Australian Government
Department of Veterans' Affairs

Provider Digital Access (PRODA) for Authentication with DVA – Add personnel to an organisation in PRODA

In March 2020, the ATO will be decommissioning AUSkey, the authentication tool you use to access DVA online services. DVA will be using PRODA in place of AUSkey.

Add personnel to your organisation in PRODA

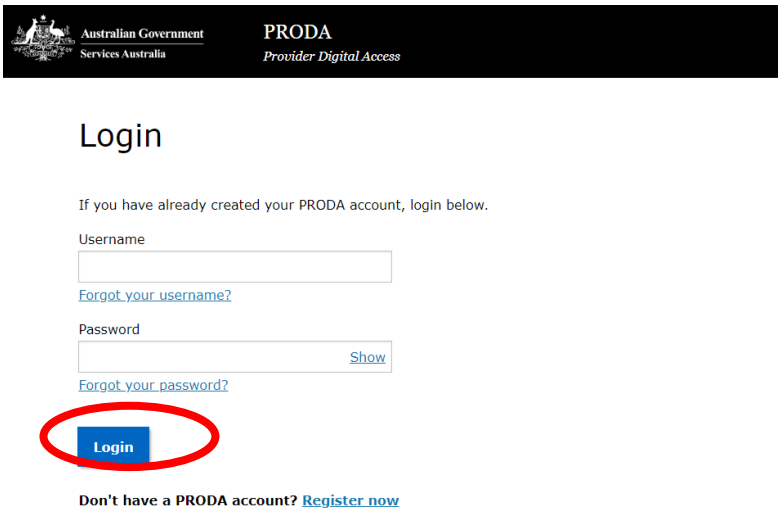
Do this AFTER registering your organisation in PRODA.

Each person who will use DVA Online Services on behalf of your organisation needs to register with PRODA.

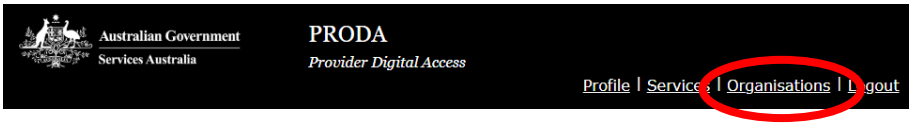
To add users to your organisation in PRODA, you need the PRODA **Employee-Management** attribute, the user's individual PRODA account Registration Authority (RA) number and Surname.

1. Go to: https://proda.servicesaustralia.gov.au

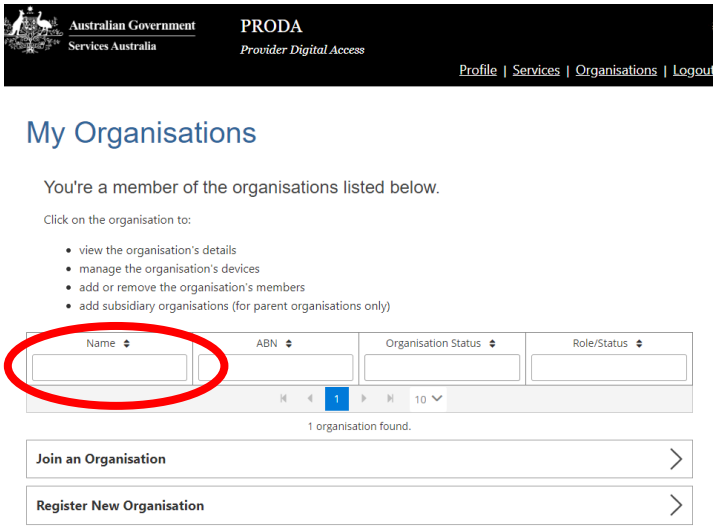
2. Enter your login details and click "Login".



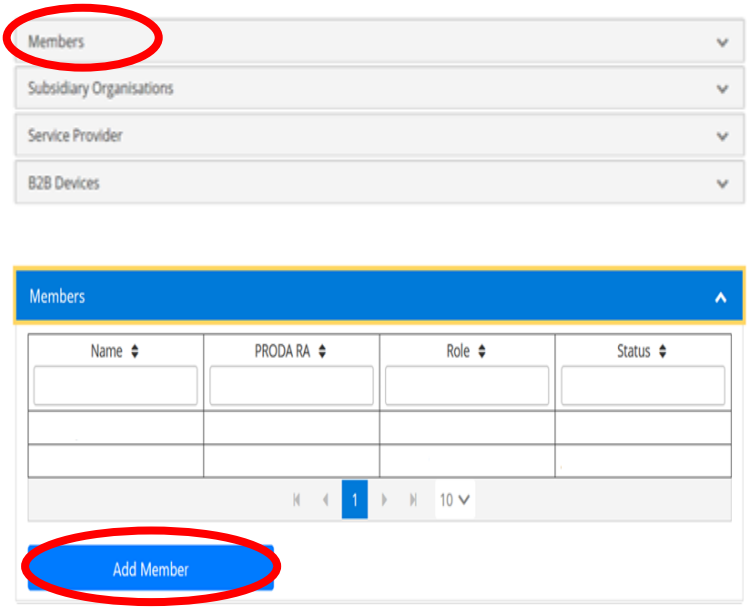
3. From the PRODA menu at the top of the page, click "Organisations"



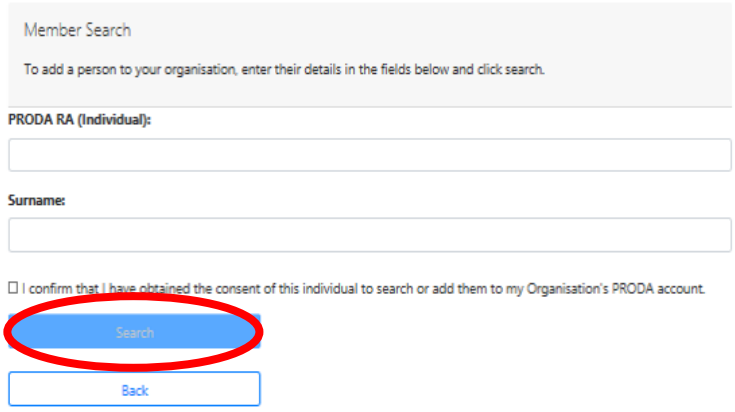
4. The *My Organisations* page will list organisations you are a Member of; then click the name of the organisation you wish to add personnel to.



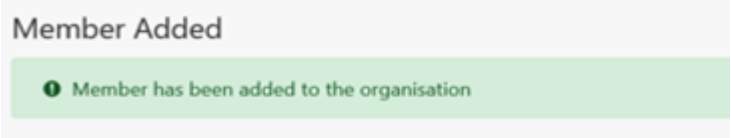
5. On the *Organisation Details* page, scroll and click "Members", then click "Add Member".



6. Enter the individual PRODA RA number and Surname, then check the consent confirmation box as appropriate and click "Search".



7. A confirmation will appear on screen with the added Member listed under "Members" on the *Organisation Details* page.



Delegate Attributes to perform management functions in PRODA

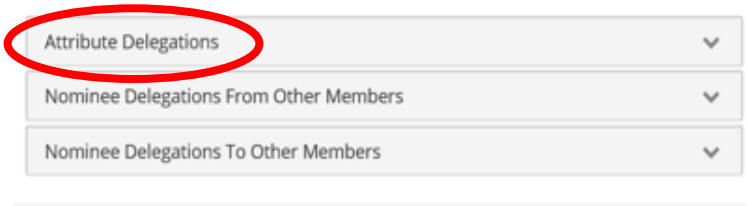
Do this AFTER adding registering your organisation in PRODA.

In order for a Member to perform certain management functions in PRODA on behalf of the organisation, they must be delegated the appropriate management attribute.

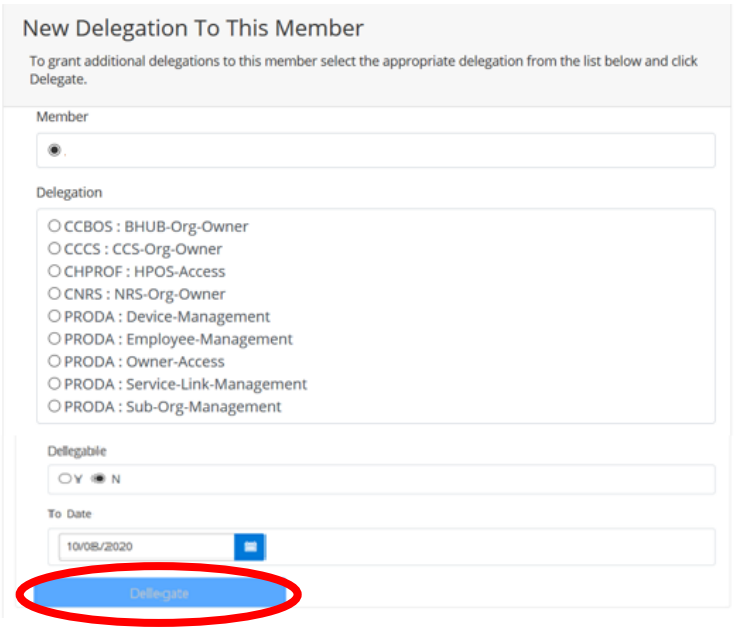
The **Employee-Management** attribute enables the delegate to add or remove Members on behalf of the organisation in PRODA.

8. On the *Organisation Details* page, scroll and click "Members", then click the name of the member you wish to delegate to.

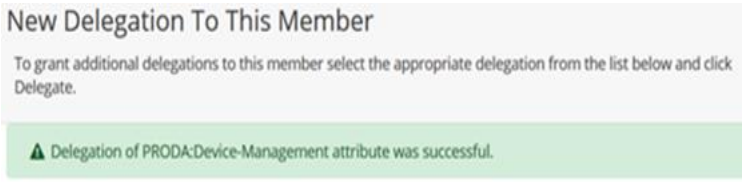
9. On the *Member Details* page, scroll and click "Attribute Delegations", then select the "Delegate to this Member".



10. Select "Employee-Management" or the relevant attribute you wish to delegate to this member, then select "Delegate".
    - To allow the member to re-delegate the attribute to other Members, select the 'Y' under Delegable.
    - You can change the delegation 'To Date' to a period other than the maximum 12 months.



11. A confirmation will appear on screen with the added Attribute listed under "Attribute Delegation" on the on the *Member Details* page.



The member can now perform the related management functions on behalf of the organisation in PRODA.

For information or assistance with PRODA visit: Services Australia - PRODA; or

Contact PRODA Support:

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