Quick reference guide:

**Generate Employer ID document**

Unregistered NDIS Provider & Self or Plan-Managed Participants

**KEY MESSAGES**

* **This quick reference guide provides information about how to generate a document to give to workers which provides the Employer ID.** Providing this document will assist your workers in accurately selecting you as an employer as part of their application for an NDIS Worker Screening Check.
* When a worker applies for a NDIS Worker Screening Check they must nominate at least one employer to verify their application.
* **Using an organisation’s Employer ID is the most accurate way for a worker to nominate an employer for their NDIS Worker Screening Check application.**
* If a worker nominates your organisation as their employer, you have 30 days to action a verification request. A reminder email will be sent to you 28 days, 14 days and 7 days prior to the expiry of the verification request.
* Once verified, a worker’s application will progress and screening will commence.

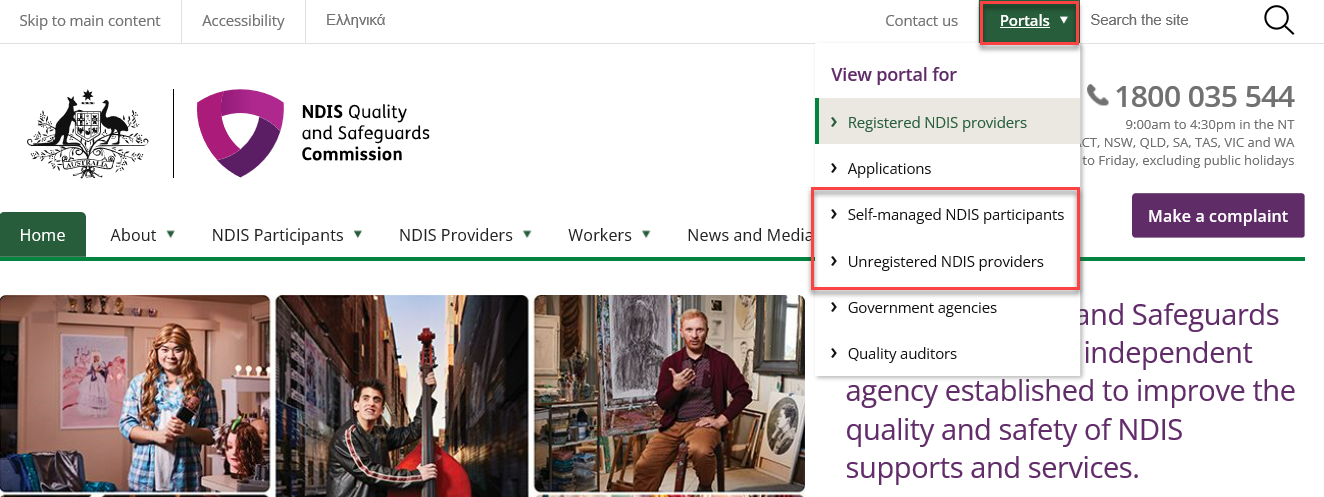
**CONTACT US**

WEB | [Worker screening](https://www.ndiscommission.gov.au/providers/worker-screening)  EMAIL | [nwsd@ndiscommission.gov.au](mailto:nwsd@ndiscommission.gov.au) PHONE | 1800 035 544

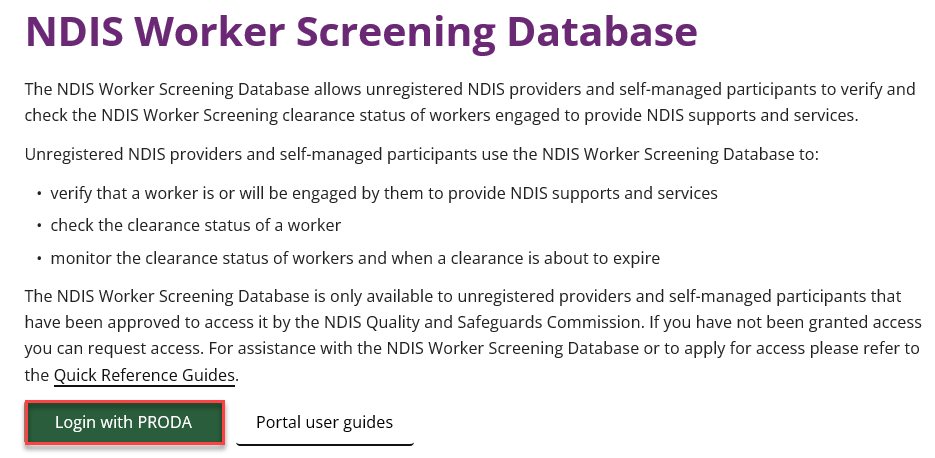
# How to generate Employer ID document

## Access the ‘About my role as an employer’ section

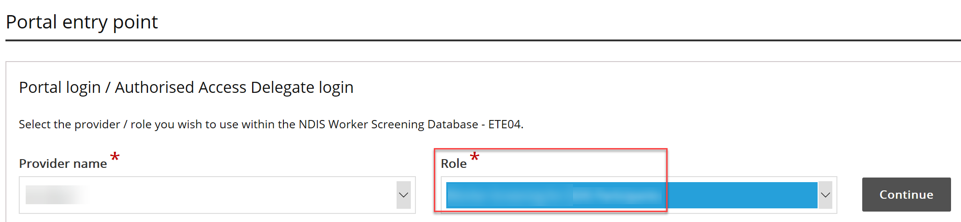
1. Go to the [NDIS Commission Website](https://www.ndiscommission.gov.au/) and select the ‘Portals’ button and ‘Unregistered NDIS providers’ or ‘Self-managed NDIS participants’ option.



1. Select ‘Login with PRODA’.

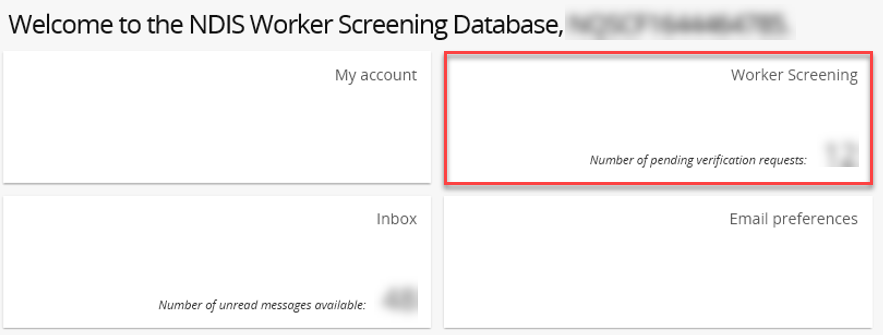


1. At the ‘Portal entry point’ select the ‘Provider name’ of the unregistered NDIS provider, self or plan-managed participant that you are logging into the NDIS Worker Screening Database on behalf of. Select either ‘**Worker screening for organisation** or ‘**Worker screening for participants’** as the ‘Role’.

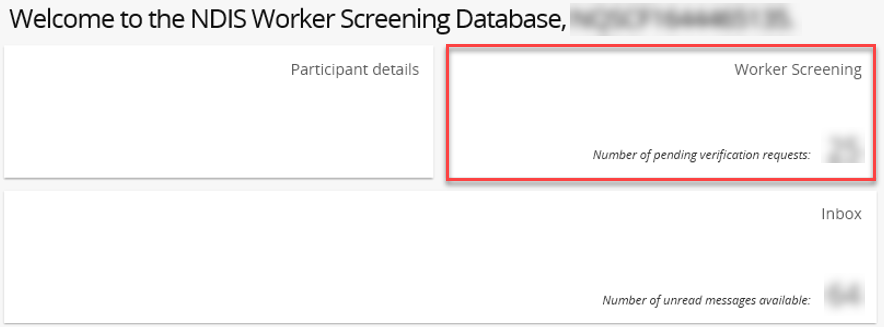


1. Select the ‘Worker Screening’ tile.

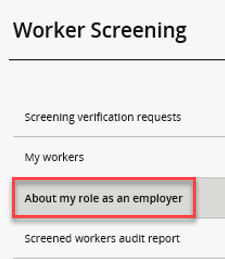
Unregistered providers:



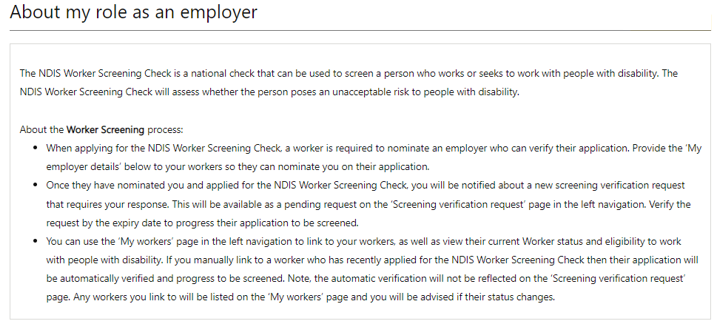
Self or plan-managed participants:

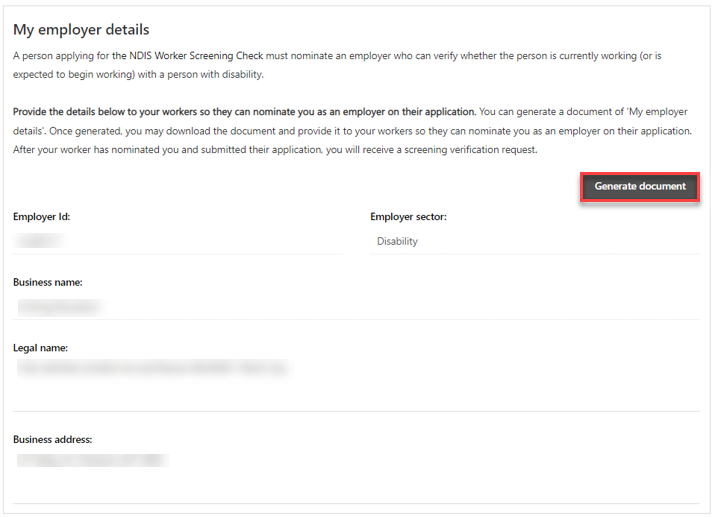


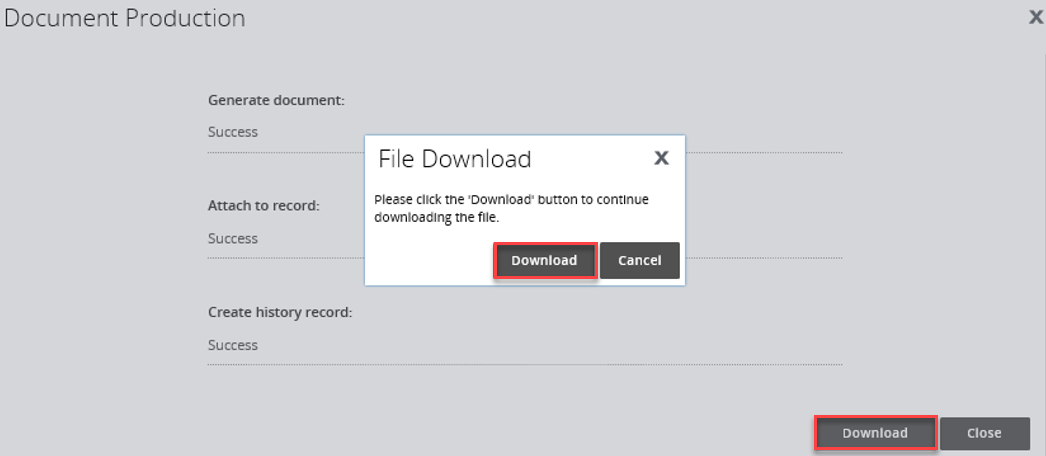
1. Select the ‘**About my role as an employer**’ menu option.



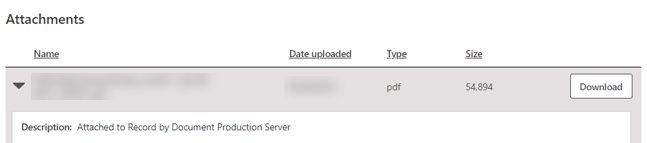
## Generate a document with your Employer ID

1. You will be presented with information about your role as an employer. 
2. To generate a document to provide to your workers’ that includes your **Employer ID**, select ‘**Generate** **document**’, and ‘Download’ the document.

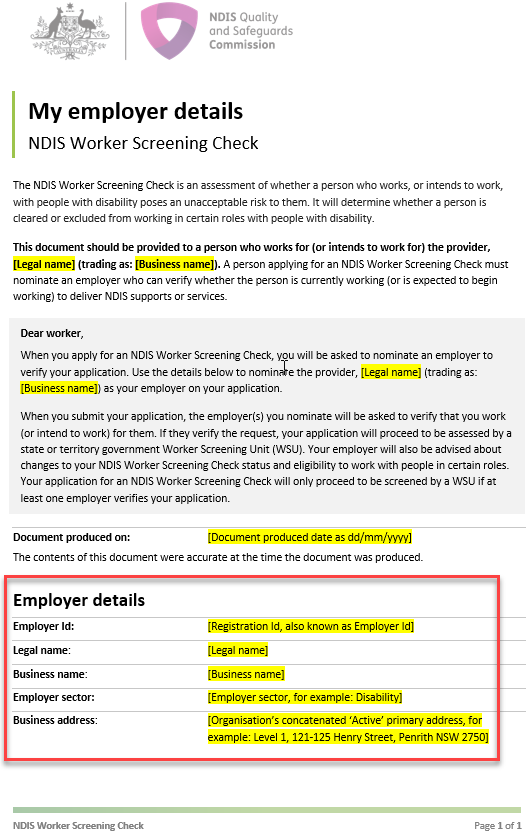




1. The document can be saved and will be available on the ‘Attachments’ section of the page once it has been downloaded.



1. An example of the document which will be generated is provided on the next page. Provide this to your worker’s so that they can accurately nominate your organisation on their NDIS Worker Screening Check application by using your Employer ID.



Key Points 
From 12 June, you will be able to  generate a document to provide to workers’ which contains your Employer ID and other information about NDIS Worker Screening.

Using an organisation’s Employer ID is the most accurate way for a worker to nominate an employer for their NDIS Worker Screening Check application. 

If a worker nominates your organisation as their employer, you have 30 days to action a verification request.
Legislation 
National Disability Insurance Scheme Act 2013
NDIS (Practice Standards - Worker Screening) Rules 2018


Contact Us 
Web
Worker screening 

Phone
1800 035 544 

Email
nwsd@ndiscommission.gov.au

