

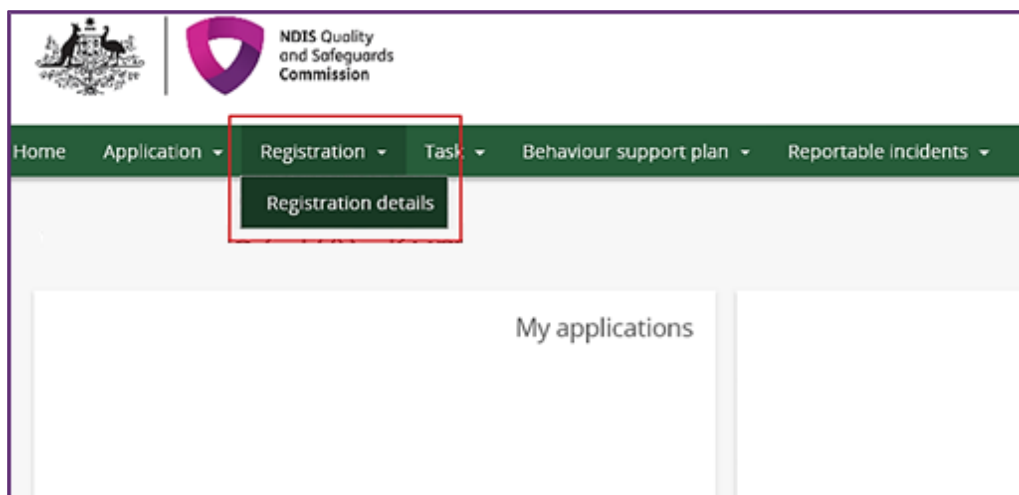
Add or manage key personnel

Quick Reference Guide - Provider

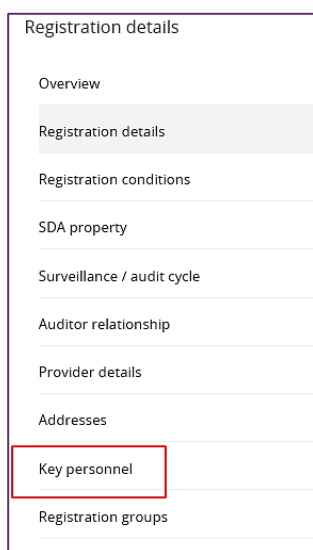
Providers can add or manage their own key personnel in the NDIS Commission Portal.

Add or change key personnel

1. Log in to the NDIS Commission's business application system.
2. Select **Registration** from the menu bar then click **Registration details**.



3. Select **Key personnel** from the left hand menu bar.



Add Key Personnel

1. Click **Add**.

Key personnel

Primary	Name	Business name	Position	Status	
▶ Yes	OWEN KUMAR		Director	Active	Actions~
▶ No	RANA SHEFFORD		Executive Officer	Active	Actions~

Select Format, Press Export, and Save Download

Add

The Key personnel details window opens.

2. Type the **details** of the new key personnel then click **Save**.

Key personnel details * required

Title:*	First name:*	Last name:*
Professor	JAMIE	KRAUSS
Date of birth:dd/mm/yyyy	Position:	Role:
16/10/1959	Executive Officer	Key Personnel
Business name:	ABN:	Percentage share:
UMQ Development Pty Ltd	000 000 000	30
Email address:	Phone:	Mobile:
jamiek@email.com		0400 000 000
Status:	Start date:	End date:
Active	12/06/2018	

[Discard changes and return](#)

Save

Manage Key Personnel

1. Select **Actions** then select an option from the drop down list. You can view, update, make primary or remove the selected key personnel.

Key personnel

Primary	Name	Business name	Position	Status	
▶ No	JAMIE KRAUSS	UMQ Development Pty Ltd	Executive Officer	Active	Actions~
▶ Yes	OWEN KUMAR		Director	Active	
▶ No	RANA SHEFFORD		Executive Officer	Active	

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

View
Update
Make primary
Remove
Export

Add

- To view the details of key personnel, click **View**. The personnel details are displayed.
- To update the details on record for key personnel, click **Update**.

Key personnel details

[Update](#)

Title: Professor	First name: JAMIE	Last name: KRAUSS
Date of birth: dd/mm/yyyy 16/10/1959	Position: Executive Officer	Role: Key Personnel
Business name: UMQ Development Pty Ltd	ABN: 000 000 000	Percentage share: 30
Email address: jamiek@email.com	Phone:	Mobile: 0400 000 000
Status: Active	Start date: 12/06/2018	End date:

- To make a key personnel the primary contact, select **Make primary**. This option only appears if the person selected is not currently a primary contact. You can only have one primary contact.

Key personnel

[Add](#)

Primary	Name	Business name	Position	Status	Actions
<input type="checkbox"/>	JAMIE KRAUSS	UMQ Development Pty Ltd	Executive Officer	Active	Actions
<input checked="" type="checkbox"/>	OWEN KUMAR		Director	Active	Actions
<input type="checkbox"/>	RANA SHEFFORD		Executive Officer	Active	Actions

[View](#)
[Update](#)
[Make primary](#)
[Remove](#)

- To make a key personnel **inactive**, select Remove. Once a person is made inactive, they cannot be made active again. However, they can be added again as a new person.

Key personnel

[Add](#)

Primary	Name	Business name	Position	Status	Actions
<input type="checkbox"/>	JAMIE KRAUSS	UMQ Development Pty Ltd	Executive Officer	Inactive	Actions
<input checked="" type="checkbox"/>	OWEN KUMAR		Director	Active	Actions