# **my NDIS Provider Portal – How to Log In**

[Narrator]

How to log in to the my NDIS provider portal video transcript

This video will demonstrate how to log in to the my NDIS provider portal.

From the NDIS website homepage, select the Find out More button under the Learn about the NDIS test in Tasmania section.

Scroll down the page and then select the For providers in Tasmania: learn about the NDIS test tab

Select the my NDIS provider portal link from the first dot point under Key Points

Scroll down to the Log into the my NDIS provider portal section and select the Access the my NDIS provider portal link

First, you will be asked to log in to your PRODA account, like you currently do now

You will then be presented with all of your available services

Scroll down and select the my NDIS provider portal tile

If you act on behalf of multiple organisations, the list of your organisations will be displayed, select the organisation you wish to represent.​

If you need to change the organisation at any time, select the Acting As link in the top left hand corner

Select the organisation you now wish to represent

If you only act on behalf-of one organisation, you will not see the list of organisations page or the Acting As button, you will be taken directly to the My Participants tab.

[End Transcript]