



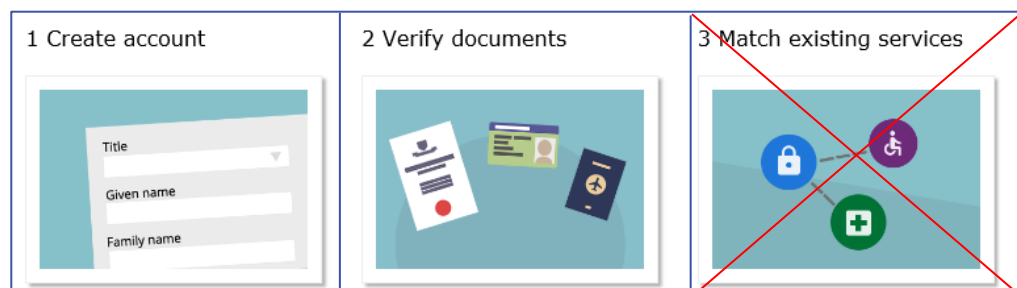
# Task Card 1 – Registering in PRODA

Step	Action
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|---|---|
| 1 | Navigate to the Department of Human Services <a href="#">Child Care Providers and Services page</a> or type 'human services child care providers' into your search engine. Follow the link from this page to the Provider Digital Access (PRODA) registration page. |
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|---|--|
| 2 | There are <b>two</b> actions to complete the registration process for child care personnel (please ignore Action 3: Match Existing Services) |
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- |   |                                   |
|---|-----------------------------------|
| 3 | Click on the 'Register Now' icon. |
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Step	Action
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4	<b>ACTION 1: Create Your Account</b>
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To create your account you will need to provide your details, create a username and password, and verify your email address.

### Your details

Title (Optional)  

Select title

First name

Additional names  
(Required if on any of your identity documents)

Surname

Gender  

Select gender

Date of birth  
For example, 20 03 1976  
 /  /

‘Additional Name’ refers to your middle name. If your middle name is displayed on your identity documents you should include it here.

Click ‘Next’.

5	Create your username and password. Your username may be any name you choose that you will remember. There are rules when creating your password (see below).
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### Create your login details

Username

Password  

Show

Confirm Password  

Show

At least 10 characters

At least 1 uppercase letter

At least 1 lowercase letter

At least 1 number or [special character](#)

Click ‘Next’.

## Step Action

- 6 Create 3 security questions. You will need to easily recall the answer for each security question you choose.

### Your security questions

The following security questions and answers will help to recover your account if required.

Security question 1

Answer 1

Security question 2

Answer 2

Security question 3

Answer 3

Security Questions will be recommended for you. For example:

- What was the name of my first pet?
- What was the name of the first street I lived in?
- Who was my first employer?

Click 'Next'.

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### Your email address

You need to provide an email address for your account. We will need to verify that you own this email.

Email address

Confirm email address

This is the email address to which your verification code will be forwarded. You will need to be able to access it to progress with 'ACTION 2: Verify your identity.'

Click 'Next'.

Step	Action
8	Once you have accessed your verification code email from your email inbox, enter it into the verification code field and click 'Next'.
9	<p>Next you will receive a second automated email stating that you have successfully created your account. <b>The email will contain the following important information which you will need to store securely for the next step of your transition.</b></p> <p><i>'Dear Person</i>  <i>You have successfully created a Provider Digital Access (PRODA) account.</i>  <i>Your Username is USERNAME</i>  <i>Your Registration Authority (RA) Number is 1234567890</i>  <i>Please retain this number as you may need it for future reference.'</i></p> <p>You have now completed the first action and created your PRODA account.</p>
10	<p><b>ACTION 2: Verify your Identity</b></p> <p>You may choose to log back in at a later time and complete this action or, if you have your documents available, you may complete the second part immediately.</p> <p>Either log out now and return to log in later or click 'Continue'.</p>
11	You will require 3 documents to verify your identity online. You will need to enter the document details, such as the state in which the document was issued, or the number recorded on the document, to allow your information to be automatically checked online with the issuer or official record holder .
12	<p>Choose your first document. To verify your identity online you will require two of the following:</p> <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Drivers Licence</li> <li>• Immicard</li> <li>• Passport</li> </ul> <p>Enter the details of your first document. <b>Make sure you enter the details exactly as they are displayed on your document.</b> For example, if your document has your middle name displayed or your middle name initial enter the details in exactly the same format.</p> <p>Click 'Next'</p>

Step	Action
13	<p>Choose your second document. It may include one of the following:</p> <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Drivers Licence</li> <li>• Immicard</li> <li>• Passport</li> </ul> <p>Enter the details of your second document <b>exactly as they are displayed</b>. Click 'Next'</p>
14	<p>Choose your third document. It may include one of the following:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Birth Certificate</li> <li>• Immicard</li> <li>• Citizenship Certificate</li> <li>• Visa</li> <li>• Certificate of Registration by Descent</li> </ul> <p>Enter the details of your third document <b>exactly as they are displayed</b>. Click 'Next'</p>
15	<p>If your name differs between the documents you provide, you will also be required to provide a Change of Name document. It may include one of the following:</p> <ul style="list-style-type: none"> <li>• Marriage Certificate</li> <li>• Change of Name Certificate</li> </ul> <p>Click 'Next'.</p>
16	<p>Once your documents have been successfully verified you will also be able to choose the method by which the PRODA system sends you automated messages in the future.</p> <p>The methods are:</p> <ul style="list-style-type: none"> <li>• email,</li> <li>• mobile phone app,</li> <li>• mobile phone SMS.</li> </ul> <p>Congratulations, you have successfully registered in PRODA.</p>
17	<p>You can now log out of PRODA.</p> <p>Keep your username and password secure as you may need them to log into PRODA again later. Next time you log in to PRODA you will be sent a verification code via the method you chose in step 16.</p>