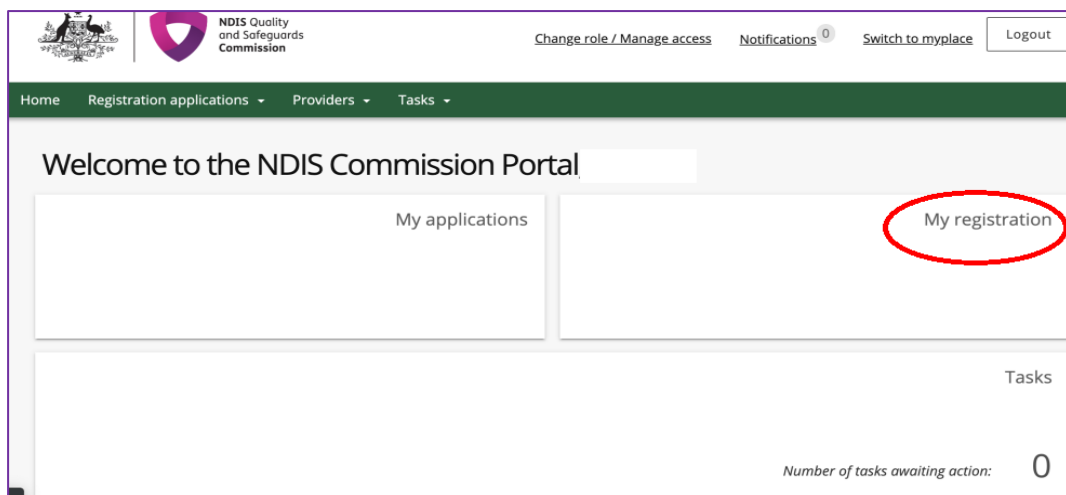# Add or update an Outlet

## Quick Reference Guide - Provider

Providers can add or update outlet information on the NDIS Commission portal

1. Login to the NDIS Commission portal

2. For assistance with Logging in to the NDIS Commission Portal – refer to the step by step guide www.ndiscommission.gov.au/document/1021
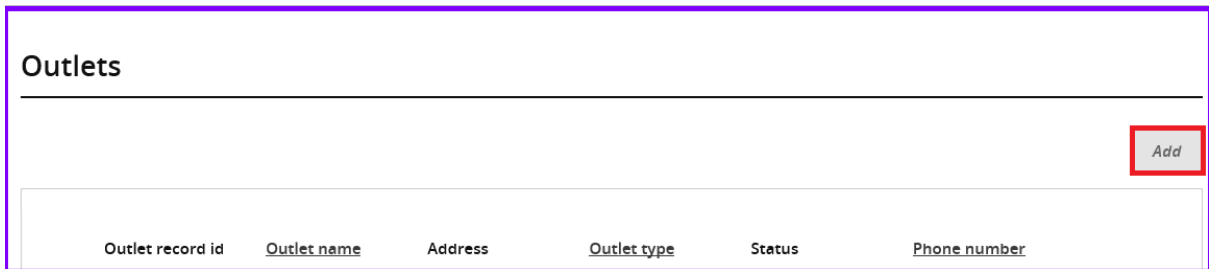
3. Select '**My registration'**

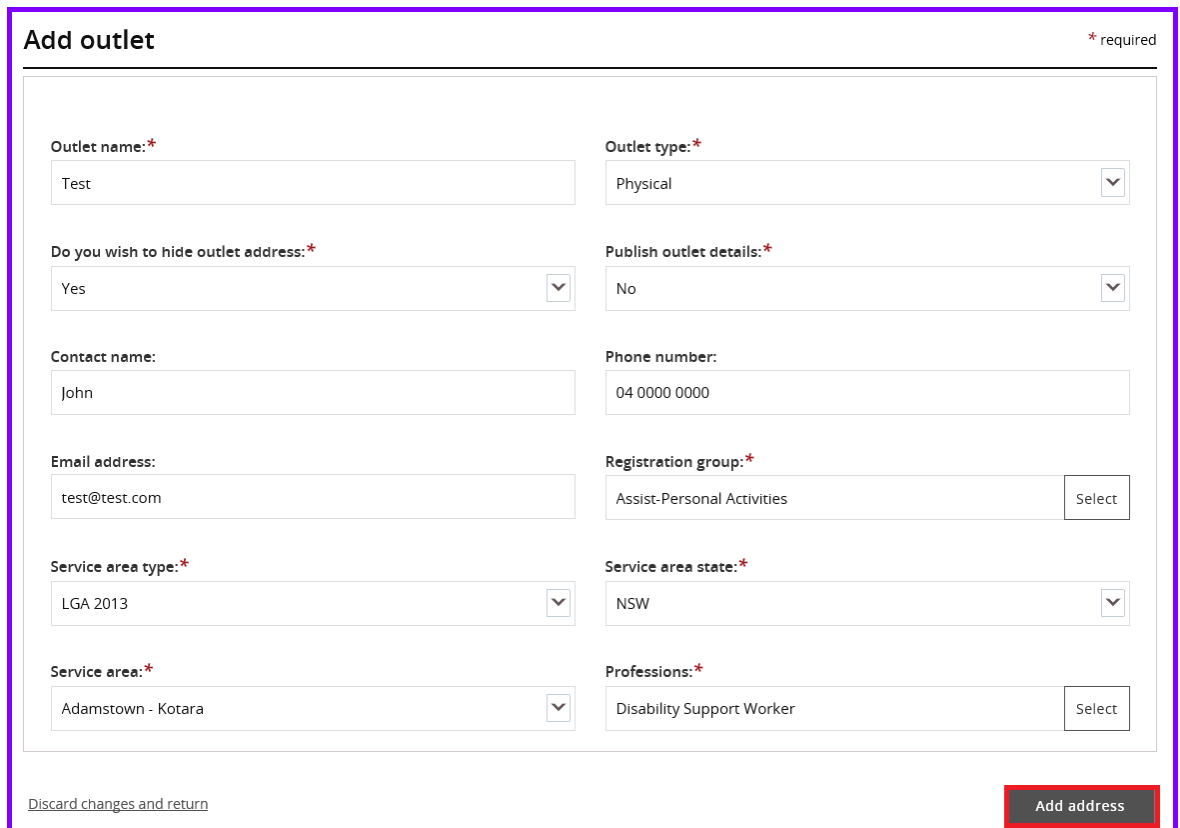4. Select **Outlets** from the left hand menu under **Registration details**

Add or update an outlet - QRG
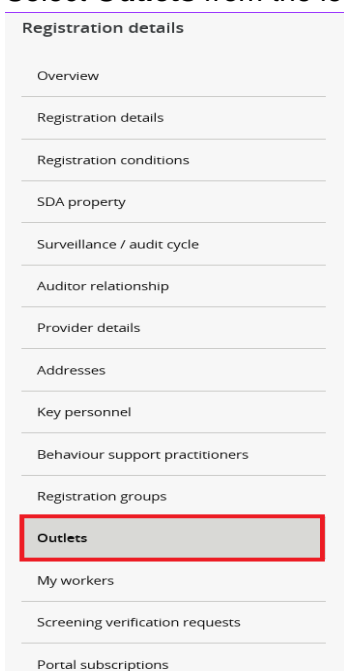
Add outlet

1. Click **Add**

The '**Add Outlet**' details window opens

2. Type the details of the new Outlet and then click '**Add address**'.

3. Select date. If the address does not appear in the drop down, Click '**I don't see my address**' and type the address manually. Then Click '**Save**'

Add or update an outlet - QRG

Outlet

Owner: _____
Outlet name: _____
Contact number: _____

Application status: Draft

Outlet details

Address

Operating hours

Service areas

Registration groups

Adding an outlet address

From:* *dd/mm/yyyy*

9/10/2019

Address Format: Street Number, Street Name, Suburb, State, Postcode

Enter your address and select an option from the dropdown list.

If the address does not appear in the list, try again, or click "I don't see my address" from the dropdown list.

Please enter the full address below *:

1 Stati

📍 1 Station Arcade Adelaide SA 5000
📍 1 Station Avenue Ashwood VIC 3147
📍 1 Station Avenue Blackwood SA 5051
📍 1 Station Avenue Glen Iris VIC 3146
📍 1 Station Avenue McKinnon VIC 3204
📍 1 Station Crescent Baxter VIC 3911
📍 1 Station Lane Carlton NSW 2218
📍 1 Station Lane Lochinvar NSW 2321
📍 1 Station Lane North Haven SA 5018
📍 1 Station Place Eveleigh NSW 2015

I don't see my address

Save

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4. Add Operating hours for the outlets

Outlet

Owner: _____
Outlet name: | _____
Contact number: _____

Outlet details

Address

Operating hours

Service areas

Registration groups

Operating hours

Update

Monday:	Available from:	Available to:
	8:00 AM	5:30 PM
Tuesday:	Available from:	Available to:
	8:00 AM	5:30 PM
Wednesday:	Available from:	Available to:
	8:00 AM	5:30 PM
Thursday:	Available from:	Available to:
	8:00 AM	5:30 PM
Friday:	Available from:	Available to:
	8:00 AM	5:30 PM

5. Add Areas serviced by the outlet. Click on the 'Add' button and a selection box appears

6. The service area type will be LGA 2013. Individual service areas would need to added individually as the system does not allow multiple selections. Alternatively, 'All Service Areas' option will include all LGAs in the selected State.

Once saved, the steps will need to be repeated to add individual service areas.

Add or update an outlet - QRG

7. Add Registration groups and Professions serviced by the outlet. There needs to be at least one registration Group associated with each outlet.

Manage Outlet details

1. Click '**Actions'** and then '**Manage outlet'** drop down

2. Select the appropriate tab on the left to make changes and click '**Update/Add'** button on the right to make changes.

   a. To update Primary outlet details, click **'Update outlet'** , enter details and save once completed. To keep your Address confidential on the NDIS Provider Register, Click on '**Address'** , say '**Yes'** to Hide outlet address and '**No'** to Publish outlet details.

b. Update address details (previous addresses cannot be deleted off the system, they appear as inactive)

c. Operating hours for the outlets

Add or update an outlet - QRG

d. Areas serviced by the outlet. Select LGA 2013 from Service area type and state. Individual service areas can be selected one at a time.

e. Add Registration groups and Professions serviced by the outlet

Removing an outlet

1. Click '**Actions'** and then '**Remove'** drop down

2. Once an outlet is removed, the information is not deleted from the system however the status changes to inactive.

Outlet record id	Outlet name	Address	Outlet type	Status	Phone number	
▶				Active		Actions ▾
▶				Active		Actions ▾
▶				Inactive		Actions ▾

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