

# Four Steps to the Organisation Register

You'll need to complete all 4 steps.

## STEP 1. Set up your Organisation in PRODA.

If you haven't already done it, setting up your practice as an Organisation in PRODA is key to accessing the Organisation Register. This includes any Subsidiary Organisations.



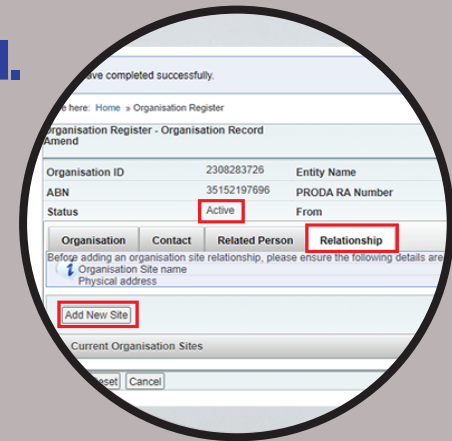
## STEP 2. Link your Organisation to HPOS.

Linking your organisation to HPOS with your ABN, allows you to unlock the Organisation Register and get the green Organisation Register tile on the HPOS home screen.



## STEP 3. Record details in the Organisation Record.

Using the Organisation Register tile on the HPOS home screen you can record details of your organisation in the Organisation Record.



## STEP 4. Record details in the Organisation Site Record.

With your Organisation Record complete you can record the details of the site or sites (practices) at which your organisation operates.

