

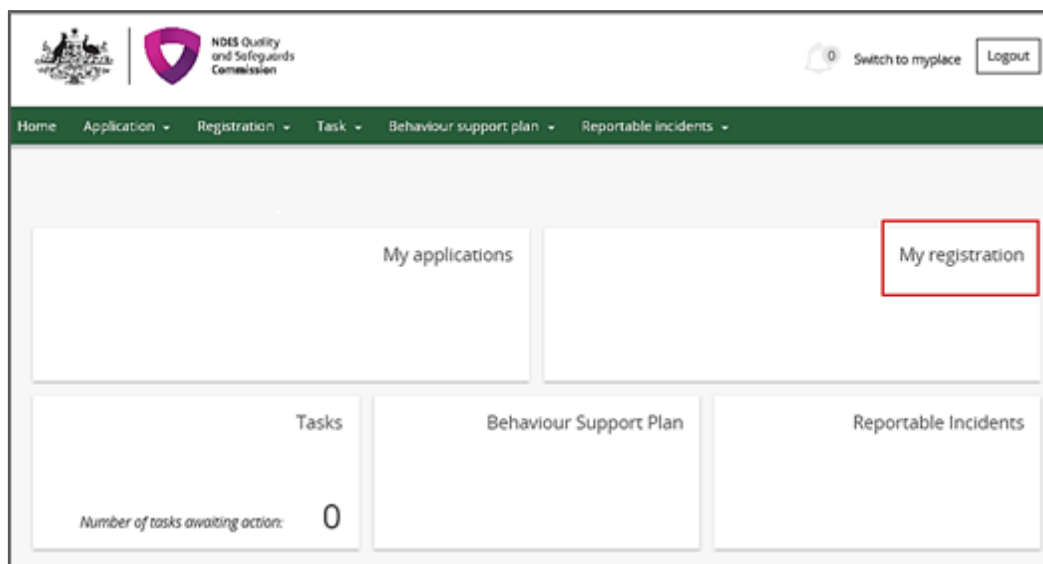
Add an Auditor relationship

Quick reference guide (Provider Registration)

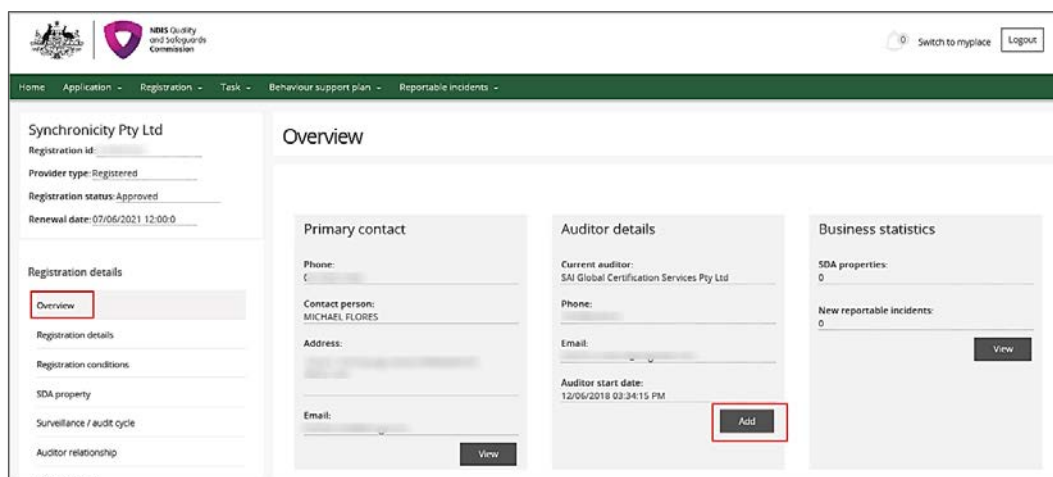
A provider is able to add an auditor relationship in the NDIS Commission Portal.

Search for an application

1. Log in to the **NDIS Commission Portal**.
2. Select **My registration**.



3. Click **Overview** in the left hand side menu bar then click **Add** in the **Auditor details** section.



4. Select the relevant auditor then click **Save**.

The screenshot shows the 'Add Auditor' page for Synchronicity Pty Ltd. The left-hand menu bar contains the following items: Overview, Registration details, Registration conditions, SDA property, Surveillance / audit cycle, Auditor relationship, Provider details, Addresses, Key personnel, Registration groups, and Outlets. The main content area is titled 'Add Auditor' and features a 'Select new auditor' button. Below this is a table of potential auditors with columns for Organisation Name, Email, Address, and Phone. The first row, BSI Group (Australia and New Zealand) Pty Ltd, is selected. At the bottom right of the table area, there is a 'Save' button.

Organisation Name	Email	Address	Phone
<input checked="" type="radio"/> BSI Group (Australia and New Zealand) Pty Ltd		15 Talavera Rd, MACQUARIE PARK, NSW, 2113	
<input type="radio"/> DNV GL Business Assurance Australia Pty Ltd	yn@ve.amundsen@dnvgl.com	L 7 124 Walker St, NORTH SYDNEY, NSW, 2060	
<input type="radio"/> GLOBAL-MARK PTY LTD	customerservice@global-mark.com.au	L 8 15 Bowes St, PHILLIP, ACT, 2606	
<input type="radio"/> HDAA Australia Pty Ltd	david.hamer@hdaa.com.au	Shop 4 12 Endeavour Blvd, NORTH LAKES, QLD, 4509	
<input type="radio"/> Institute for Healthy Communities Australia Certification Pty Ltd	heather.craig@ihcac.com.au	75-77 Russell St, WEST END, QLD, 4101	
<input type="radio"/> Q-Audit Limited	manager@q-audit.co.nz	L 17 383 Kent St, SYDNEY, NSW, 2000	
<input type="radio"/> QUANTUM CERTIFICATION SERVICES PTY LTD	jade.swadling@quantumcs.com.au	World Square, 600 George St, SYDNEY, NSW, 2000	
<input type="radio"/> SAI Global Certification Services Pty Ltd	heather.mahon@saiglobal.com	World Square, 600 George St, SYDNEY, NSW, 2000	
<input type="radio"/> [Do Not Use] TOCS International Pty Ltd		Quality House, 117a Tapleys Hill Road, HENDON, SA, 5014	

5. The auditor details can now be viewed in the Overview tab in the left hand menu bar.