



# How to Request IS Portal Access as an Additional Authorised Access Delegate

## Step 1: Do you have a PRODA account?

If **No**, [register for a PRODA account](#).

If **Yes**, continue to [Step 2](#).

## Step 2: Log in to the Portal Entry Point

1. Log in to the [Portal Entry Point](#).
2. Click **Request access for myself**.
3. Determine which user role(s) you are requesting.
4. Click **I'm ready to request access**.
5. Enter the required information and select the correct user role(s), then click **Next**.
6. Search the Service Provider for you work for (search by ABN only)

If the **Service Provider is found**:

1. Select the correct Service Provider from the results list.
2. Confirm the details are correct and click **Submit**.
3. Continue to [Step 3](#).

If **No records are found**:

1. Check that the ABN is correct.
2. If the ABN is correct, contact your Inclusion Agency to ensure a Strategic Inclusion Plan (SIP) has been created for your service approval and that the SIP status is **Active**.

## Step 3: Completing the Request

If this is your **first time requesting portal access**:

1. Verify your email address by clicking the link in the email sent to your nominated email address and log in to PRODA.
2. Click **Finish** to finalise the request process.

If you have **previously requested and been granted portal access**, click **Finish** to finalise the request process.

**Note:** Clicking **Finish** sends an approval request to your service's authorised access delegate. The authorised access delegate may contact you if additional information or clarification is required. Once the process is finalised, you will receive an email notifying you of the decision.