



COVID-19 Worker Vaccination Reporting

Quick Reference Guide

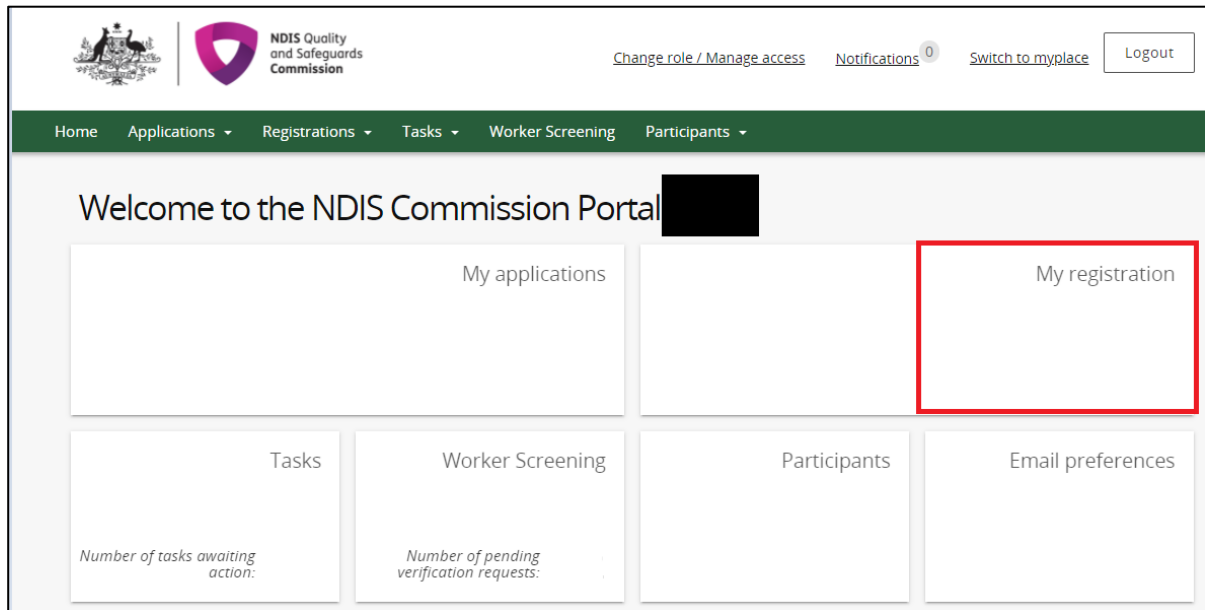
Submitting COVID-19 worker vaccination information

This Quick Reference Guide explains the step-by-step process of successfully logging in to the NDIS Commission Portal and submitting information required in relation to worker COVID-19 vaccination.

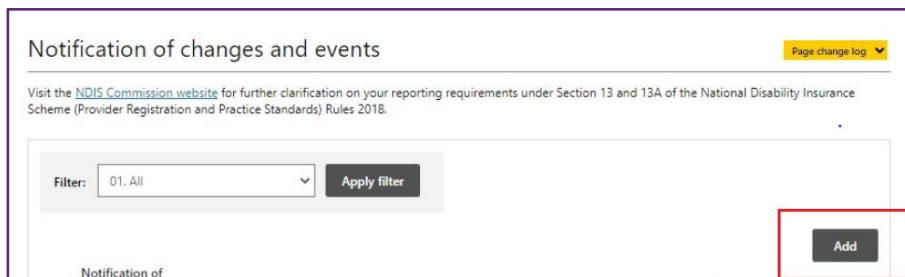
1. Access the **NDIS Commission Portal** using the **Registrant** role.

For more information on how to access the Portal and update access roles, refer to the **Quick Reference Guide: Getting access to NDIS Commission Portal** located at <https://www.ndiscommission.gov.au/document/1021>.

2. Select the **My Registration** tile.



3. Select **Notification of changes and events** from the left hand menu bar.
4. Select **Add**.



5. Select **COVID-19 vaccine report** from the **Change type** drop-down menu.

6. Enter relevant **numbers** into the following fields.

A number of 0 or higher must be entered for those fields with a red asterisk.

Help fields are available by hovering over the grey question mark.

Note: If the sum total of entries entered in the in second, third and fifth fields does not equal to number entered in the first field, an error will appear.

7. Select **Yes** or **No** from the drop-down menu is response to the question ‘For workers contributing to counts, identify if you have sighted proof of all workers’ vaccination/exemption status and/or booking for a second dose’.

Note: You will not be able to submit the form until **Yes** has been selected.

8. You may select **Save and return** to continue to work on your entries until you are ready to **Submit and return**.

To edit an entry that has been saved, identify the entry from the **Notification of changes and events** page and select the down arrow on the **Actions** selection and select **View**.

Notification of change Id	Notification name	Change type	Status	Date created	Actions
▶		COVID-19 vaccine report	In progress		View
▶		COVID-19 vaccine report	Submitted		Remove

Once open, select **Update**.

9. Once all information is accurate and entered and you have confirmed that you have sighted proof of all workers' vaccination/exemption status and/or booking for a second dose, select **Submit and return**.

Note: Once submitted, you will no longer be able to edit the entry.