

# How to find your Organisation Site ID

1. You will need to log into PRODA
2. Once logged in you should open the Health Professional Online Services (HPOS) in the linked Services Panel

The screenshot shows the PRODA (Provider Digital Access) interface. At the top, there is a navigation bar with the Australian Government logo, the text 'Australian Government Services Australia', the PRODA logo 'PRODA Provider Digital Access', and the user name 'Tess Tuser'. Navigation links for 'Profile', 'Services', 'Organisations', and 'Logout' are also present.

Below the navigation bar is a 'Privacy Notice' box. The main content area is titled 'My linked services', with a red arrow pointing to this heading. Under this heading, there are two service tiles. The first tile, 'Health Professional Online Services', is highlighted with a red border and contains two buttons: 'Go to service' and 'Link identifiers'. The second tile is 'medicare online' with sub-links 'ECLIPSE | DVA | AIR'.

Below the linked services is the 'Available services' section, which contains three tiles: 'my ndis provider portal', 'Aged Care Provider Portal', and 'Business Hub'.

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- When you click into HPOS you will be prompted to enter either as an individual or to act on behalf of the organisation. You should select the organisation name and click Continue.

**NB** If you cannot see the organisation you have not been authorised to act on behalf of the organisation. You need to find the person who is authorised to complete this step.



## Health Professional Online Services (HPOS)

### Organisation

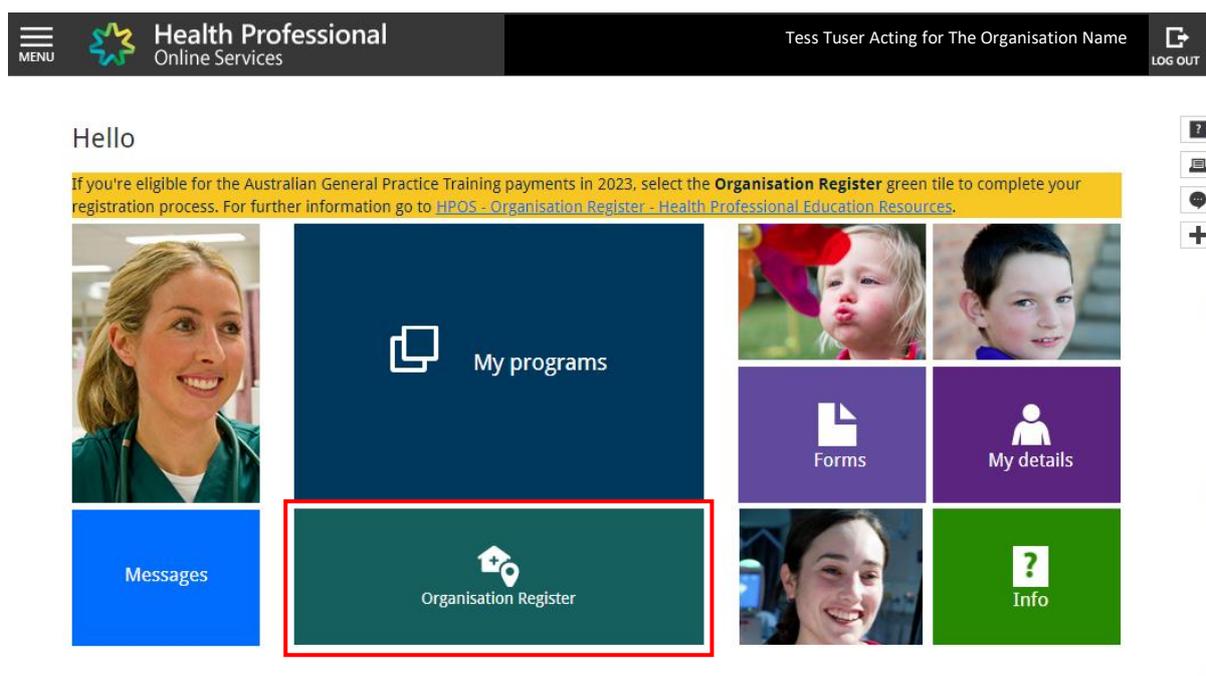
Please choose an organisation to act on behalf of:

- No Organisation - Proceed as an individual only
- Organisation name

Cancel

Continue

- Once you have successfully entered into the HPOS acting on behalf of your organisation, Select Organisation Register.



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5. Once inside the organisation Register, select the Associated Sites tab

 **Health Professional**  
Online Services

Tess Tuser Acting for The Organisation Name  LOG OUT

You are here: [Home](#) » [Organisation Register](#)

## Organisation Register - Organisation Record

**Amend**

Organisation ID	Entity Name
ABN	PRODA RA Number
Status	From

**Organisation** | **Contact** | **Key Individuals** | **Associated Sites**

### Organisation Details

 The Organisation record will hold details about the ABN (Australian Business Number) and have been prepopulated from the ABR (Australian Business Register). If these details are not correct, contact the ABR.

ABN	
ACN	
Entity Name	
Entity Type	
ABN Registered Address	
ABN Start Date	ABN End Date
Registered Start Date	Registered End Date

### Ultimate Organisation

 This is the recognised legal entity that you consider to have hierarchical control of your organisation.

There is currently no Ultimate Organisation for this record.

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6. Once open, the Associated Sites tab will have all Associated sites listed. Note each site has an individual Organisation Site ID. **This should not be confused with the Organisation Record ID.**

The Organisation Site ID number is located beside the site you wish to register for payment of Practice and Teaching Payments. Record the site number and enter this number into the RGHuB (<https://rghub.acrrm.org.au/login>) .

The screenshot shows the 'Organisation Register - Organisation Record' page. At the top, there is a navigation bar with 'Health Professional Online Services' and 'Tess Tuser Acting for The Organisation Name'. Below this, the page title is 'Organisation Register - Organisation Record' with an 'Amend' link. The main content area has tabs for 'Organisation', 'Contact', 'Key Individuals', and 'Associated Sites'. The 'Associated Sites' tab is active, showing a table of 'Current Organisation Sites'. The table has columns for ID, Name, Physical Address, Start Date, and Action. The first row has an ID of '1234567899' and an Action of 'Relocate'. A red box highlights this ID. A red arrow points from a text box 'Note these are not the same number' to the '9876543211' Organisation ID and the '1234567899' Site ID.

ID	Name	Physical Address	Start Date	Action
1234567899				Relocate
xxxxxxxxxx				Relocate
xxxxxxxxxx				Relocate

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7. You can Also find the individual Organisation Site ID by clicking into the relevant site ID number (blue) on the previous screen

MENU  **Health Professional**  
Online Services

Tess Tuser Acting for The Organisation Name  LOG OUT

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## Organisation Register - Organisation Site Record

**Amend**

Organisation Site ID	1234567899	Organisation Site Name	
Physical Address		PRODA RA Number	
Status		From	

Organisation Site	Physical Address	Services	Contact	Key Individuals	Accreditation
Provider	Program Registration	Banking Details			
Organisation ID					
ABN					
Entity Name					
Organisation Site Name *					
Start Date					