



Adding Members to Organisation Account in PRODA

How to add step-by-step

Adding members to PRODA organisation account by authorised representative of an organisation, allows the delegation of access to authorised members within the organisation.



Step 1

PRODA



[Login](#) to PRODA

Enter [Authentication Code](#)

Then, select [Organisations](#)

The screenshot shows the PRODA website interface. At the top left is the Australian Government Services Australia logo. In the center is the PRODA logo with the tagline "Provider Digital Access". On the right is a navigation menu with links for "Profile", "Services", "Organisations", and "Logout". The "Organisations" link is highlighted with a red box. Below the navigation menu is a "Privacy Notice" box with the following text: "By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system." Below the privacy notice is the heading "My linked services". Under this heading is a card for "Health Professional Online Services" with two buttons: "Go to service" and "Link identifiers". At the bottom of the page is the heading "Available services".

Step 3

Members



Select **Members** tab

Click **Add Member**

Australian Government
Services Australia

PRODA
Provider Digital Access

[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

[Back](#)

Manage my organisation

Organisation Details

Organisation Name	Organisation 1
PRODA RA (Organisation)	1234512345
Status	Active
ABN	12 345 345 677
Contact Email Address	org1@gmail.com Update Email
Contact Phone Number	Not supplied. Update Phone

[Remove Organisation](#)

Members

Name	PRODA RA	Role	Status
John Citizen	999999999	Director	Active

1 | 10 | 3 records found

[Add Member](#)

Subsidiary Organisations [v](#)

Service Provider [v](#)

B2B Devices [v](#)

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Step 4

Members Details

Enter the **RA Number (Individual)** of the person you wish to add

Enter their **Surname**

Click the box to confirm you have obtained consent of the person to add to the Organisation PRODA Account

Check User Details is correct person you are adding

Select an **End Date**

- Maximum 12-month period
- Recommend annual review and refresh of authorised members

A screenshot of a web form titled "Add a member to Organisation 1". The form is part of the PRODA (Provider Digital Access) system, as indicated by the header. The header also shows "Australian Government Services Australia" and navigation links for "Profile | Services | Organisations | Logout". The form contains several fields and buttons, all of which are highlighted with red boxes in the image. These include: a "Member Search" section with a search prompt; a "PRODA RA (Individual)" field containing "9999999991"; a "Surname" field containing "Citizen"; a checkbox labeled "I confirm that I have obtained the consent of this individual to search or add them to my Organisation's PRODA account."; a blue "Search" button; a "User Details" section with a table showing "PRODA RA (Individual)" as "9999999991" and "Name" as "Mary Citizen"; an "End date" field set to "10/04/2021"; a blue "Add this member" button; and a "Back" button at the bottom.

Step 4a

Members Details

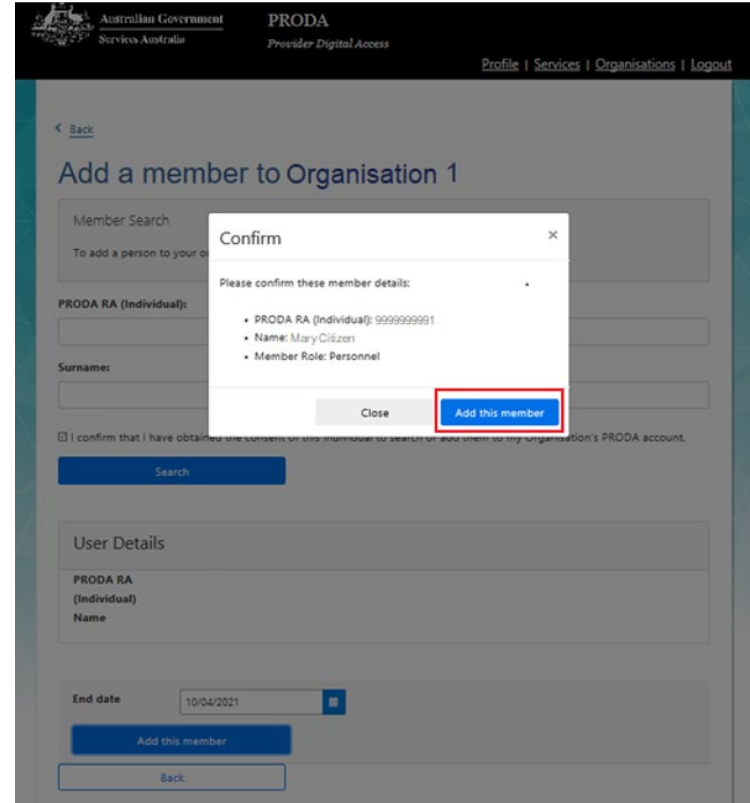


Click [Add This Member](#) button

A window will appear,

Confirm [Member Details](#) are correct

Click [Add This Member](#)



Step 5

Member Added



A message will appear:

Member has been added to the Organisation

Member has been successfully added, you can add more members to the Organisation PRODA Account.

A screenshot of the PRODA web interface. The header includes the Australian Government Services Australia logo, the text "PRODA Provider Digital Access", and navigation links for "Profile | Services | Organisations | Logout". The main content area is titled "Add a member to Organisation 1" and contains a "Member Search" section with a text input field and a "Search" button. Below this is a "Member Added" section with a green confirmation message: "Member has been added to the organisation". At the bottom, there is a table with one row of data: PRODA RA (Individual) 999999991, Name Mary Citizen. A "Back" button is located at the bottom of the page.

Australian Government Services Australia

PRODA Provider Digital Access

Profile | Services | Organisations | Logout

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Add a member to Organisation 1

Member Search

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

PRODA RA (Individual):

Surnames:

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

Search

Member Added

Member has been added to the organisation

PRODA RA (Individual)	Name
999999991	Mary Citizen

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