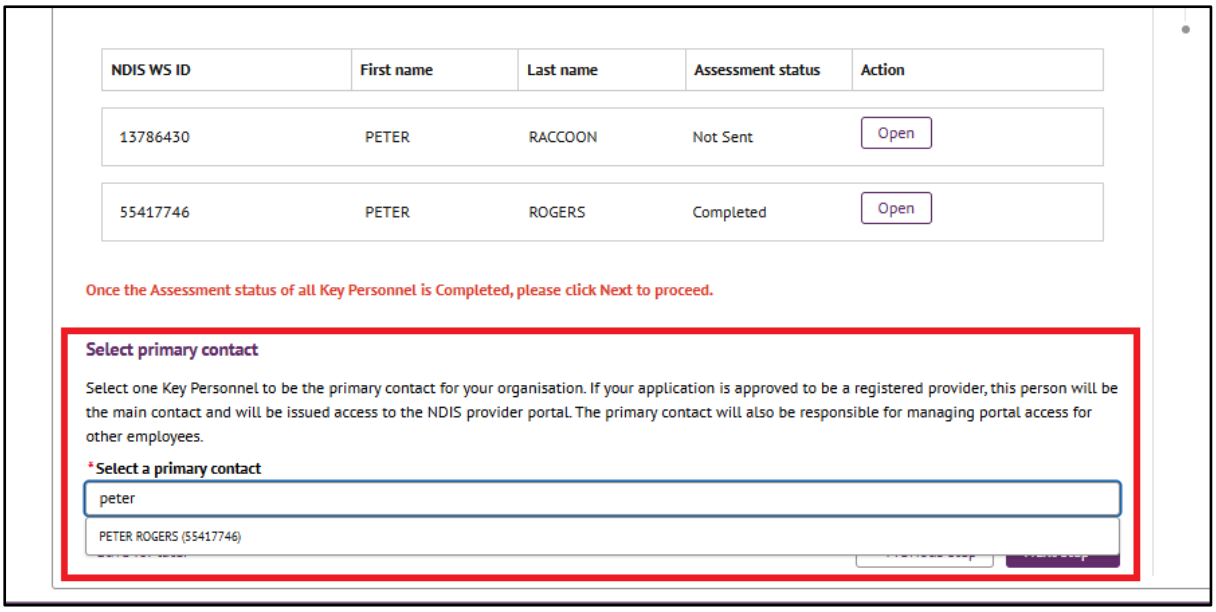
2. Click **Open** and fill in the mandatory details required for each key personnel.





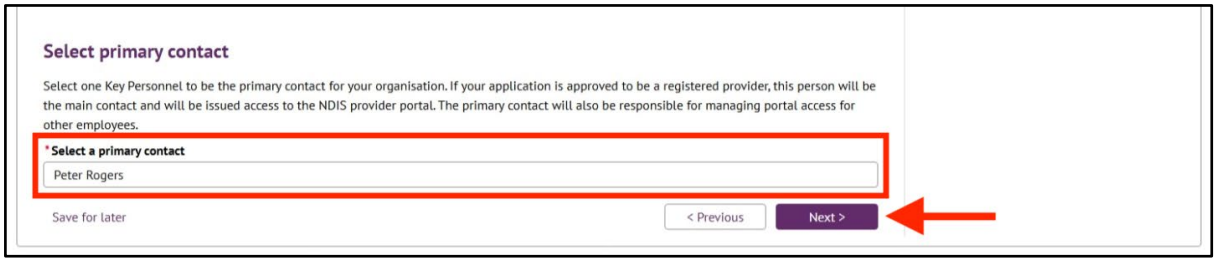
Note: If assessments are not complete yet, you can click **Save as draft** and return to complete this step later.

3. Once all key personnel applications have an application status of completed, enter in a **Primary Contact**.



Note: You will only be able to select someone as a Primary Contact if they have completed their suitability assessment.

4. Click **Next step**.

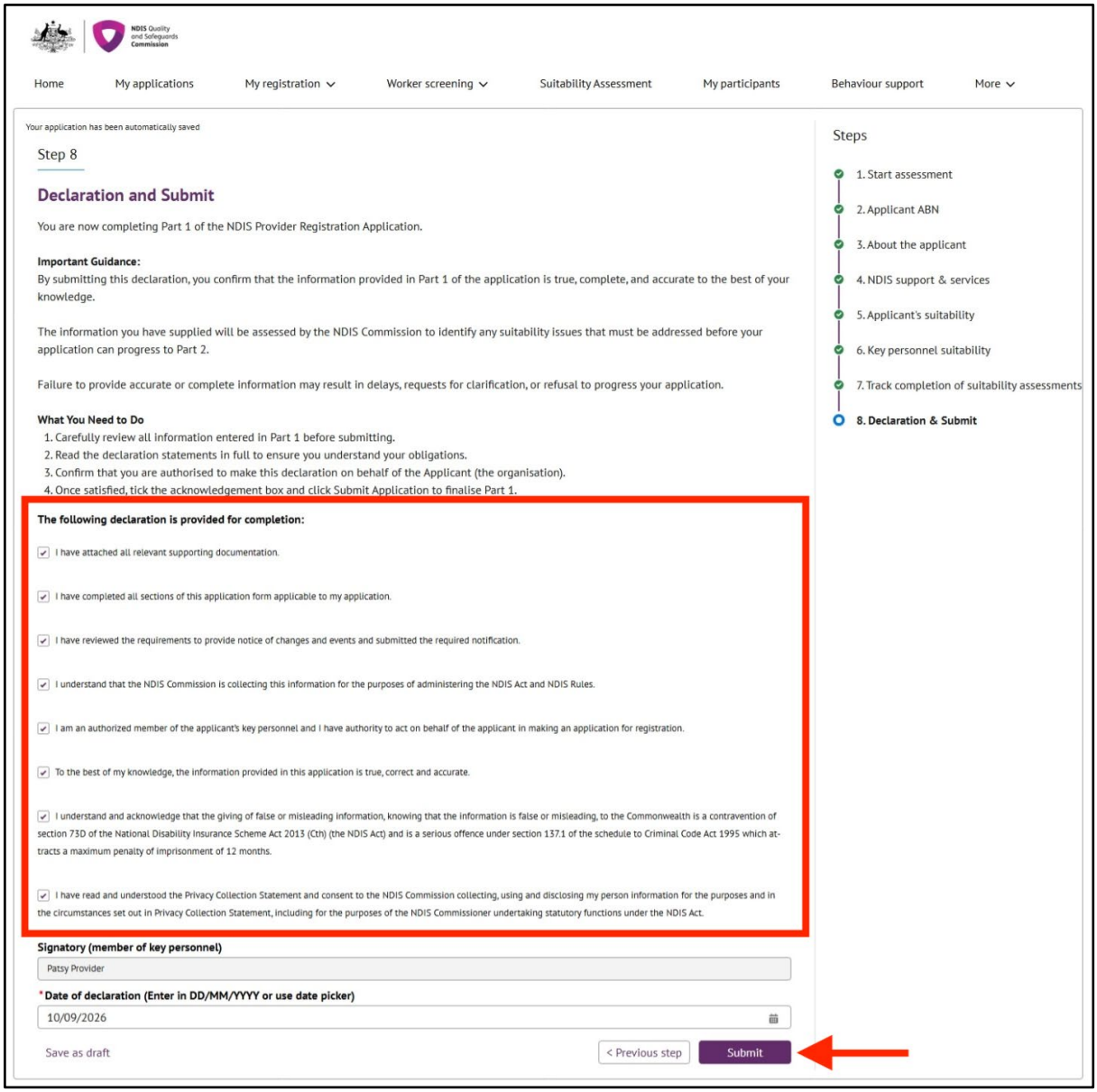


Step 8: Declaration and submit

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.

