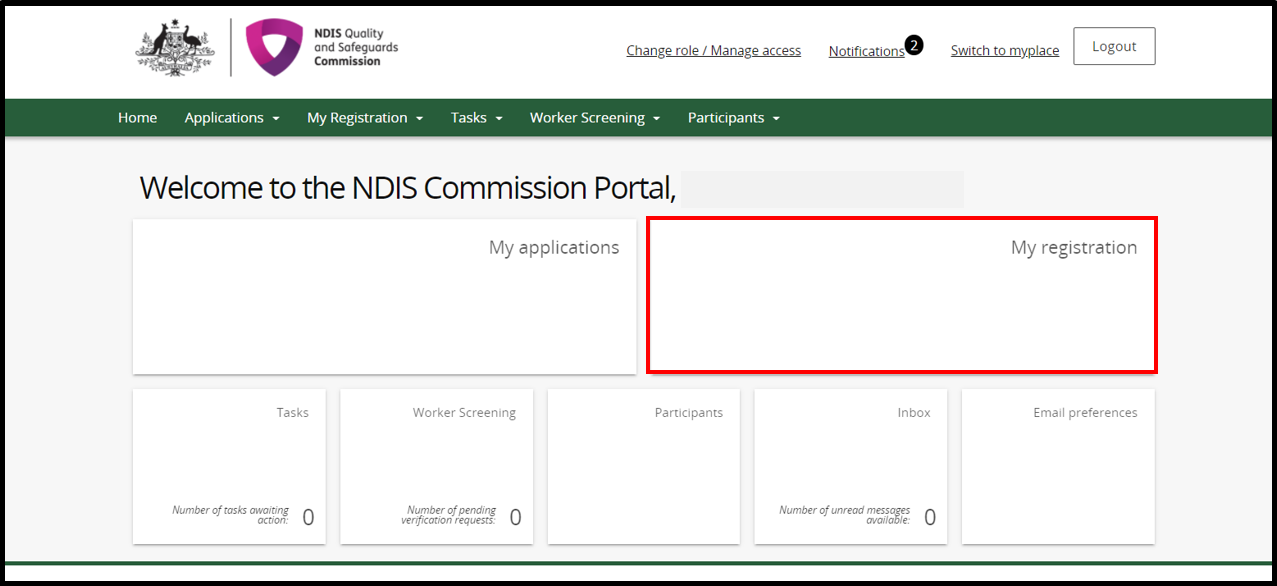
# Add or manage key personnel

Quick reference guide – Provider registration

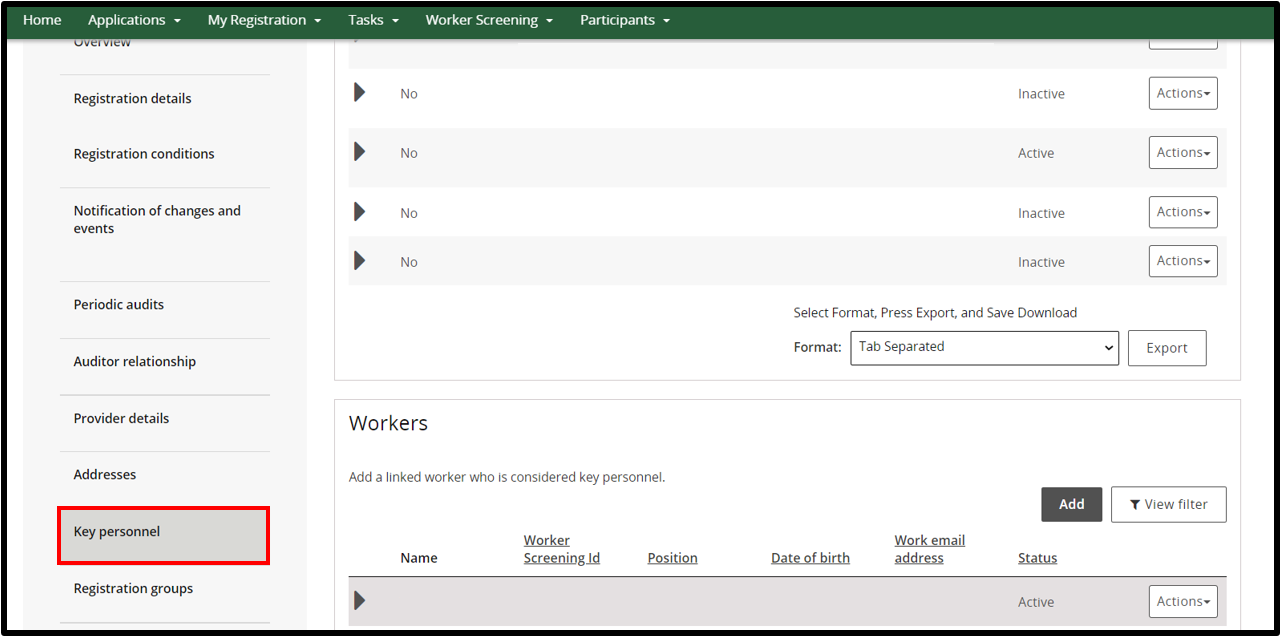
Providers can add or manage their own key personnel in the NDIS Commission Portal.

## Adding a key personnel

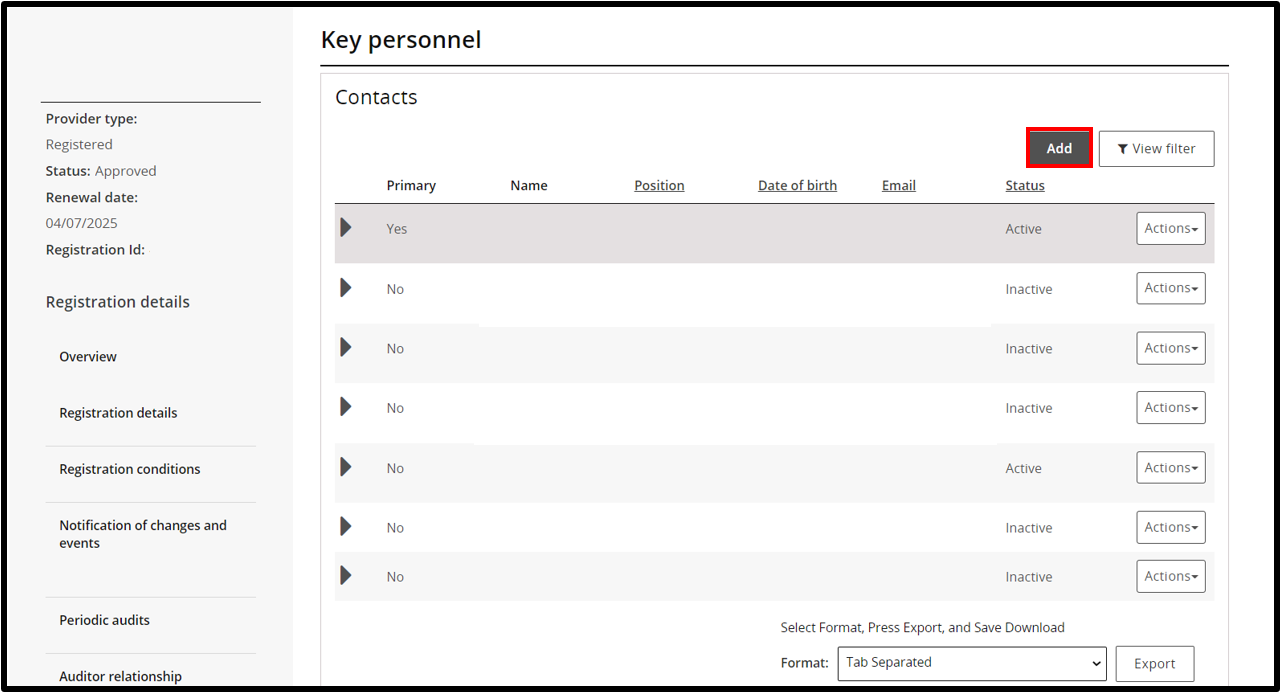
1. Log in to the NDIS Commission’s business application system using the Registrant role
2. Select the My Registration tile



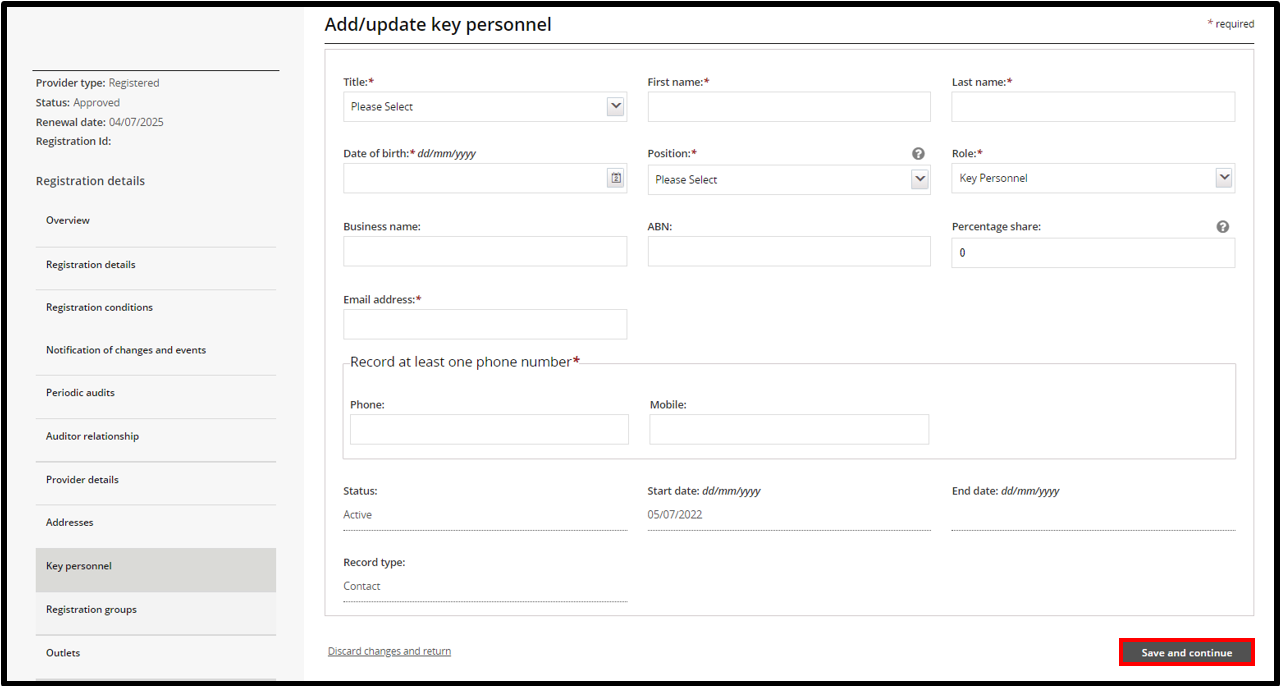
1. Select the **Key personnel** tab from the left hand menu



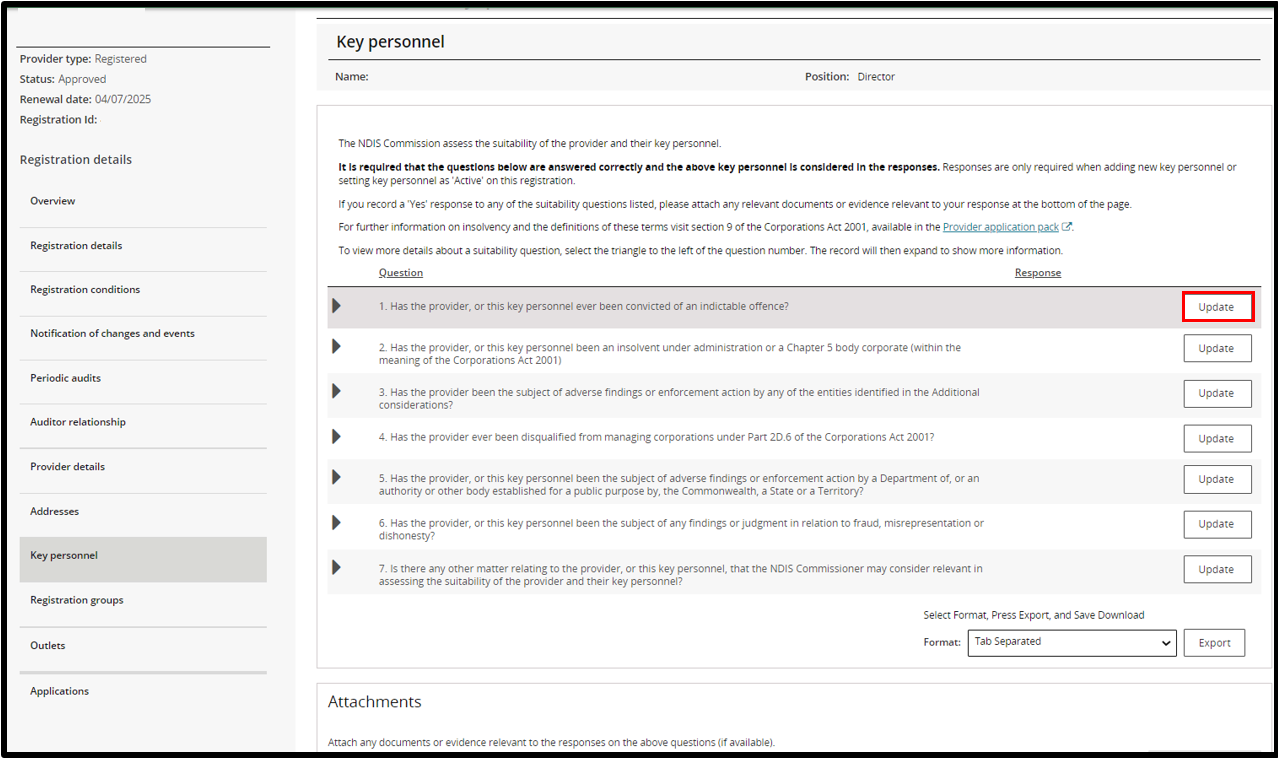
1. In the Key personnel window select **Add**



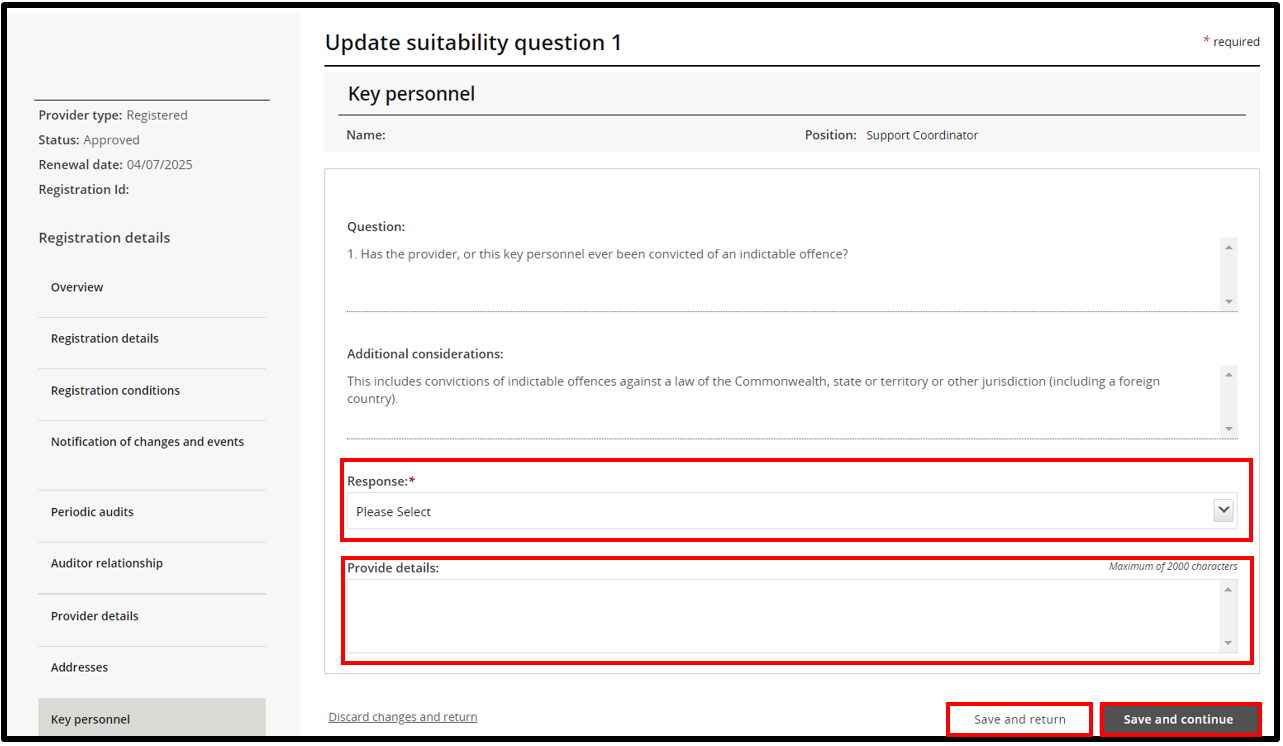
1. In the Add/update key personnel window complete the details and select **Save and continue**



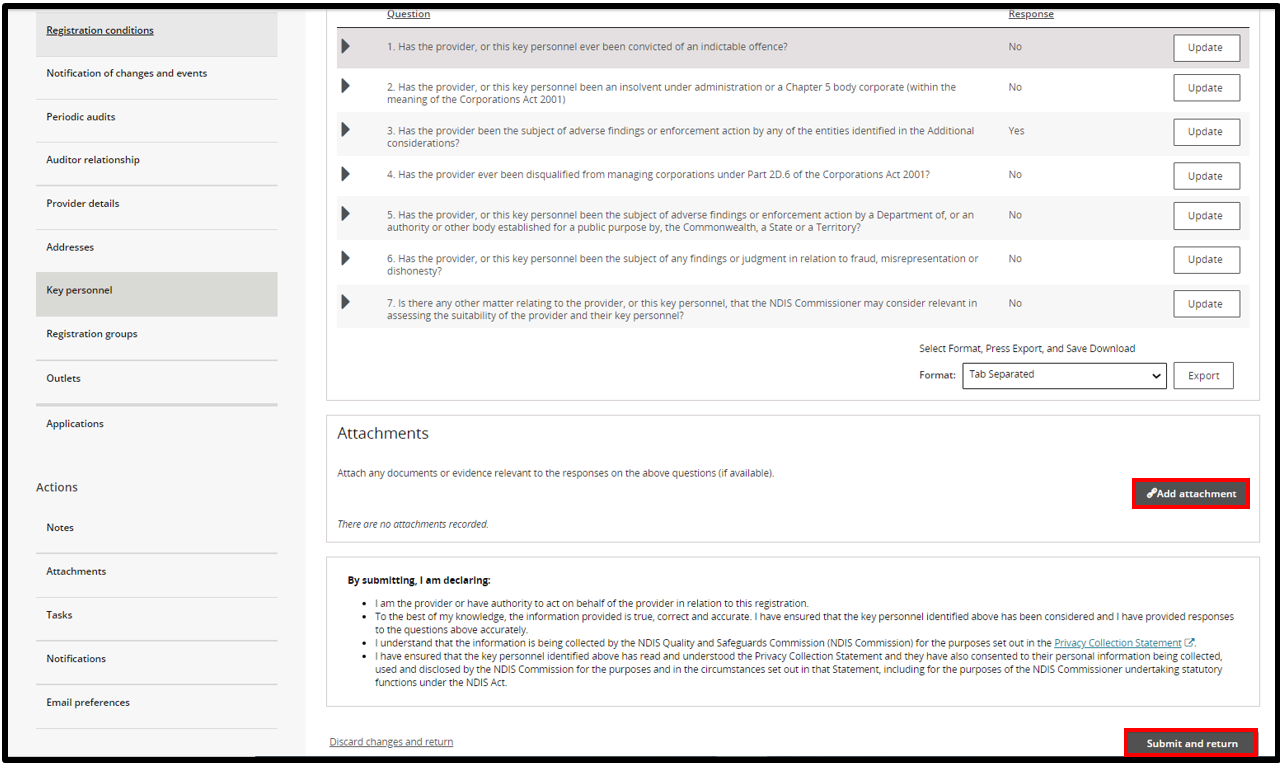
1. Select **Update** to answer all 7 suitability question for the key personnel added



1. Complete the **Response** box by using the drop down and select **Yes** or **No**. To add more information to the **Provider details** box click in the box and start typing. Select **Save and return** to go back to the list of question. Select **Save and continue** to move to the next question

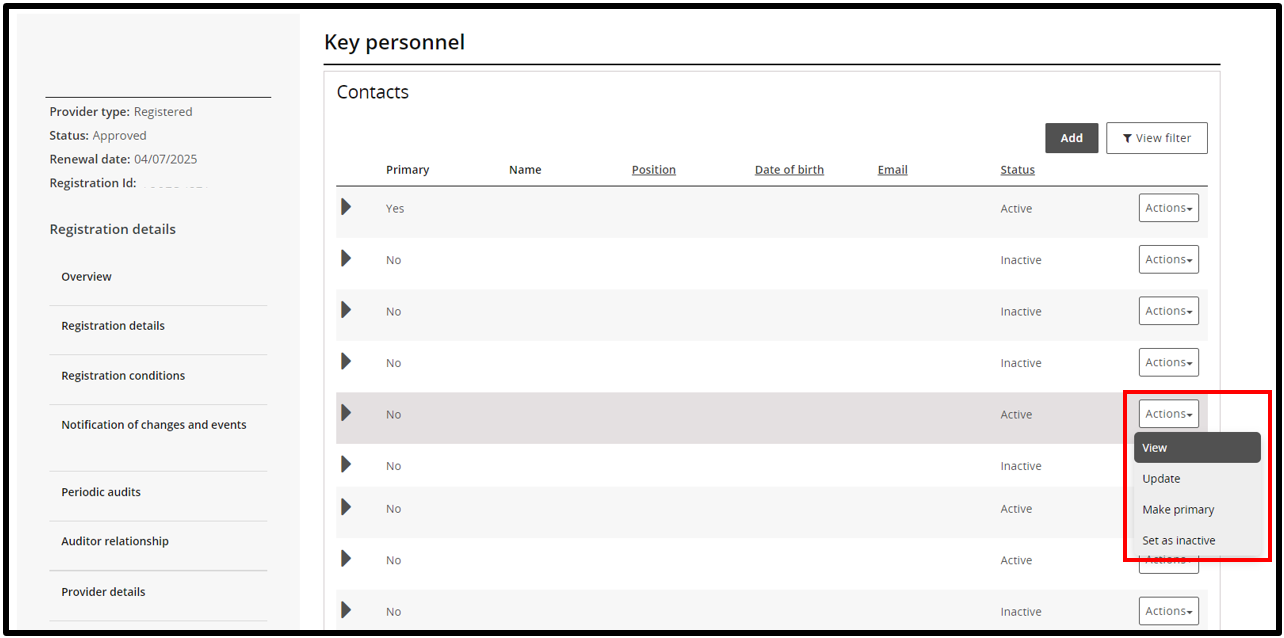


1. Once all questions have been answered, add any relevant document by selecting **Add attachment**. Read the declaration and select **Submit and return** to complete

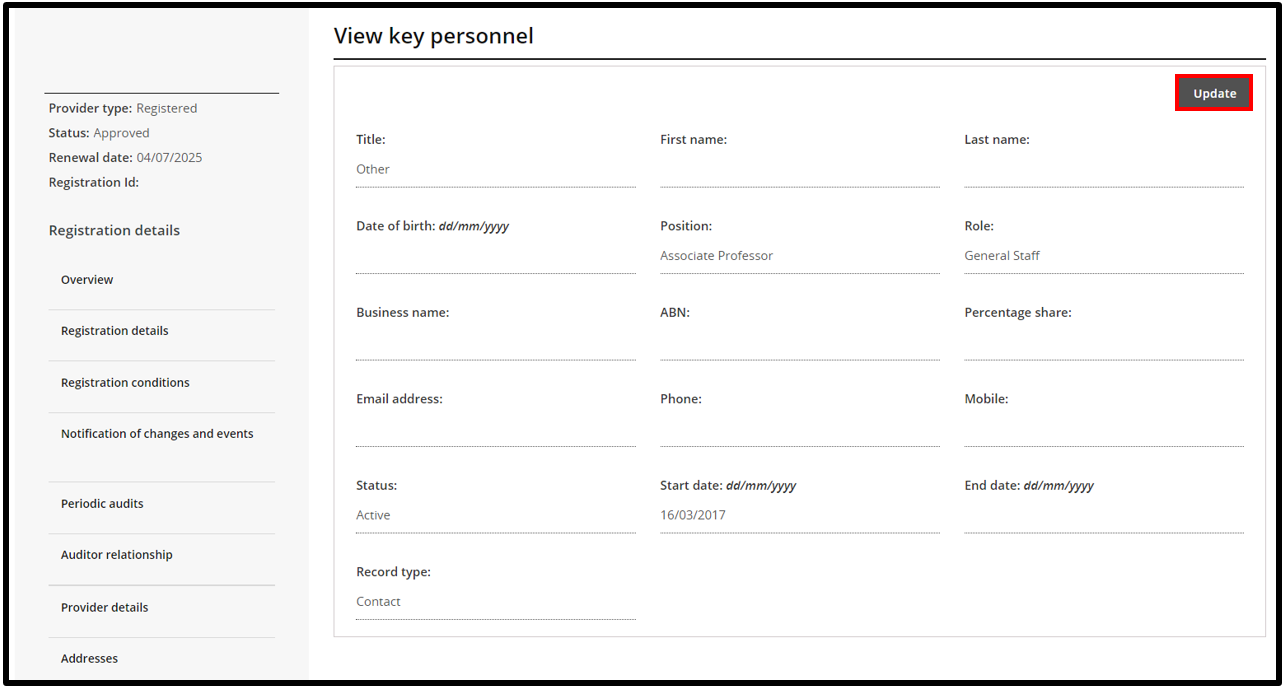


## Update/manage a key personnel

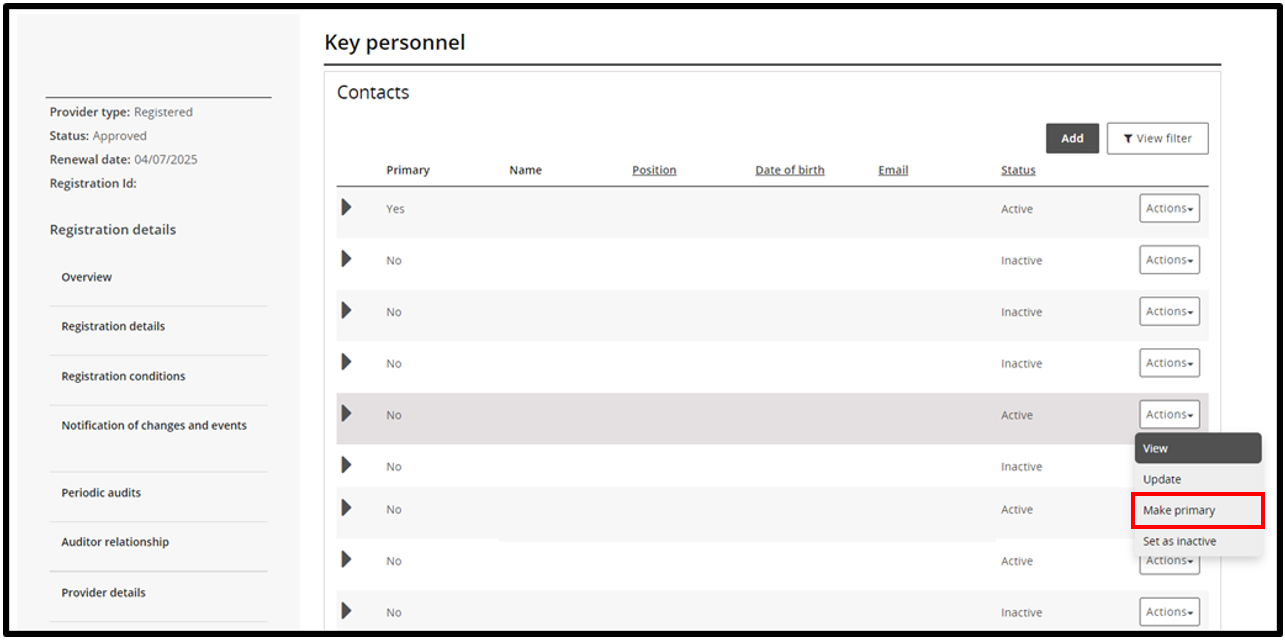
1. In the key personnel window, select **Actions** then select an option from the drop down list. You can **View**, **Update**, **Make primary** or **Set as inactive** any selected key personnel



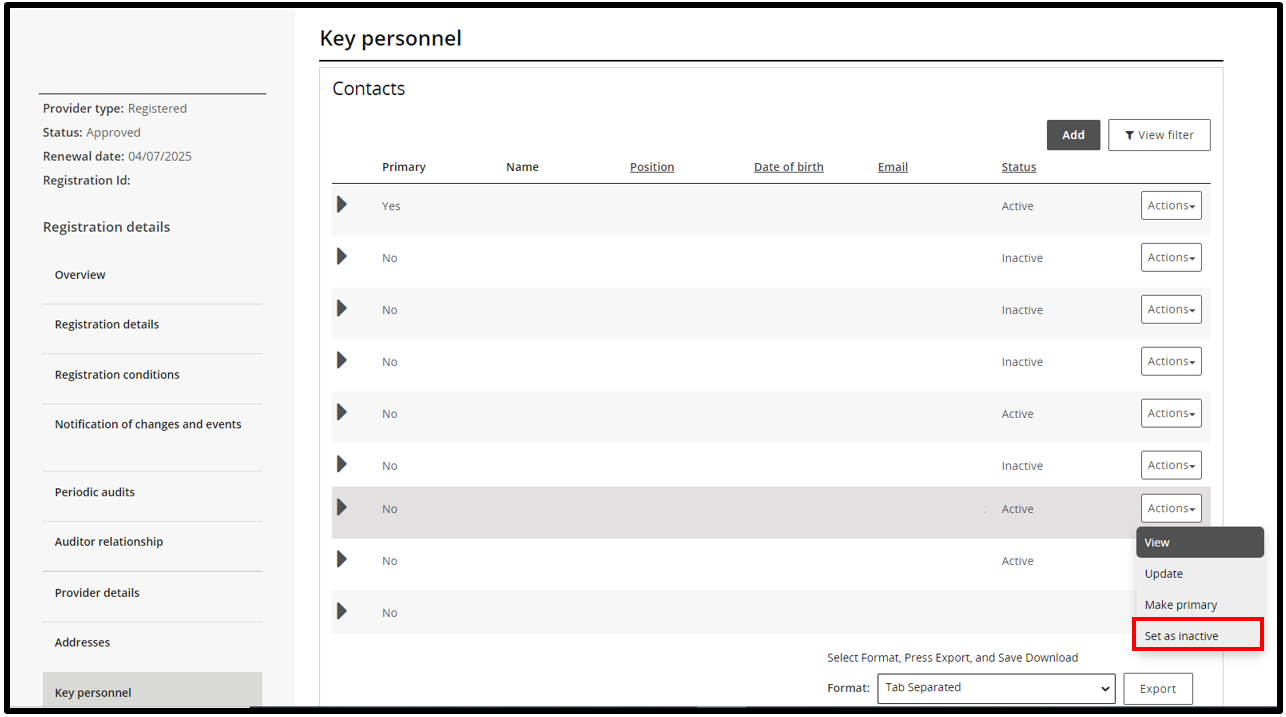
1. To view the details of the key personnel, click **View** (shown in slide 9). The personnel details are displayed. To update the details on record for the key personnel, click **Update** or select update from the **Actions** drop down (shown in slide 9)



1. To make a key personnel the primary contact, select **Make primary**. This option only appears if the key personnel selected is not currently a primary contact. You can only have one primary contact



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



End.