Transition to PRODA for TCSI

Phase 2: Register
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2. Background.

What is PRODA?

As the authentication method selected for TCSI, PRODA provides you a way to securely access government online services, which includes TCSI APIs and the Portal.

How do I get set-up with PRODA in preparation for TCSI?

The set-up process for PRODA will comprise of three phases. At the commencement of each phase, we will provide detailed support material to guide you.

This document is for Phase 2, and is about registering your organisation in PRODA and delegating the appropriate responsibilities to staff.
3. Before you continue.

1. Make sure that:

- You have completed Phase 1: Get Ready
- You are an Associate listed on the ABR (Australian Business Register) for the organisation.

Note: If there is no Associate listed on the ABR, an Authorised contact can register the organisation.

2. Check whether your organisation is already registered in PRODA and you are a Director* (this is to help select the correct pathway in the next question):

   i. Log-in to your PRODA account by navigating to https://proda.humanservices.gov.au/
   
   ii. Select “Organisations” located in the top right of the screen.
   
   iii. If you are already associated with the organisation it will be listed under “My Organisations”, and your role and status will be displayed under the “Role/Status” column.

3. Now that you’ve done all that, let’s figure out what you need to do next. Pick the scenario that most applies to you:

   - **My organisation is not registered in PRODA/I don’t know**
     
     Go to Section 4 – “Register your organisation (Option A)”
     
     Note: If your organisation has already been registered, you will get a “Your ABN is not unique” error when attempting to register. In this case, refer to “My organisation is registered in PRODA, but I’m not listed as a director”

   - **My organisation is registered in PRODA, and I’m listed as a director**
     
     We highly recommend adding members to your organisation or delegating the authority to manage it.
     
     To do this, go to Section 6 – “Add members and delegate authority (Recommended)”. Otherwise, you don’t need to take any further action for this phase.

   - **My organisation is registered in PRODA, but I’m not listed as a director**
     
     If you believe a different associate may have already registered your organisation, go to Section 5 – “Join an existing organisation as a director (Option B)”.
     
     OR
     
     If your organisation registered for PRODA as part of the CCS (Child Care Subsidy) program, your organisation may not be verified against the ABR, and can only access CCS services.
     
     A guide on this will be available in the near future from the PRODA or TCSI helpdesk.

*Director definition: This is the term used within PRODA that represents the person with authority to commit the organisation to business dealings and should be the same person as the authorised person listed on the ABR for the organisation.
4. Register your organisation (Option A).

Follow the steps below to register your organisation within PRODA. Remember to have details as they appear on your ABR record handy, as these will be verified with the ABR.

1. Log-in to PRODA and navigate to “Organisations”
Log-in to your Individual PRODA account if you haven’t already by navigating to https://proda.humanservices.gov.au/, and click on “Organisations” located in the top right of the screen.

2. Click on “Register New Organisation”
In the “Organisations” page, click “Register New Organisation”.

3. Enter your Organisation Details
Enter the details for your organisation. Remember, these should be for the ABN that you identified in Phase 1. These details along with your individual PRODA account name must also match the details on the ABR.

4. Verify Organisation Relationship
Verify your relationship to the organisation by providing responses to the questions in the “Verify Organisation Relationship” page. Your responses must match the details on the Australian Business Register (ABR) in order to proceed. These responses will be checked against your ABR record.

IMPORTANT: Go to page 11 to get help with answering the PRODA questions

5. Enter your Verification Code
After you have successfully verified your Organisation Relationship, enter your organisation contact email address in the “Verify Organisation Email” screen and click “Save and Send Code”. A verification code will be sent to this email.

Enter the Verification Code and click “Verify”.

6. Registration Complete
Your organisation should now be successfully registered! If you would like to add members and/or delegate the management of your PRODA organisation to other staff (this is highly recommended), please proceed to Section 6 – “Add members and delegate authority”.

Proceed to Section 6 – “Add members and delegate authority”.
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5. Join an existing organisation as a Director (Option B).

Follow the steps below to join an existing organisation in PRODA as a Director. Remember to have details as they appear on your ABR record handy, as these will be verified.

1. Log-in to PRODA and navigate to “Organisations”

Log-in to your Individual PRODA account if you haven’t already by navigating to https://proda.humanservices.gov.au/, and click on “Organisations” located in the top right of the screen.

2. Click on “Join an Organisation”

In the “Organisations” page, click “Join an Organisation”.

3. Enter the Organisation RA number and the Organisation Name

The associate listed on the ABR who initially registered the organisation can find this information by logging into their own PRODA account, and navigating to the “Organisation Details” page for the organisation.

Enter this information, click search, and confirm that you want to join as a Director.

4. Verify Organisation Relationship

Verify your relationship to the organisation by providing responses to the questions in the “Verify Organisation Relationship” page. Your responses must match the details on the Australian Business Register (ABR) in order to proceed. These responses will be checked against your ABR record.

IMPORTANT: Go to page 11 to get help with answering the PRODA questions

5. Successfully Added as Director

You should now be added to your PRODA organisation as a Director. If you would like to add members and/or delegate the management of your PRODA organisation other staff (this is highly recommended), please proceed to Section 6 – “Add members and delegate authority”.

Proceed to Section 6 – “Add members and delegate authority”.

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**5. Join an existing organisation as a Director (Option B).**

Follow the steps below to join an existing organisation in PRODA as a Director. Remember to have details as they appear on your ABR record handy, as these will be verified.

1. **Log-in to PRODA and navigate to “Organisations”**

Log-in to your Individual PRODA account if you haven’t already by navigating to https://proda.humanservices.gov.au/, and click on “Organisations” located in the top right of the screen.

2. **Click on “Join an Organisation”**

In the “Organisations” page, click “Join an Organisation”.

3. **Enter the Organisation RA number and the Organisation Name**

The associate listed on the ABR who initially registered the organisation can find this information by logging into their own PRODA account, and navigating to the “Organisation Details” page for the organisation.

Enter this information, click search, and confirm that you want to join as a Director.

4. **Verify Organisation Relationship**

Verify your relationship to the organisation by providing responses to the questions in the “Verify Organisation Relationship” page. Your responses must match the details on the Australian Business Register (ABR) in order to proceed. These responses will be checked against your ABR record.

**IMPORTANT:** Go to page 11 to get help with answering the PRODA questions

5. **Successfully Added as Director**

You should now be added to your PRODA organisation as a Director. If you would like to add members and/or delegate the management of your PRODA organisation other staff (this is highly recommended), please proceed to **Section 6 – “Add members and delegate authority”**.

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**Proceed to Section 6 – “Add members and delegate authority”**.
6. Add members and delegate authority (Recommended).

Follow the steps below to add other members to your PRODA Organisation. You can also delegate the management of your organisation (including adding members) by completing the optional steps below. Please refer to Frequently Asked Question no. 7 for more information on who else will need to create a PRODA account.

1. Does the staff member you want to add have their own PRODA account?
   If not, ask them to:
   2. Once their account is verified, provide their Individual RA number and Last Name to you.

2. Add them to your Organisation
   1. Click “Organisations” located in the top right of the screen.
   2. Select your organisation, under “My Organisation”
   3. Click “Members”
   4. Click “Add Member”
   5. Provide the details of the delegate you want to add, confirm that you have obtained consent.
   6. Click search and add them to your organisation.

Optional steps

3. Commence delegation
   If you want to delegate any management functions in PRODA to this member, navigate back to the Organisation Details screen and:
   1. Click “Members”
   2. Select your delegate
   3. Scroll down and click “Attribute Delegations”
   4. Click “Delegate To This Member”

4. Select what attribute you would like to delegate
   Select the appropriate attribute, and whether you want your delegate to be able to “re-delegate” (Delegable), set an effective-to-date, and click “Delegate”. Refer to “Delegation Types” below to learn what the relevant attributes mean.

**Attribute types**

<table>
<thead>
<tr>
<th>Attribute Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner-Access</td>
<td>Provides extensive control, including the ability to manage devices, personnel, services and subsidiary organisations for your organisation in PRODA.</td>
</tr>
<tr>
<td>Employee-Management</td>
<td>Add, remove and update the end dates of members of the organisation in PRODA.</td>
</tr>
<tr>
<td>Device-Management</td>
<td>Manage devices on behalf of the organisation in PRODA. Consider assigning this to a technical staff member co-ordinating with your SMS developer in Phase 3 (if you are using APIs).</td>
</tr>
</tbody>
</table>

Phase 2 complete.
7. Frequently Asked Questions.

1. What is PRODA and why do I have to use it?

PRODA is the authentication method selected for TCSI. It provides both government and your organisation assurance that the correct people have access to view and report data using TCSI services.

2. What is an individual PRODA account?

An individual PRODA account uniquely represents you as a person within PRODA, based on your own set of identity credentials. Using your individual PRODA account, you can create organisations in PRODA (if you are an Associate listed on the ABR for the organisation) or join and act on behalf of existing organisations.

3. What is a PRODA organisation?

A PRODA organisation is the representation of an Australian registered business within PRODA – for TCSI, this will be the Education Provider you work for.

4. Why do I need my ABN?

PRODA checks the Australian Business Register that the organisation details are correct and current and that the person registering the organisation is listed as an associate (using their individual PRODA account). The ABN for the organisation you create and use in PRODA, must also be the same ABN as the one listed against your Provider Code.

5. What is a “Director” in PRODA?

This is the term used within PRODA that represents the person with authority to commit the organisation to business dealings and should be the same person as the associate.

6. My organisation will only be using the TCSI portal to submit data. Will we still need to use PRODA?

Yes, the TCSI portal will use PRODA as its authentication method. Anyone in your organisation that will be using the TCSI portal will need to have created their own individual PRODA account, and be added to your organisation by following the instructions in Section 6 – “Add members and delegate authority”.

Phase 3 will provide more detail on managing your member’s access to the TCSI portal through PRODA.

7. Who exactly in my organisation will need to create an individual PRODA account?

PRODA accounts will be required for staff who need to:

- report data using the TCSI portal
- setup an organisation’s Business to Government APIs
- manage access for users
- see notifications (TFN verification, scheduled validation, and student entitlement messages)
- access reported data (using summary and verification reports or bulk data downloads)

These staff will then need to be added to your organisation by following the instructions in Section 6 – “Add members and delegate authority”.

8. What about staff who will only be using SMS software to report data through APIs? Will they need their own PRODA accounts?

Generally, no. Unless they also plan on using the TCSI portal, staff members who will only be using SMS software to report via APIs will not need their own PRODA accounts.
7. Frequently Asked Questions.

9. My Student and Staff information are in two separate systems. Do I need two separate PRODA accounts?

You only need to register your organisation once in PRODA, and all reporting should be done through this organisation. You should consult with your SMS developer on how they will manage your PRODA details across multiple systems, as there is some flexibility in how this can be achieved.

10. Who can I contact if I have issues with my PRODA registration?

If you have any questions or issues with PRODA, you can contact PRODA Support at proda@humanservices.gov.au or 1800 700 199 (option 1) 8am to 5pm local time.

If you have any TCSI specific questions, please email TCSI.SUPPORT@humanservices.gov.au.
8. Appendix: Phase 2 Process Flow

Phase 2: Register

Gather information and have the ABR Associate create an individual PRODA account (phase 1).

What is your registration status?

- My organisation is registered in PRODA, and I'm listed as a director.
- My organisation is registered in PRODA, but I'm not listed as a Director.
- My organisation is not registered in PRODA, or I don't know.
- A different associate has registered my organisation.
- My organisation registered for Child Care Subsidy, and is not fully ABR verified.

Register your organisation (Option A).

Has a different associate registered your organisation, or did your organisation register for PRODA as part of the Child Care Subsidy Program?

- Join an existing organisation as director (Option B).
- Contact the CCS helpdesk or PRODA Support for the guide before continuing Phase 2.

Add members and delegate authority.

Required

Optional
8. Appendix: Help with Verifying Organisation Relationship

You will need access to your ABR records to verify your relationship with your organisation. The below table helps you navigate through your ABR records to answer PRODA questions.

<table>
<thead>
<tr>
<th>No.</th>
<th>PRODA question</th>
<th>Where can I find the answer on my ABR records</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What is your Associate Relationship type with the organisation that you have entered?</td>
<td>When viewing your organisation’s ABN summary, the answer can be found under your name in the ‘Associates’ column of the table displayed under the ‘Associates’ tab. If you have multiple relationship types listed against your name, please just enter one.</td>
</tr>
<tr>
<td>2</td>
<td>What is the ANZSIC business industry code for the organisation that you have entered?</td>
<td>The answer can be found under the ‘ANZSIC and business details’ tab when viewing your organisation’s ABN summary.</td>
</tr>
<tr>
<td>3</td>
<td>What is the ANZSIC business industry description for the organisation that you have entered?</td>
<td>The answer can be found under the ‘ANZSIC and business details’ tab when viewing your organisation’s ABN summary.</td>
</tr>
<tr>
<td>4</td>
<td>What is the Suburb of the organisation that you have entered?</td>
<td>The answer can be found under the ‘Business address’ tab when viewing your organisation’s ABN summary.</td>
</tr>
<tr>
<td>6</td>
<td>What is the Postcode of the Service Notice Address for the organisation that you have entered?</td>
<td>The answer can be found under the ‘Postal address’ tab when viewing this organisation’s ABN summary.</td>
</tr>
<tr>
<td>7</td>
<td>What is the Suburb of the Service Notice Address for the organisation that you have entered?</td>
<td>The answer can be found under the ‘Postal address’ tab when viewing this organisation’s ABN summary.</td>
</tr>
<tr>
<td>10</td>
<td>What is the Contact mobile phone number for the organisation that you have entered?</td>
<td>The answer can be found under the Contacts’ tab when viewing your organisation’s ABN summary.</td>
</tr>
<tr>
<td>11</td>
<td>What is the Contact business phone number for the organisation that you have entered?</td>
<td>The answer can be found under the Contacts’ tab when viewing your organisation’s ABN summary.</td>
</tr>
<tr>
<td>12</td>
<td>What is the Contact all hours phone number for the organisation that you have entered?</td>
<td>The answer can be found under the Contacts’ tab when viewing your organisation’s ABN summary.</td>
</tr>
</tbody>
</table>