



## 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.

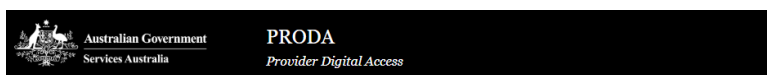
### Add personnel to your organisation in PRODA

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".



### Login

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

Username

[Forgot your username?](#)

Password

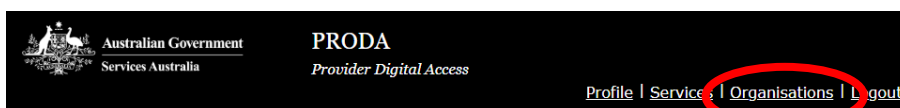
[Show](#)

[Forgot your password?](#)

[Login](#)

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

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





- 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.

Australian Government Services Australia PRODA Provider Digital Access 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

1 organisation found.

Join an Organisation

Register New Organisation

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

Members

Subsidiary Organisations

Service Provider

B2B Devices

### Members

Name	PRODA RA	Role	Status

Add Member



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

Member Search

To add a person to your organisation, enter their details in the fields below and click search.

PRODA RA (Individual):

Surname:

I confirm that I have obtained the consent of this individual to search or add them to my Organisation's PRODA account.

**Search**

Back

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

Member Added

**Member has been added to the organisation**

## Delegate Attributes to perform management functions in PRODA

**Do this AFTER adding registering your organisation in PRODA.**

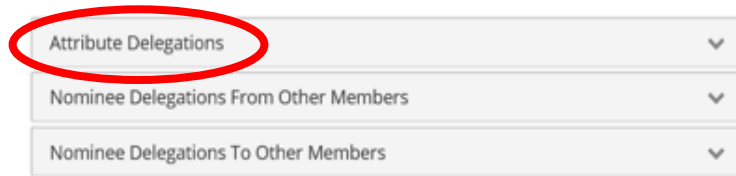
In order for a Member to perform certain management functions in PRODA on behalf of the organisation, they must be delegated the appropriate management attribute.

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.

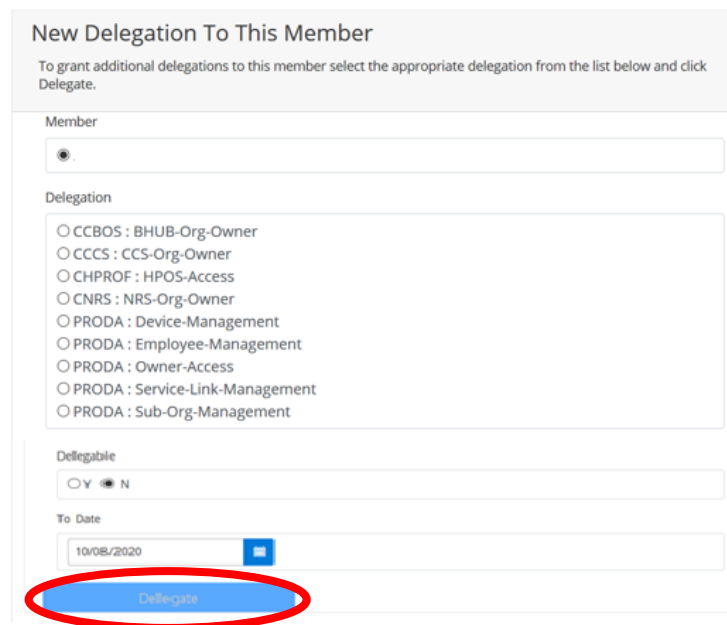


9. On the *Member Details* page, scroll and click “Attribute Delegations”, then select the “Delegate to this Member”.



A screenshot of a web interface showing a dropdown menu with three options: "Attribute Delegations", "Nominee Delegations From Other Members", and "Nominee Delegations To Other Members". The "Attribute Delegations" option is circled in red.

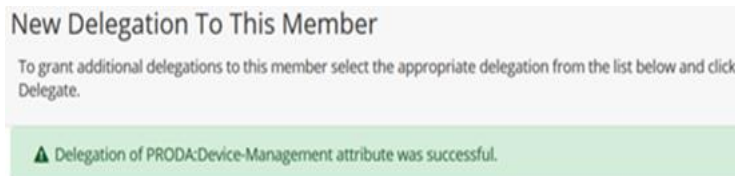
10. Select “Employee-Management” or the relevant attribute you wish to delegate to this member, then select “Delegate”.
  - To allow the member to re-delegate the attribute to other Members, select the ‘Y’ under Delegable.
  - You can change the delegation ‘To Date’ to a period other than the maximum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



A screenshot of the "New Delegation To This Member" form. The form includes a "Member" dropdown, a "Delegation" list with radio buttons for various attributes (e.g., CCBOS, CCCS, CHPROF, CNRS, PRODA), a "Delegable" radio button set (Y/N), and a "To Date" date picker. The "Delegate" button at the bottom is circled in red.



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

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