



## Provider Digital Access (PRODA) for Authentication with DVA – Register an Organisation and Link to DVA Online Services

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### Register an Organisation within PRODA

**Do this AFTER registering your individual PRODA account.**

Only one person needs to register the organisation in PRODA, for each organisation. The person must be listed as an Associate or Authorised Contact for the organisation on the Australian Business Register (ABR).

After that, all personnel in your organisation with an individual PRODA account can be added to the organisation and delegated an attribute to perform management functions.

- You will need their individual PRODA account Registered Authority (RA) number and surname.
  - Refer to the “Add personnel to an organisation in PRODA” guide.
1. To register an organisation in PRODA, go to **servicesaustralia.gov.au/proda** – from the side menu select “How to register an Organisation in PRODA”
    - Ensure the organisation details recorded on the ABR are correct and current and your individual PRODA account name exactly matches to a listed Associate or Authorised Contact.
    - You must answer 3 proof of record ownership (PORO) questions. These questions are based on non-public information recorded on the ABR for the organisation.
  2. Go to: <https://proda.servicesaustralia.gov.au>



3. Enter your login details and click "Login".

Australian Government Services Australia | PRODA Provider Digital Access

## Login

If you have already created your PRODA account, login below.

Username  
  
[Forgot your username?](#)

Password  
 [Show](#)  
[Forgot your password?](#)

**Login**

Don't have a PRODA account? [Register now](#)

4. From the PRODA menu at the top of the page, click "Organisations".

Australian Government Services Australia | PRODA Provider Digital Access

[Profile](#) | [Services](#) | **[Organisations](#)** | [Logout](#)

5. Click "Register New Organisation"

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[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

## My Organisations

You're a member of the organisations listed below.

Click on the organisation to:

- view the organisation's details
- manage the organisation's devices
- add or remove the organisation's members
- add subsidiary organisations (for parent organisations only)

Name	ABN	Organisation Status	Role/Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 organisation found.

**Join an Organisation** >

**Register New Organisation** >



6. Fill out your organisation's details and click "submit".

Australian Government Services Australia | PRODA Provider Digital Access | Profile | Services | Organisations | Logout

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### Enter Organisation Details

To register an Organisation you need to provide the Organisation's ABN, the Organisation's name, the Organisation's email address and the Organisation's contact phone number (optional).

You acknowledge that the information provided to create your Organisation will be verified with the Australian Business Registry (ABR).

Organisation Name

Organisation ABN

Organisation Contact Email Address

Confirm Organisation Contact Email Address

Organisation Contact Phone Number (Optional)

[Back](#) [Submit](#)

7. Answer the 3 questions presented. The information entered must exactly match the information recorded on the ABR.

### Verify Organisation Relationship

Please answer the following questions about your organisation to verify your relationship. The answers will need to match the official ABN/ABR records.

❶ What is the

❷ What is the

❸ What is the

[Back](#) [Submit](#)



8. Enter the organisation contact email address and click "Save and Send Code." Then enter the activation code sent and click "Verify".

### Verify Organisation Email

We have sent a code to the organisation email address at 13/06/2018 10:55:37

Enter verification code

[Verify](#) [Resend Code](#)

If you would like the code to be sent to a different email address, you will need to update the organisation contact email address.

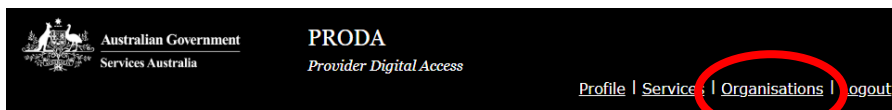
Organisation Contact Email Address

Confirm Organisation Contact Email Address

[Save and Send Code](#)

## Link to DVA Online Services

1. From the PRODA menu at the top of the page, click "Organisations".



2. Click on your organisation's name.

## My organisations

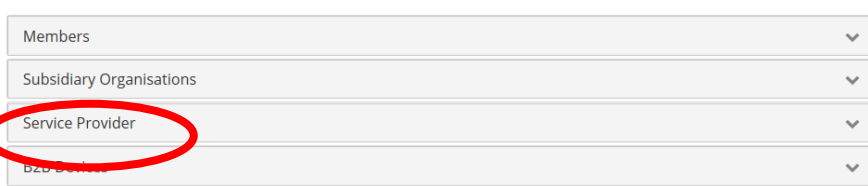
You're a member of the organisations listed below.

Select the organisation name to:

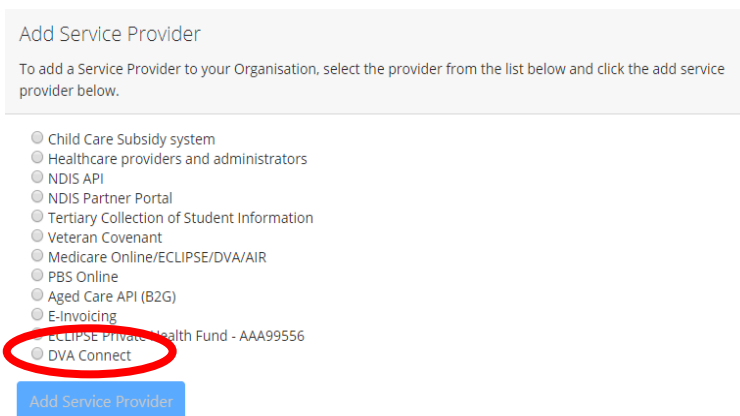
- view the organisation's details
- manage the organisation's devices
- add or remove the organisation's members
- add subsidiary organisations (for parent organisations only)

Name	ABN	Organisation Status	Role/Status
<a href="#">Community Based Support Inc.</a>	91 874 273 928	Active	Director / Active

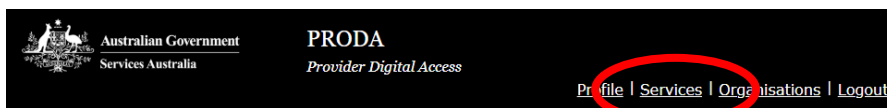
3. On the *Organisation* page, scroll and click "Service Provider".



4. Click “Add Service Provider” and select DVA Connect from the list. Then click “Add Service Provider”.



5. From the PRODA menu at the top of the page, click “Services”.



6. Click “DVA Online Services” tile to add this service to you organisation.

NOTE: there may be a second DVA tile, please ensure you select the DVA Online Services tile, as below.





You have now registered your organisation in PRODA and linked to DVA Online Services.

You can now add personnel with an individual PRODA account to your organisation and delegate an attribute to perform management functions. Refer to “Add personnel to an organisation in PRODA” communication.

Please ensure you read the Privacy information.

For information or assistance with PRODA visit: [Services Australia - PRODA](#), or

Contact PRODA Support:

1800 700 199 (option 1) 8am to 5pm local time

Email [proda@servicesaustralia.gov.au](mailto:proda@servicesaustralia.gov.au)