

Associate with registration application

IT Quick Reference Guide – Auditor

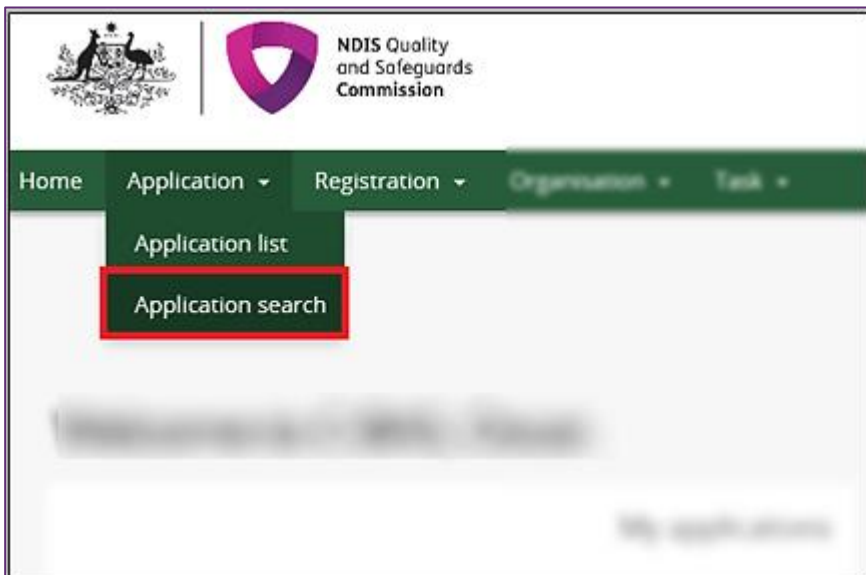


This Quick Reference Guide explains how an auditor accepts a registration application for assessment from a provider for the NDIS Quality and Safeguard Commission.

Auditor accepts the registration application

When a provider contacts an auditor to engage them for audit, the auditor must accept the application in the NDIS Commission portal.

Click the **Application** drop down menu then select **Application search**.



Type **Application reference number** then click **Run search**

Home Application Registration Organisation Task

Application search

Application reference number:
SLW7ZL5T

[Clear search](#)

[Cancel search](#)

Run search

Click the **Actions** drop down menu and then select **Accept application**.

Application results

Application Id	Application status	Provider business name	Application type	Application submission date	Provider status
4-3ZTRCCW	Submitted	Atlantis Disability Services	New Application	21/05/2018	Draft

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

Actions

Accept application

The registration application is now ready for your assessment.