

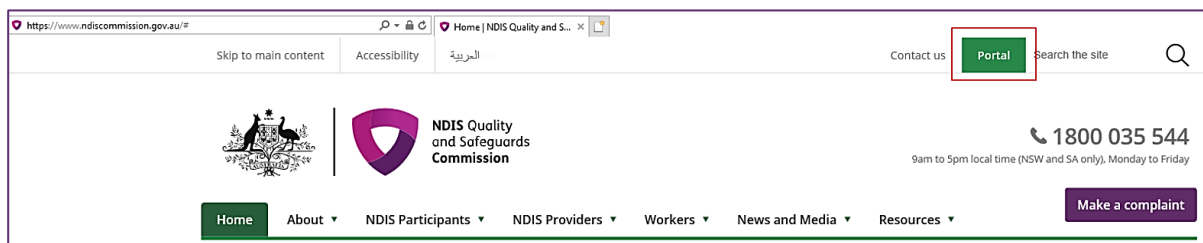
# Renewal of a registration

## Quick Reference Guide (Registration)

Providers can submit a formal renewal in the final 6 months of their registration using the NDIS Commission Portal.

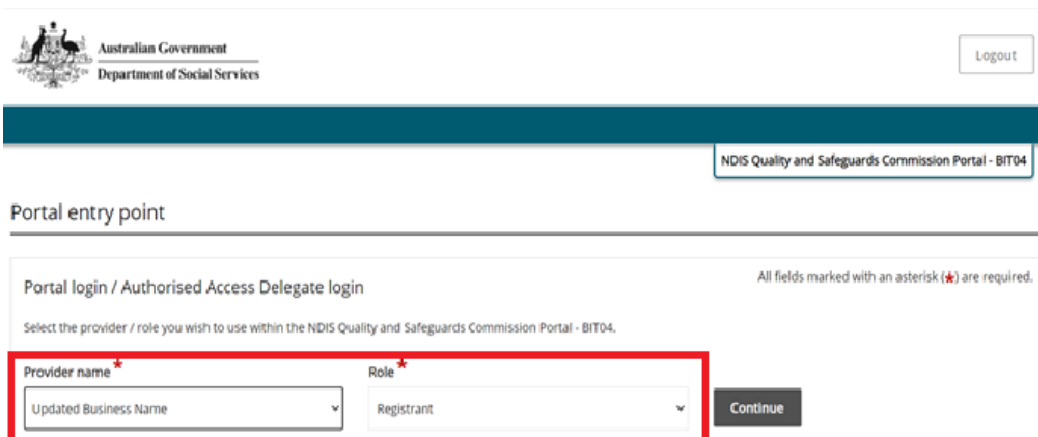
### Renewal of a registration

1. Click on **Portal**- select **Registered NDIS Provider**.



2. Login with PRODA.
3. You will need the following details to enter the portal, once entered select **Continue**:

- Provider name: **XXXXXX**
- Ensure your Role is: **Registrant**



Only users with access to the 'Registrant' role can start and submit a renewal application for the provider. Visit the NDIS Commission website for more information on applying for renewal of your registration and how to start and submit your application in the NDIS Commission Portal.

## If you don't have access to the Registrant role for this provider:

1. Login to the NDIS Commission Portal with your PRODA account (if you do not have a PRODA account you will be prompted to create one).
  2. Select 'Request/update my access' and follow instructions- further guidance can be found in the [Getting access to NDIS Commission Portal](#) Quick reference guide
4. Once you see the Login on to the NDIS Commission Portal- select **I agree**

BETA. This is beta. Help us make it better for you - please give feedback

NDIS Quality and Safeguards Commission

### Logging on to the NDIS Commission Portal

You are now entering the NDIS Commission Portal.

Information contained on this system is subject to the Privacy Act 1988. Any unauthorised use or disclosure of information contained on this system may be a breach of the Privacy Act 1988. The information may also be "protected Commission information" under the National Disability Insurance Scheme Act 2013. Protected Commission information includes information that is held by the Commission about a person. An example of protected Commission information is information about a worker on the NDIS Worker Screening Database. Unauthorised use and disclosure of protected Commission information is a criminal offence under the National Disability Insurance Scheme Act 2013.

It is a criminal offence for unauthorised persons or devices to connect to this system. Usage of this system is monitored. Evidence of suspected misuse may be used in a court of law. By continuing, you are representing yourself as an authorised user of the NDIS Commission Portal.

You are advised that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the Criminal Code Act 1995 (Cth).

By entering the NDIS Commission Portal, you are also agreeing to only access, use or disclose information contained on NDIS Commission Portal systems to the extent that this is necessary for you to undertake your functions and responsibilities in connection with the National Disability Insurance Scheme Act 2013, including as an approved Quality Auditor, or as personnel of a registered NDIS provider in relation to NDIS Worker Screening checks using the NDIS Worker Screening Database.

The NDIS Commission may revoke NDIS Commission Portal access rights for anyone who fails to comply with these requirements.

Exit application I agree

5. If you are eligible to start your Renewal in the **My Applications** box you will see **Commence a formal renewal by xx/xx/xxxx**.

If this is not showing you are not able to commence your renewal yet- it will appear 6 months out from your renewal date.

### My applications

Commence a formal renewal by 13/12/2021

6. When you are ready to commence your renewal select **My applications**.

BETA. This is beta. Help us make it better for you - please give feedback

Change role / Manage access Notifications Switch to my place Logout

Home Applications Registrations Tasks Worker Screening Participants

### Welcome to the NDIS Commission Portal, [redacted]

My applications My registration

Commence a formal renewal by 13/12/2021

Tasks Worker Screening Participants Email preferences

Number of tasks awaiting action: 0 Number of pending verification requests: 0

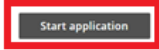
7. The banner below will appear. If you wish to commence your renewal select **start application**.

My applications

**Registration expiring soon.** You must make an application for renewal of your registration before your 'Registration end date' to prevent your current registration from expiring.

You can sort the list of applications below by clicking on the underlined headings. To view more details about an application listed, select the triangle to the left of the Application reference number. The record will then expand to show more information.

Information on the new application and renewal processes can be found in the [Provider application pack](#).



8. A prompt will appear to ask you if you wish to create a renewal. Click **Confirm**.

**Confirm start application**

You are about to create a Renewal Application on behalf of the provider: [redacted]

Do you want to continue?

[Discard changes and close](#) **Confirm**

9. Start to complete the renewal process by working through each of the different sections in the left hand menu and update each screen ensuring the correct details are captured.

The screenshot shows the 'Application details' page. On the left is a navigation menu with sections like 'Registration application', 'Application information', 'How to complete this application', and 'Need help?'. The main content area shows 'Application information' with various fields. On the right is a summary panel titled 'Application details' with a list of sections: 'Application information', 'Provider details' (Complete), 'Addresses' (Complete), 'Key personnel' (Available), 'Suitability questions' (Available), 'Service delivery questions' (Unavailable), 'Registration groups' (Unavailable), 'NDIS Practice standards' (Unavailable), 'Service profile' (Unavailable), 'Workers' (Unavailable), 'Outlets' (Unavailable), and 'Declaration' (Unavailable).

You will be able to submit the application once you have completed and a green tick shows for all the relevant pages. Please be aware that your application is considered **draft** until it is **completed and submitted**.

**After you've commenced this application, you may return to it at any time** by going to **My applications** and viewing your renewal application.

My applications

You can sort the list of applications below by clicking on the underlined headings. To view more details about an application listed, select the triangle to the left of the Application reference number. The record will then expand to show more information.

Information on the new application and renewal processes can be found in the [Provider application pack](#).

[Search my applications](#)

<u>Application reference number</u>	<u>Legal name</u>	<u>Application type</u>	<u>Application status</u>	<u>Duplicate application</u>	<u>Application expiry date</u>	
▶ [redacted]	[redacted]	Renewal Application	Draft		26/09/2021	<a href="#">View</a>

Once you have submitted your application a **scope of audit will be generated**. Use this document to obtain quotes from approved quality auditors, [Approved quality auditors as at 20/08/2021 | NDIS Quality and Safeguards Commission \(ndiscommission.gov.au\)](#)

**Please Note:** There is a further [Quick Reference Guide](#) available to assist with assigning a selected auditor.