How to renew my registration

Quick reference guide – Provider registration

Providers can submit a renewal application within 6 months of their registration end date using the NDIS Commission Portal. Expired providers can also submit a new application for registration following these instructions.

Renewal of a registration

1. Log in to NDIS Commission Portal. On the Commission website select **Portals** and then select Registered **NDIS providers. You can also use this link if your registration has expired or you are now deregistered.**

2. Log into PRODA using your PRODA **User name** and **Password**. Select **Login**

3. Enter your **verification code**. Select **Next**.

4. **If** PRODA gives you a selection of tiles, select **Provider Portal** tile.
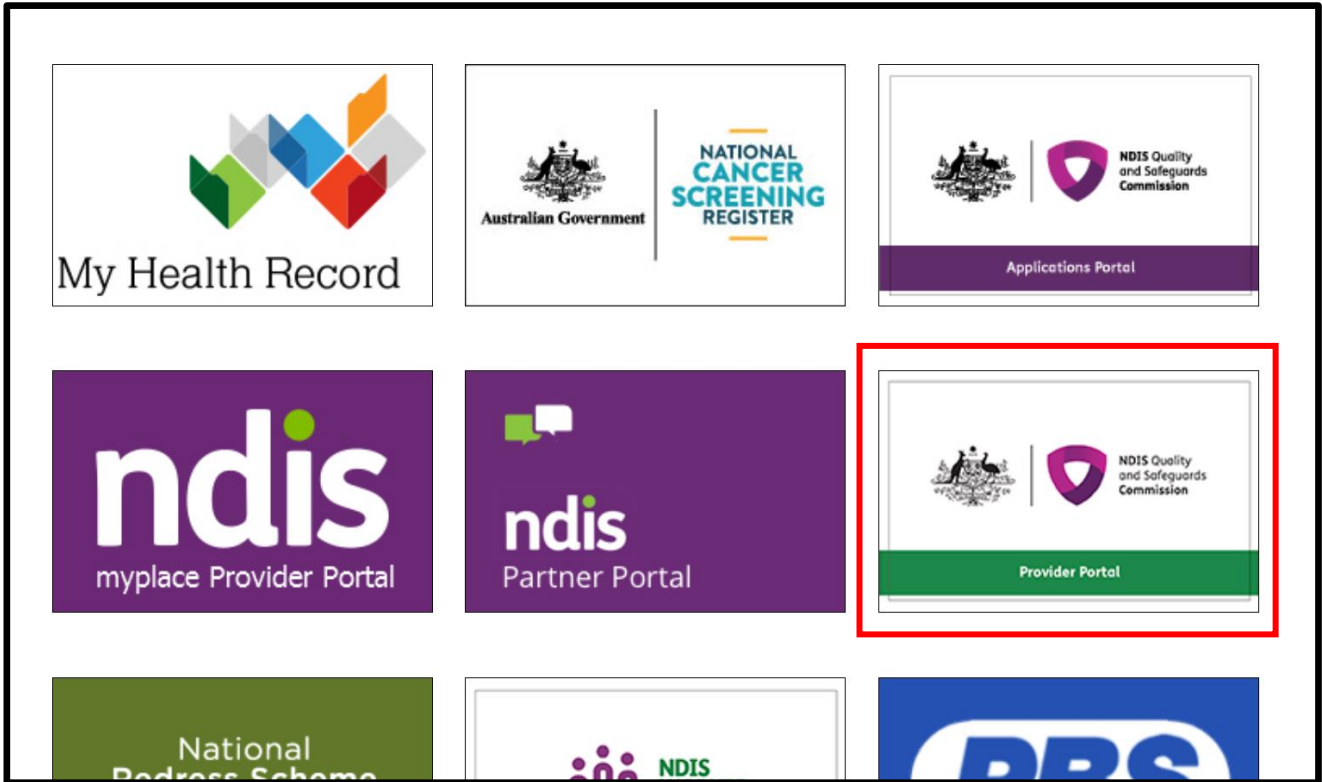
5. If your registration is within the final 6 months of the registration end date, you will be able to commence a renewal application. You will see a message on your **My applications** tile, reminding you to 'commence a formal renewal' and the date you must commence by.

If your registration has **expired** or you are **deregistered** you will see the following message on your **My applications** tile**, 'Commence a New Application to register as an NDIS provider'**.

In both cases click on the **My applications** tile.
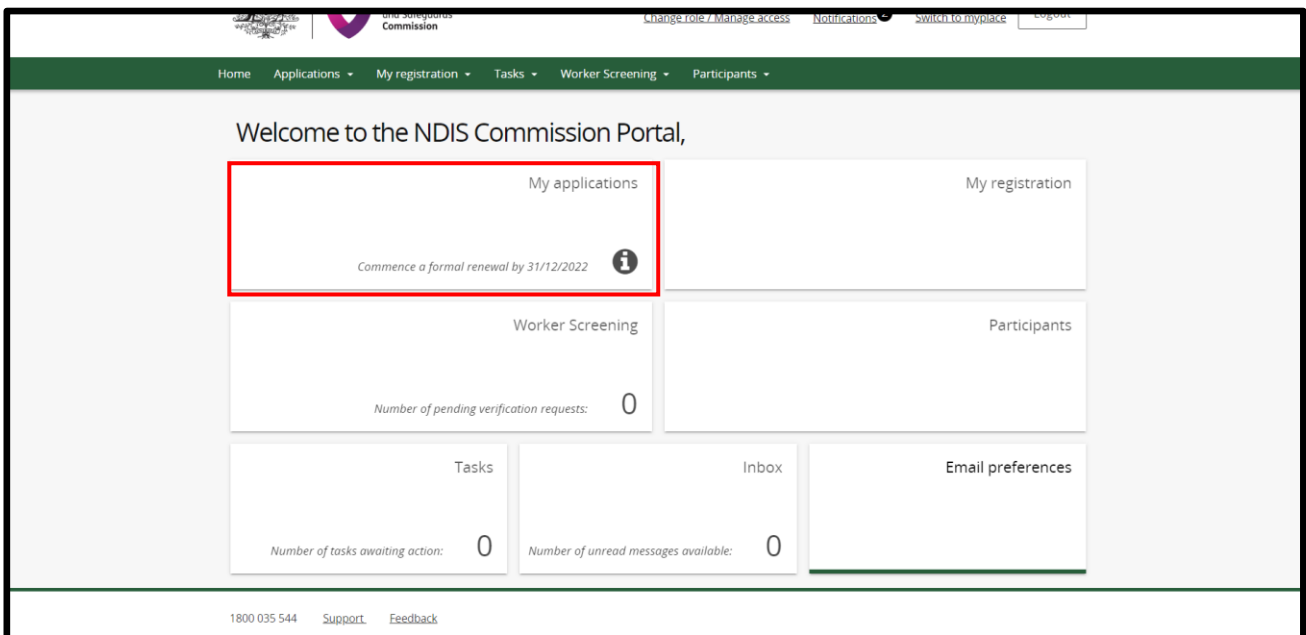
6. In the **My applications** page you will see a message banner with a similar message to the My application tile and a **Start application** button. Select the **Start application** button.
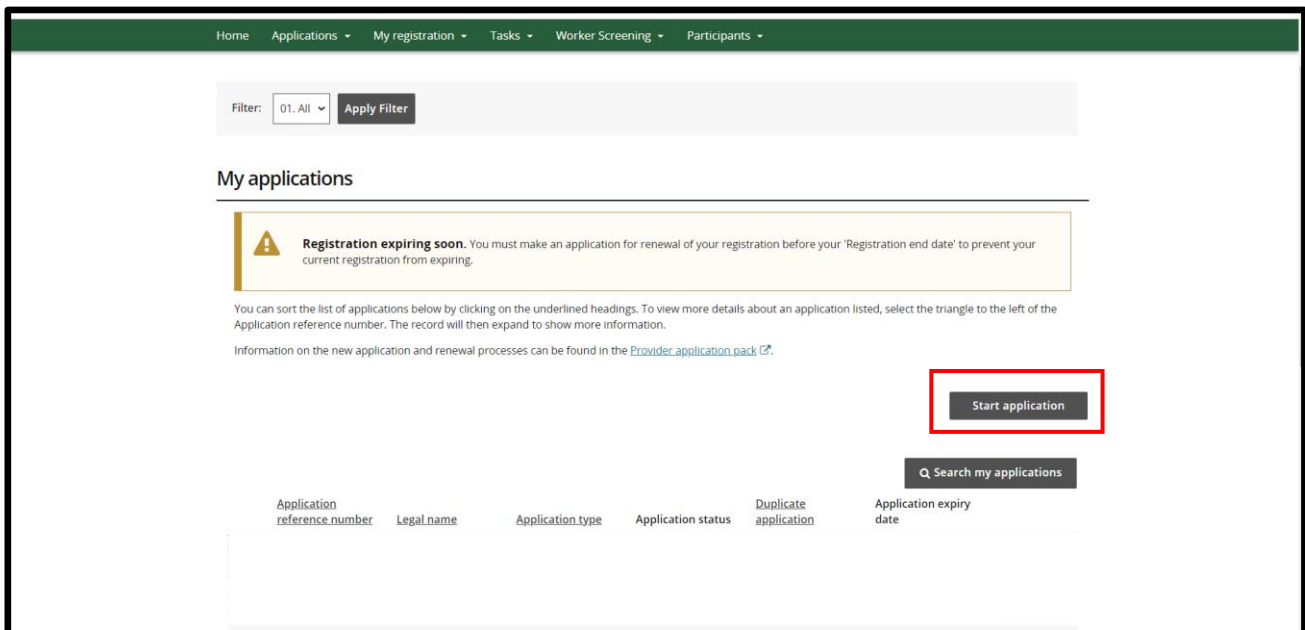

7. A confirmation box will appear to notify you that you are about to create an applications on behalf of the provider. Select **Confirm** to continue.
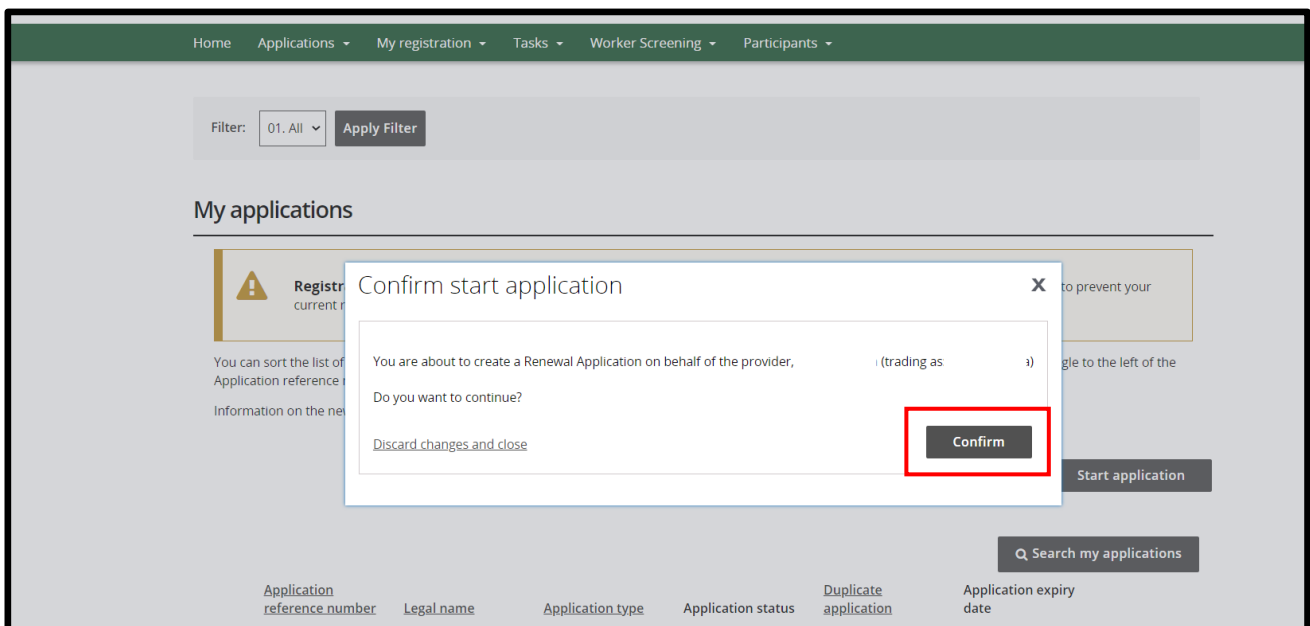
8. For a renewing provider a **Renewal Application** will appear and for an expired or deregistered provider a **New Application** will appear. You can start your application process by working through the tabs on the left hand side of the application. Work through each section in order.
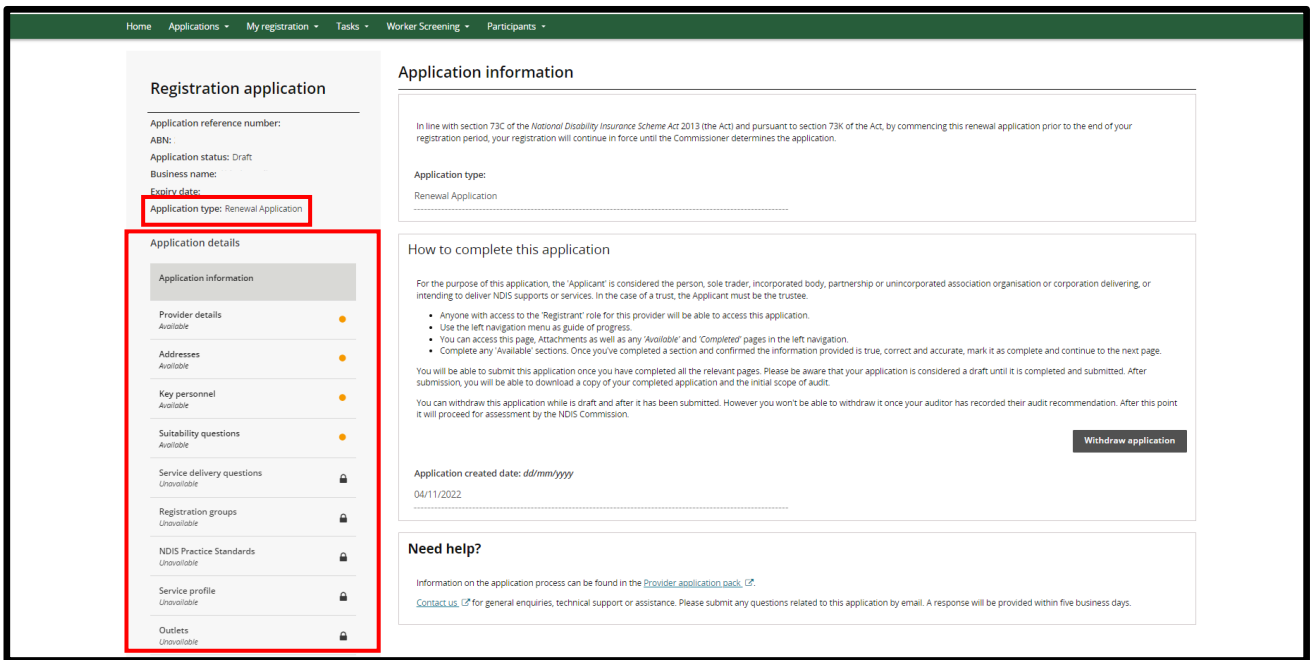

9. At the end of each section, select **Mark as completed and continue**.
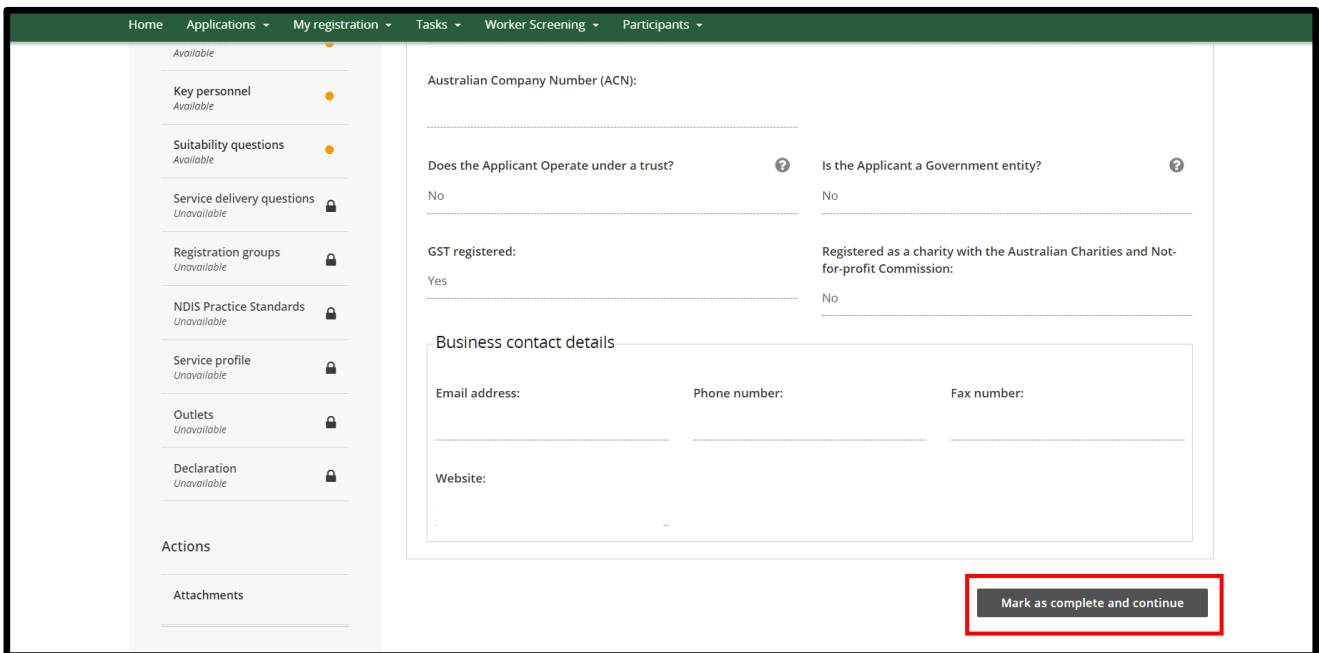
10. A green tick will appear on the tab you marked as completed, and the system will progress you to the next tab. As tabs are completed, other tab will unlock for to complete. Work your way through. You can exit your application at any time and come back at a later time.
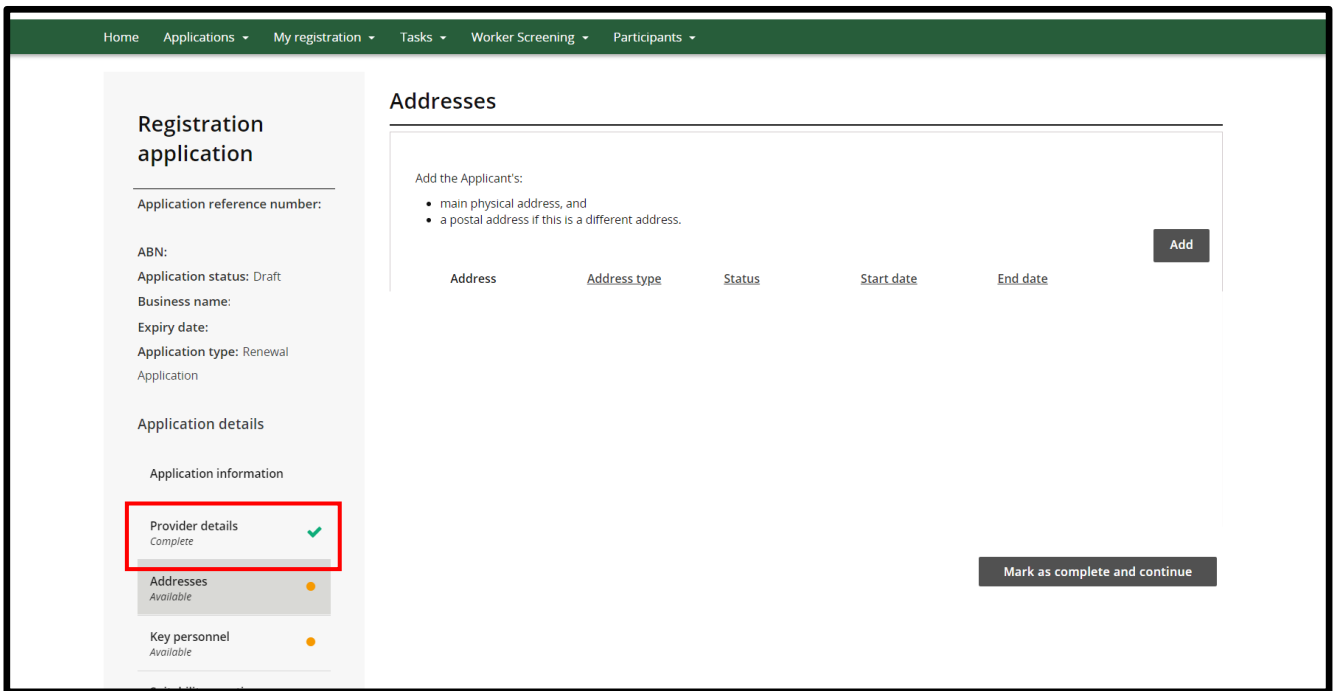
11. No workers needs to be added in the Workers page. You can click on **Mark as completed and continue**.
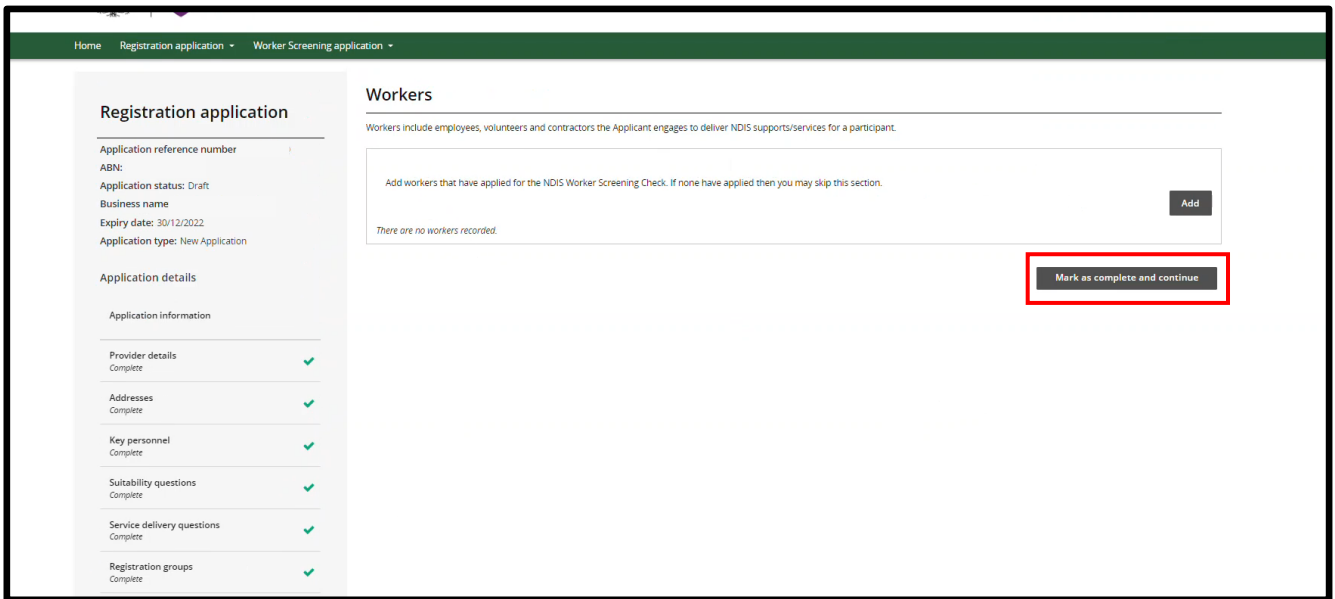
12. The last tab you will complete is your **Declaration**. Check all the details are correct. Select **Update** and enter any conflicts or potential conflicts interest for this application (if none leave blank).

Read the declaration and click on **Submit application**.

End.