# Checklist – Registered providers

The checklist below will help registeredproviders understand what is involved, and the steps to begin using the my NDIS provider portal.

## Information

* I have read the [registered provider information pack](https://improvements.ndis.gov.au/providers/working-participants/my-providers#day-1-for-providers).
* I have read the [quick reference guide (QRG) for NDIS providers](https://improvements.ndis.gov.au/providers/working-participants/my-providers#day-1-for-providers).
* I have read the [information for providers](https://improvements.ndis.gov.au/providers/) on the NDIS website.
* I have read the [information for participants](https://improvements.ndis.gov.au/participants) on the NDIS website.
* I have read about the [new my NDIS provider portal](https://improvements.ndis.gov.au/providers/my-ndis-provider-portal).
* I have completed the my NDIS provider portal tutorials on the [provider learning environment](https://provider-portal-training.ndis.gov.au/#id=null).
* I have read the [PACE technical documentation for providers](https://improvements.ndis.gov.au/providers/provider-tools-and-resources#tools-and-resources-for-providers).
* I have read the [my NDIS provider portal step-by-step guide](https://www.ndis.gov.au/providers/working-provider/myplace-provider-portal-and-resources#my-ndis-provider-portal-step-by-step-guide).
* I have read about the [upcoming improvements to our new computer system](https://improvements.ndis.gov.au/new-system-improvements).
* I have read the [frequently asked questions on our new computer system](https://improvements.ndis.gov.au/providers/frequently-asked-questions-providers).

## Processes

* I understand [the process for participant consent](https://improvements.ndis.gov.au/providers/working-participants/participant-consent-and-viewing-plans) to share information with me in the my NDIS provider portal.
* I understand [what different providers can see in the my NDIS provider portal](https://improvements.ndis.gov.au/providers/working-participants/participant-consent-and-viewing-plans).
* I understand how to [submit claims for payments](https://improvements.ndis.gov.au/providers/claims-and-payments/).
* I understand my role in [supporting participants to manage their budgets](https://improvements.ndis.gov.au/providers/claims-and-payments/support-catalogue).
* I understand how support items correspond to [new support](https://improvements.ndis.gov.au/providers/claims-and-payments/support-catalogue) categories.
* I understand [service bookings](https://improvements.ndis.gov.au/providers/working-participants/my-providers) are not a feature of participant plans developed in the new NDIS computer system.
* I understand [how to claim for funds as a provider that is not recorded as a my provider by the participant](https://improvements.ndis.gov.au/providers/working-participants/my-providers).
* I understand [how participants can record, change, or remove their my providers.](https://improvements.ndis.gov.au/providers/working-participants/my-providers)

If you need further support, please email [provider.support@ndis.gov.au](mailto:provider.support@ndis.gov.au) or call us on 1800 800 110.