



Organisation Account Registration in PRODA

How to register step-by-step

PRODA organisation account is a PRODA account set up by an authorised representative of an organisation



What is a PRODA Organisation Account?

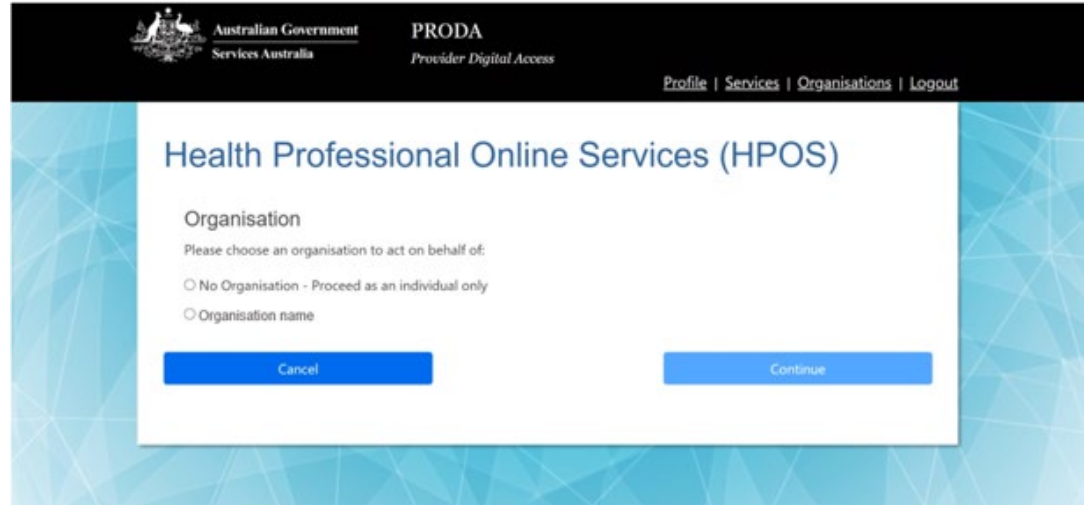


- A PRODA organisation account is used for streamlined and secure access to Australian government services on behalf of an organisation or business.

- It allows authorised representatives to manage their organisation's interactions with government systems.

- Must be completed by an **owner or director or associate** they must be listed on the Australian Business Register (ABR).

- The PRODA organisation account ensures that only designated personnel can act on behalf of the organisation, maintaining confidentiality and data security.



Step 1

Login to PRODA

- Enter Username
- Enter Password
- Click Login

An authentication code will be sent to your preference previously chosen:

- Email
- SMS
- PRODA app
- Click Next



Login

If you have already created your PRODA account, login below.

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)



[< Back](#)

2-step verification

Enter the verification code from your SMS below.

If you cannot access your SMS at this time we can [send a code to a backup channel](#).

Enter Code

[Show](#)

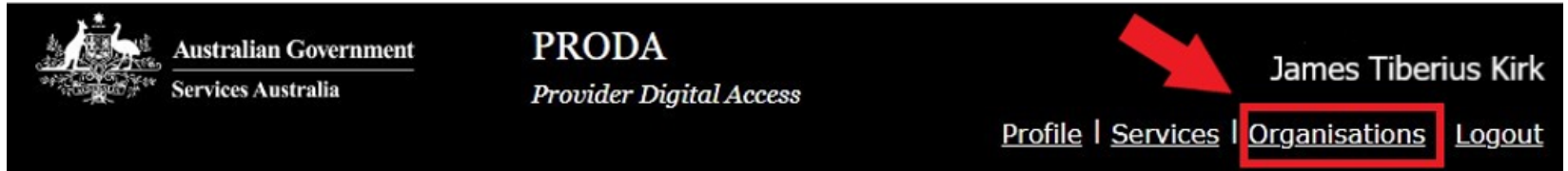
[Didn't receive your code?](#)



Step 2



Once logged in proceed to click on [Organisations](#) button



Step 3



Click on [Register New Organisation](#)

My organisations

Not a member of any PRODA organisations yet.

If your organisation has an ABN and you are listed as an authorised person for that organisation on the Australian Business Register you can either join an existing registered organisation or register a new organisation in PRODA.

[Join an Organisation](#)



[Register New Organisation](#)



Step 4

Register New Organisation Details

Enter your organisation details:

- Organisation Name
- ABN
- Organisation Email
- Organisation Phone Number



[< Back](#)

Register new organisation

PRODA authenticates an organisation's business information and your authority to act on its behalf via the Australian Business Register (ABR).

To avoid difficulties in registering your organisation make sure:

- the organisation's ABR details are up to date
- you are listed on the ABR as an authorised person for that organisation and your ABR listed name matches your PRODA name

Organisation Name

Organisation ABN

Organisation Contact Email Address

Confirm Organisation Contact Email Address

Organisation Contact Phone Number (Optional)

Cancel

Submit



Step 5

Verify Organisation Details



Answer the randomised verification questions.

The details must match the details on the ABR record exactly as listed.

Then select **Submit**.

A screenshot of a web form titled "Verify Organisation Relationship". At the top, a green banner states "Organisation has been successfully registered." Below this is a "[Back](#)" link. The main heading is "Verify Organisation Relationship", followed by the instruction: "Please answer the following questions about your organisation to verify your relationship. The answers will need to match the official ABN/ABR records." The form contains three questions, each with a corresponding input field: 1. "What is the Contact business phone number for the organisation that you have entered?" 2. "What is the Contact all hours phone number for the organisation that you have entered?" 3. "What is the Suburb of the Service Notice Address for the organisation that you have entered?" At the bottom, there are two buttons: a "Back" button and a "Submit" button. A red rectangular box highlights the three questions and their input fields.

Step 6

Verify Organisation Email



A verification code will be sent to the organisation email address.

If the email address is not correct, enter the correct email and confirm.

After this step registration will be successful!

A screenshot of a web form titled "Verify Organisation Email". At the top left is a "< Back" link. Below the title is a message: "We have sent a code to the organisation email address: frances.citizen@testemail.com at 25/07/2019 03:07:07 pm." The form contains several input fields and buttons, all highlighted with red boxes. The first is a text input field labeled "Enter verification code". Below it are two blue buttons: "Verify" and "Resend Code". A paragraph of text follows: "If you would like the code to be sent to a different email address, you will need to update the organisation contact email address." Below this are two text input fields: "Organisation Contact Email Address" and "Confirm Organisation Contact Email Address". At the bottom is a blue button labeled "Save and Send Code".

Step 7

Registration Success



- A new screen will appear with **Organisation Contact email has been successfully verified.**

- You'll receive a **confirmation email** that includes the Registration Authority (RA) number unique to your business.

- The **Organisation RA** is **different** to your **Individual RA** number.

- Select **Back** to return to the **My Organisations** page.

Organisation Contact email has been successfully verified.

[Back](#)

ABC123 PTY LTD

Organisation Details	
PRODA RA (Organisation)	0987654321
Status	Active
ABN	12 345 678 123
Contact Email Address	frances.citizen@testemail.com
Contact Phone Number	Not supplied.

Member Role			
PRODA RA (Individual)	1234567890	Name	Frances Citizen
Role	Director	Status	Active
Start Date	25/07/2019	End Date	-

[Remove Organisation](#)

Members

Subsidiary Organisations

Service Provider

B2B Devices

[Back](#)