

Checklist – Registered providers

The checklist below will help registered providers understand what is involved, and the steps to begin using the my NDIS provider portal.

Information

- I have read the [registered provider information pack](#).
- I have read the [quick reference guide \(QRG\) for NDIS providers](#).
- I have read the [information for providers](#) on the NDIS website.
- I have read the [information for participants](#) on the NDIS website.
- I have read about the [new my NDIS provider portal](#).
- I have completed the my NDIS provider portal tutorials on the [provider learning environment](#).
- I have read the [PACE technical documentation for providers](#).
- I have read the [my NDIS provider portal step-by-step guide](#).
- I have read about the [upcoming improvements to our new computer system](#).
- I have read the [frequently asked questions on our new computer system](#).

Processes

- I understand [the process for participant consent](#) to share information with me in the my NDIS provider portal.
- I understand [what different providers can see in the my NDIS provider portal](#).
- I understand how to [submit claims for payments](#).
- I understand my role in supporting participants to manage their [funding components](#).

- I understand how NDIS support items correspond to [new NDIS support categories](#).
- I understand [service bookings](#) are not a feature of participant plans developed in the new NDIS computer system.
- I understand [how to claim for funds as a provider that is not recorded as a my provider by the participant](#).
- I understand [how participants can record, change, or remove their my providers](#).

If you need further support, please email provider.support@ndis.gov.au or call us on 1300 311 675.