

Registering your Organisation in PRODA

Note: To register an organisation in Provider Digital Access (PRODA), the organisation must have an active Australian Business Number (ABN). If you require access to services from a location operating under the ABN, you'll need to add a Subsidiary Organisation.

Before you register an organisation in PRODA, you must make sure:

- you've confirmed with the service provider you need to register an organisation in PRODA to access their service
- you've registered an individual PRODA account
- you're listed as an Associate or Authorised contact for the organisation on the Australian Business Register (ABR)
- your individual PRODA account name matches your name as recorded on the ABR.



To register your organisation in PRODA follow the steps below.

1 Log in to your individual PRODA account.



2 Select **Organisations** and then select **Register New Organisation**.

3 Enter your **organisation details**; name, ABN, contact email address.



4 Answer **3 proof of record ownership (PORO) questions** based on non-publicly available information about your organisation on the ABR.

5 A verification code will be sent to the organisation email address. Enter the **code** and select **Verify**.



6 An email confirming your registration in PRODA including the unique Registration Authority (RA) number will be sent.

For more information go to servicesaustralia.gov.au/PRODA

