# **my NDIS Provider Portal – General service provider view**

[Narrator]

This video will demonstrate the information that a general service provider can view in the my NDIS provider portal after logging in to the portal via PRODA.

The tabs available to you along the top of the portal will depend on the type of services you provide.

Once a participant has given consent to share their plan, you will be able to view information in the My Participants tab. This tab allows you to search for a participant and view certain details about them, and their plan.​

You can search by participant last name or NDIS number​.

Alternatively, you can scroll down the page and select the participant you wish to view.

After selecting a participant, you will be able to see a participants basic details such as their plan duration, in this example 18 March 2022 to 18 March 2023, along with their preferred name, NDIS number, Date of birth, Gender and if an interpreter is required. You will also the ​Goals and Participants nominee details tabs.

Under the Goals tab you will see the participant's goals from their NDIS plan.

To find out more information, such as how a participant will reach their goal, you can use the drop down arrow next to each goal.

Under the Participant nominee details tab you will see all nominee details recorded from a participants plan.

You will see the nominee name and relationship type.

To log out of the portal, simply click on your name in the top right hand corner and then select ‘sign out’

[End Transcript]