



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](#)  
544

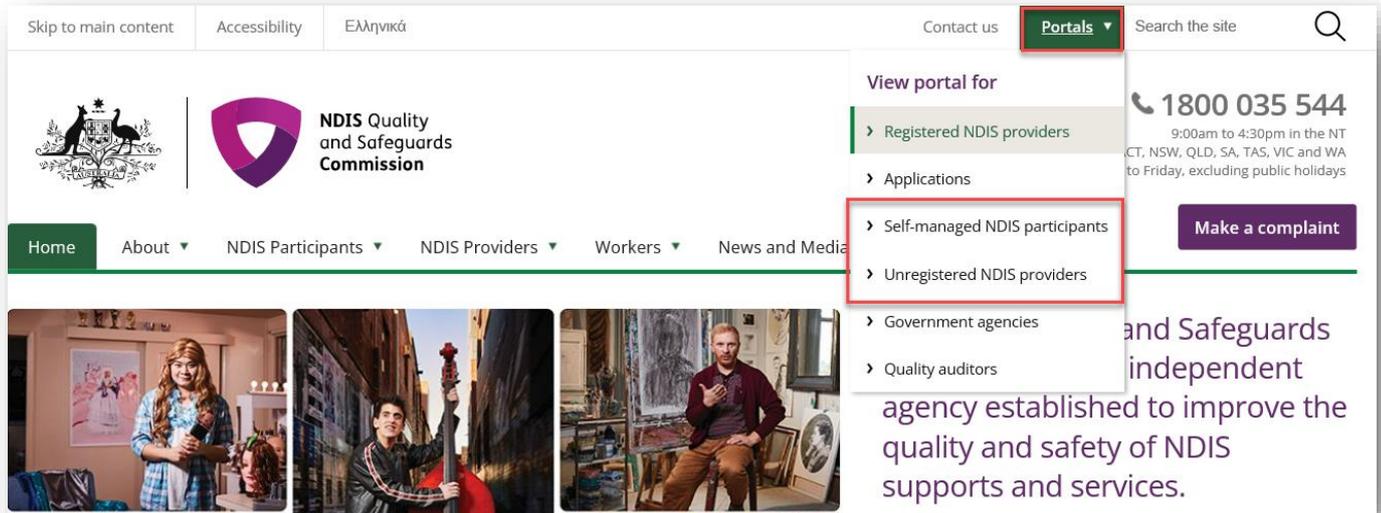
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# How to generate Employer ID document

## Access the 'About my role as an employer' section

1. Go to the [NDIS Commission Website](#) and select the 'Portals' button and 'Unregistered NDIS providers' or 'Self-managed NDIS participants' option.



2. Select 'Login with PRODA'.

### NDIS Worker Screening Database

The NDIS Worker Screening Database allows unregistered NDIS providers and self-managed participants to verify and check the NDIS Worker Screening clearance status of workers engaged to provide NDIS supports and services.

Unregistered NDIS providers and self-managed participants use the NDIS Worker Screening Database to:

- verify that a worker is or will be engaged by them to provide NDIS supports and services
- check the clearance status of a worker
- monitor the clearance status of workers and when a clearance is about to expire

The NDIS Worker Screening Database is only available to unregistered providers and self-managed participants that have been approved to access it by the NDIS Quality and Safeguards Commission. If you have not been granted access you can request access. For assistance with the NDIS Worker Screening Database or to apply for access please refer to the [Quick Reference Guides](#).

[Login with PRODA](#) [Portal user guides](#)

3. 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'.

## Portal entry point

Portal login / Authorised Access Delegate login

Select the provider / role you wish to use within the NDIS Worker Screening Database - ETE04.

Provider name \*

Role \*

Continue

4. Select the 'Worker Screening' tile.

Unregistered providers:

Welcome to the NDIS Worker Screening Database, [blurred]

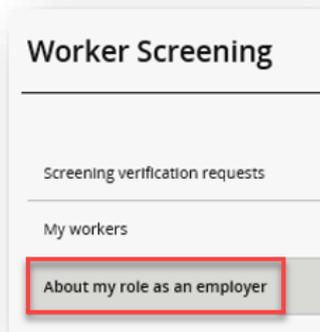
<p>My account</p>	<p>Worker Screening</p> <p>Number of pending verification requests: [blurred]</p>
<p>Inbox</p> <p>Number of unread messages available: [blurred]</p>	<p>Email preferences</p>

Self or plan-managed participants:

Welcome to the NDIS Worker Screening Database, [blurred]

<p>Participant details</p>	<p>Worker Screening</p> <p>Number of pending verification requests: [blurred]</p>
<p>Inbox</p> <p>Number of unread messages available: [blurred]</p>	

5. Select the 'About my role as an employer' menu option.



## Generate a document with your Employer ID

6. You will be presented with information about your role as an employer.

### About my role as an employer

The NDIS Worker Screening Check is a national check that can be used to screen a person who works or seeks to work with people with disability. The NDIS Worker Screening Check will assess whether the person poses an unacceptable risk to people with disability.

#### About the **Worker Screening** process:

- When applying for the NDIS Worker Screening Check, a worker is required to nominate an employer who can verify their application. Provide the 'My employer details' below to your workers so they can nominate you on their application.
- Once they have nominated you and applied for the NDIS Worker Screening Check, you will be notified about a new screening verification request that requires your response. This will be available as a pending request on the 'Screening verification request' page in the left navigation. Verify the request by the expiry date to progress their application to be screened.
- You can use the 'My workers' page in the left navigation to link to your workers, as well as view their current Worker status and eligibility to work with people with disability. If you manually link to a worker who has recently applied for the NDIS Worker Screening Check then their application will be automatically verified and progress to be screened. Note, the automatic verification will not be reflected on the 'Screening verification request' page. Any workers you link to will be listed on the 'My workers' page and you will be advised if their status changes.

- To generate a document to provide to your workers' that includes your **Employer ID**, select '**Generate document**', and 'Download' the document.

**My employer details**

A person applying for the NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with a person with disability.

Provide the details below to your workers so they can nominate you as an employer on their application. You can generate a document of 'My employer details'. Once generated, you may download the document and provide it to your workers so they can nominate you as an employer on their application. After your worker has nominated you and submitted their application, you will receive a screening verification request.

**Generate document**

**Employer Id:** \_\_\_\_\_

**Employer sector:** Disability

**Business name:** \_\_\_\_\_

**Legal name:** \_\_\_\_\_

**Business address:** \_\_\_\_\_

Document Production

Generate document:  
Success

Attach to record:  
Success

Create history record:  
Success

**File Download** X

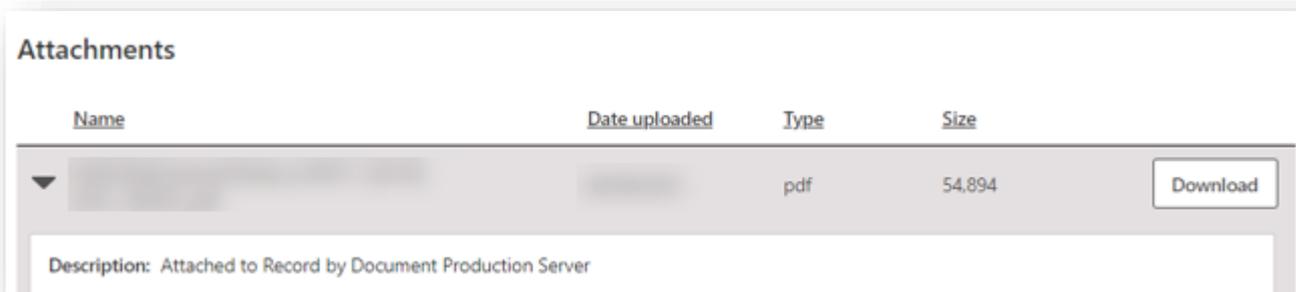
Please click the 'Download' button to continue downloading the file.

**Download** Cancel

**Download** Close

-

- 
9. The document can be saved and will be available on the 'Attachments' section of the page once it has been downloaded.



10. 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.



## My employer details

### NDIS Worker Screening Check

The NDIS Worker Screening Check is an assessment of whether a person who works, or intends to work, with people with disability poses an unacceptable risk to them. It will determine whether a person is cleared or excluded from working in certain roles with people with disability.

This document should be provided to a person who works for (or intends to work for) the provider, [Legal name] (trading as: [Business name]). A person applying for an NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) to deliver NDIS supports or services.

Dear worker,

When you apply for an NDIS Worker Screening Check, you will be asked to nominate an employer to verify your application. Use the details below to nominate the provider, [Legal name] (trading as: [Business name]) as your employer on your application.

When you submit your application, the employer(s) you nominate will be asked to verify that you work (or intend to work) for them. If they verify the request, your application will proceed to be assessed by a state or territory government Worker Screening Unit (WSU). Your employer will also be advised about changes to your NDIS Worker Screening Check status and eligibility to work with people in certain roles. Your application for an NDIS Worker Screening Check will only proceed to be screened by a WSU if at least one employer verifies your application.

Document produced on: [Document produced date as dd/mm/yyyy]

The contents of this document were accurate at the time the document was produced.

#### Employer details

Employer Id:	[Registration Id, also known as Employer Id]
Legal name:	[Legal name]
Business name:	[Business name]
Employer sector:	[Employer sector, for example: Disability]
Business address:	[Organisation's concatenated 'Active' primary address, for example: Level 1, 121-125 Henry Street, Penrith NSW 2750]

### 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

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[Worker screening](#)

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