Add or manage key personnel

Quick Reference Guide - Provider

Providers can add or manage their own key personnel in the NDIS Commission Portal.

# Add or change key personnel

1. Log in to the NDIS Commission’s business application system.
2. Select **Registration** from the menu bar then click **Registration details**.



1. Select **Key personnel** from the left hand menu bar.



**Add Key Personnel**

1. Click **Add**.



The Key personnel details window opens.

1. Type the **details** of the new key personnel then click **Save**.



**Manage Key Personnel**

1. Select **Actions** then select an option from the drop down list. You can view, update, make primary or remove the selected key personnel.



* To view the details of key personnel, click **View**. The personnel details are displayed.
* To update the details on record for key personnel, click **Update**.



* To make a key personnel the primary contact, select **Make primary**.

This option only appears if the person selected is not currently a primary contact. You can only have one primary contact.



* To make a key personnel **inactive**, select Remove. Once a person is made inactive, they cannot be made active again. However, they can be added again as a new person.

