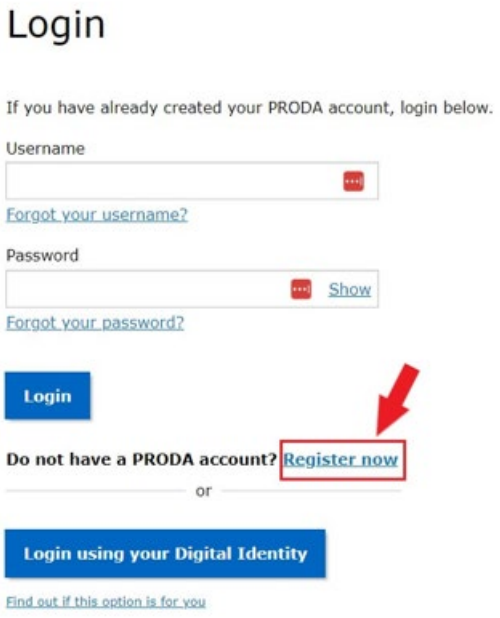
PRODA Individual Account Registration

How to register step-by-step

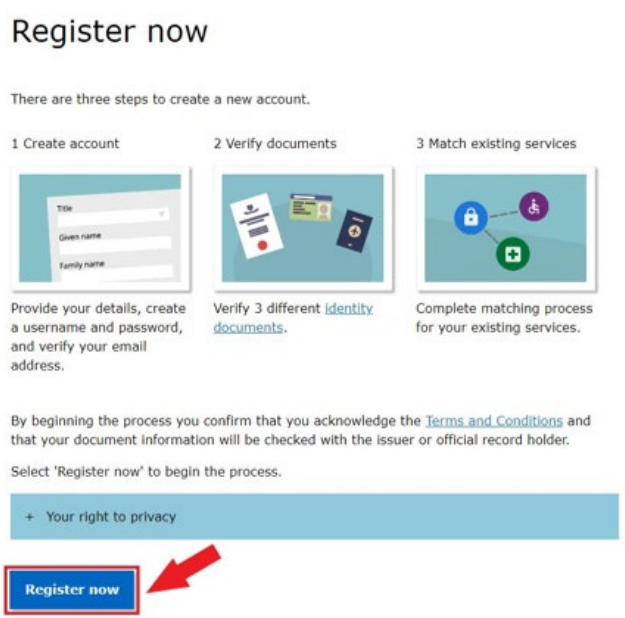
PRODA individual account is a PRODA account set up by an individual for themselves

Step 1

Go to https://proda.humanservices.gov.au/ and click on **Register now**

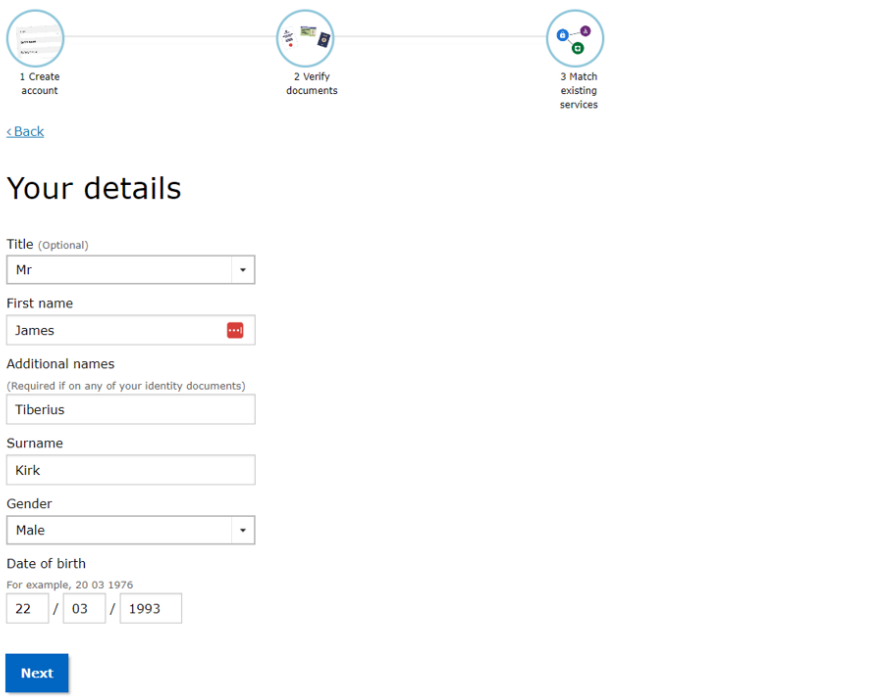


Click on **Register now** on the next screen



Step 2
Enter your details:

- Title (Optional)
- First Name
- Additional names (such as middle names)
- Surname
- Gender (Male, Female, Non-Binary)
- Date of Birth



Step 3
Create your login details

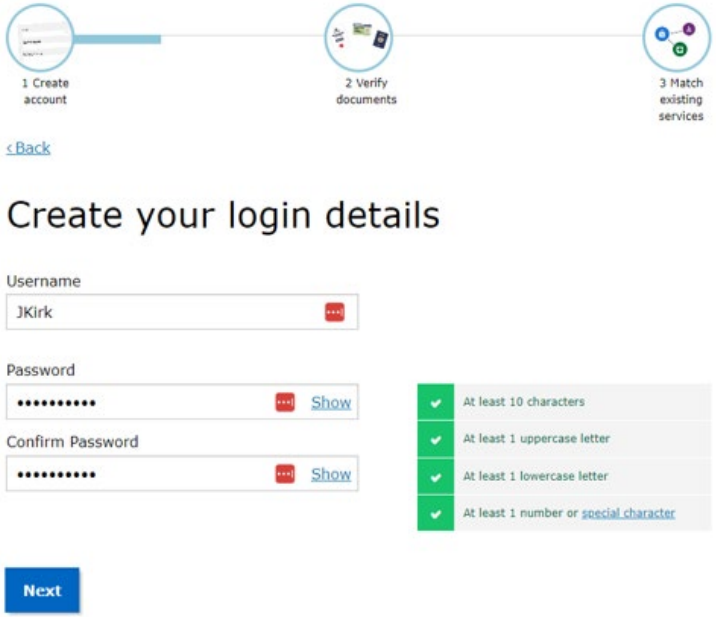
Create a Username

Recommended to use a variation of your name:

- JKirk
- JamesKirk
- JTKirk
- JamesTKirk

Create a strong password that contains

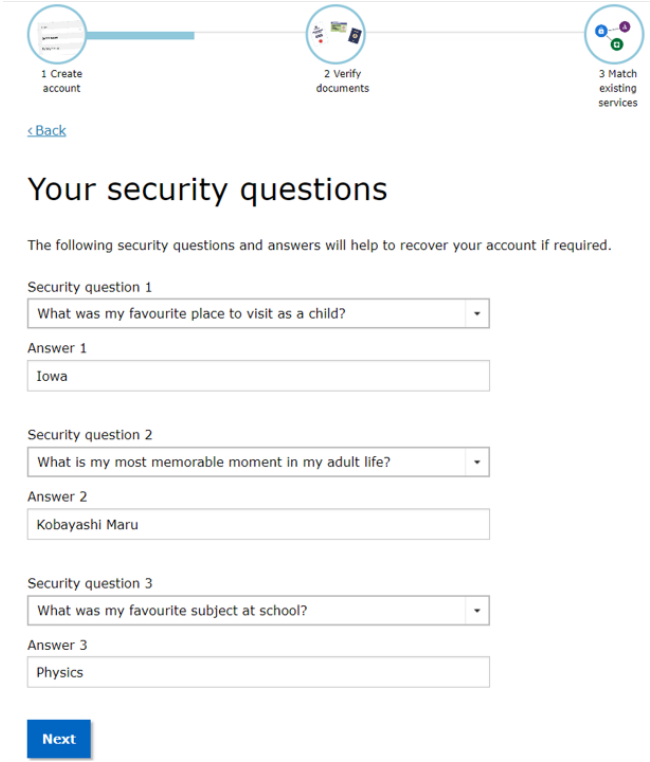
- A minimum of 10 characters
- At least 1 uppercase letter, lowercase letter, and 1 number or special character
- Example password requirements: **w3Akpsswrd!**



Step 4
Select 3 Security questions

Enter in the answers only you would know

Keep these secure and private!

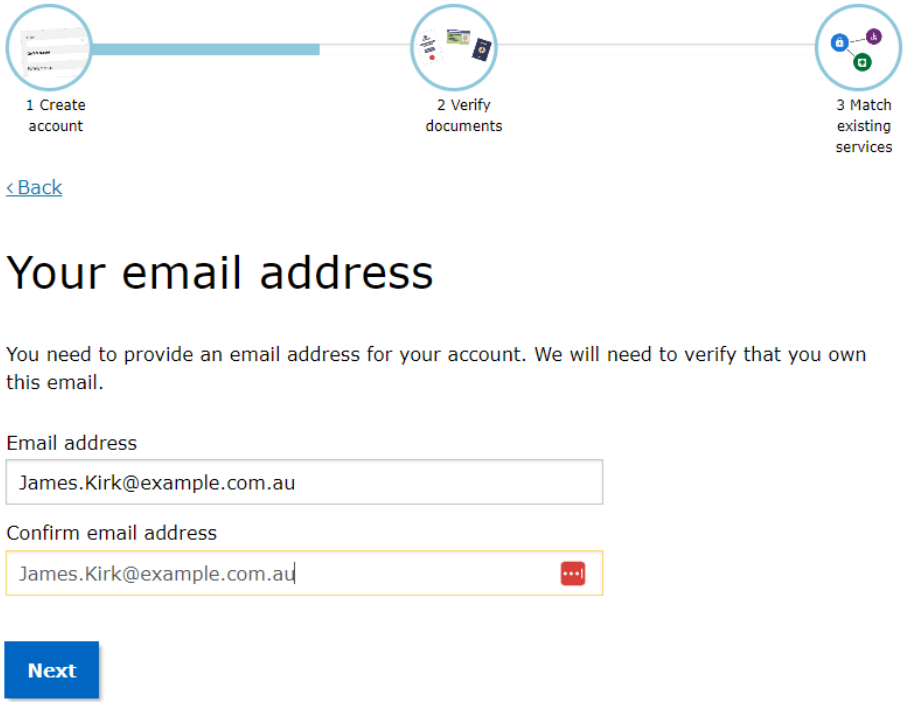


Step 5

Enter your personal email address that you have access to

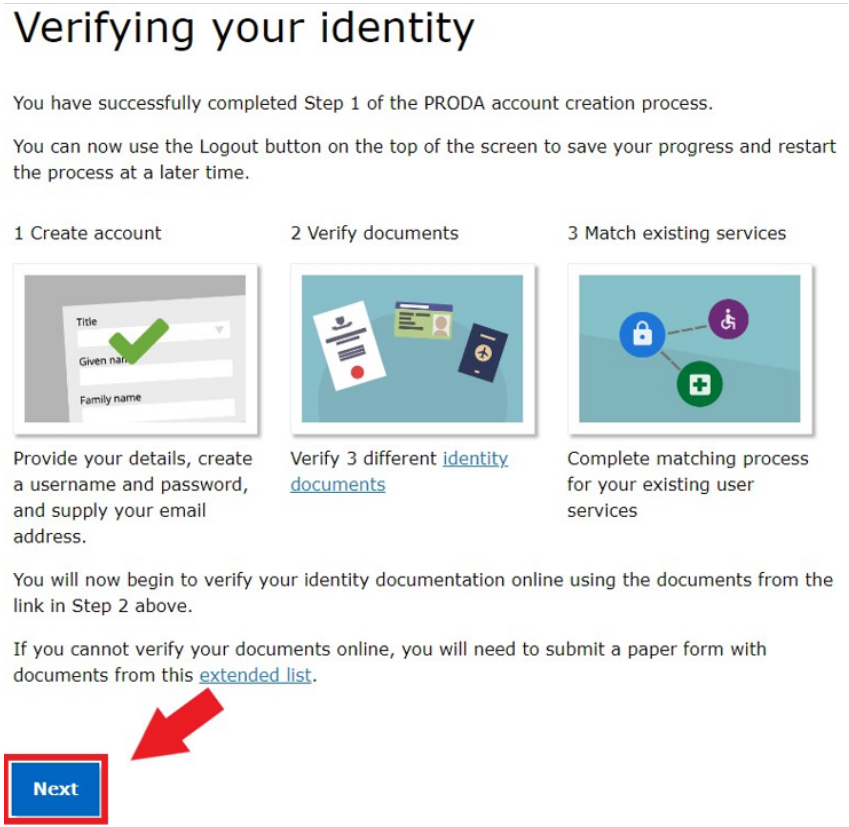
A **verification code** will be sent to your email address.

Enter the verification code into the next screen



Step 6

Click **Next** button

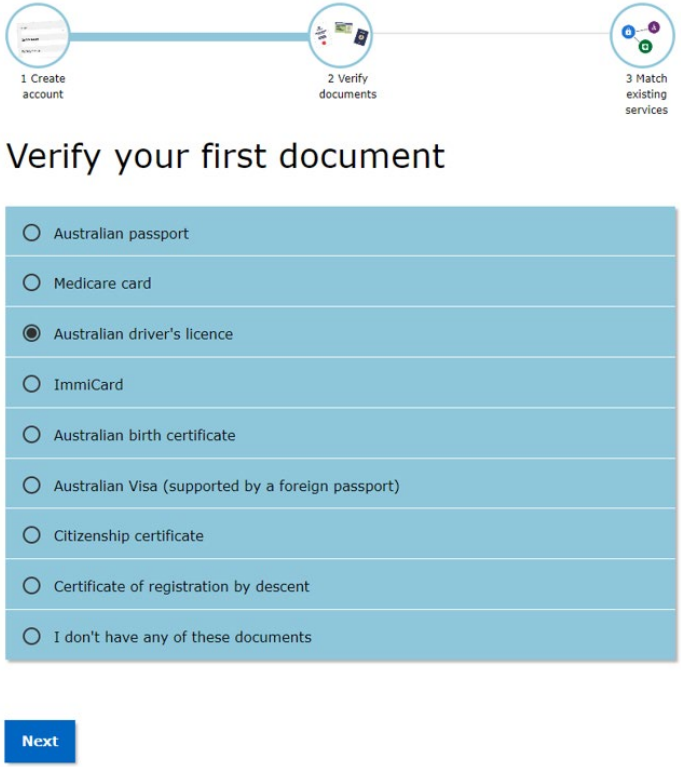


Step 7
Verifying your identity

Select **one** document at a time
- Driver's Licence > Australian Passport > Medicare card

You can use 2 of the following documents:
- Medicare card
- Australian driver's licence
- ImmiCard
- Australian passport

You can use 1 of the following documents:
- Australian passport
- Australian birth certificate
- ImmiCard
- Citizenship certificate
- Australian Visa, supported by a Foreign passport
- Certificate of registration by descent

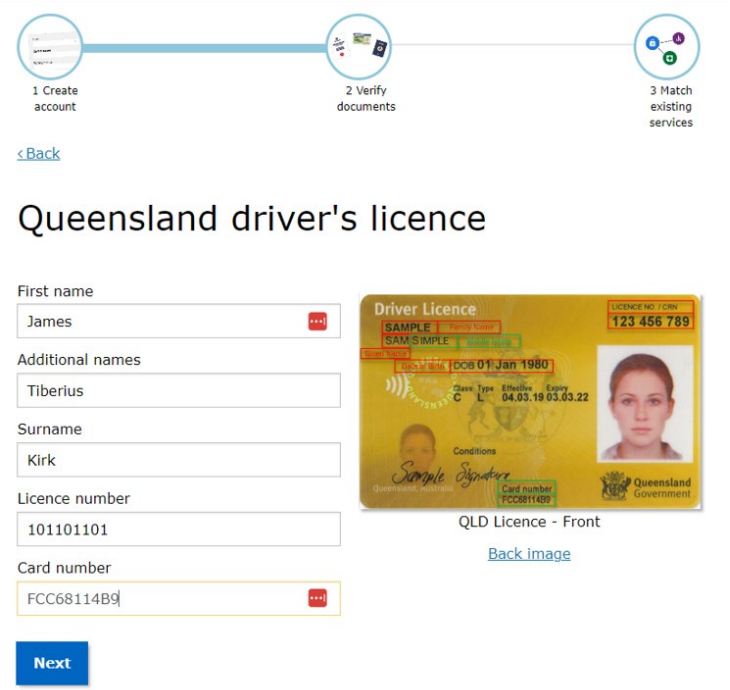


Step 7a
Driver's Licence Example

- Select the Australian state your driver's licence was issued in.

Name will be auto-populated into the correct fields

Enter in missing details:
- Licence Number
- Card Number

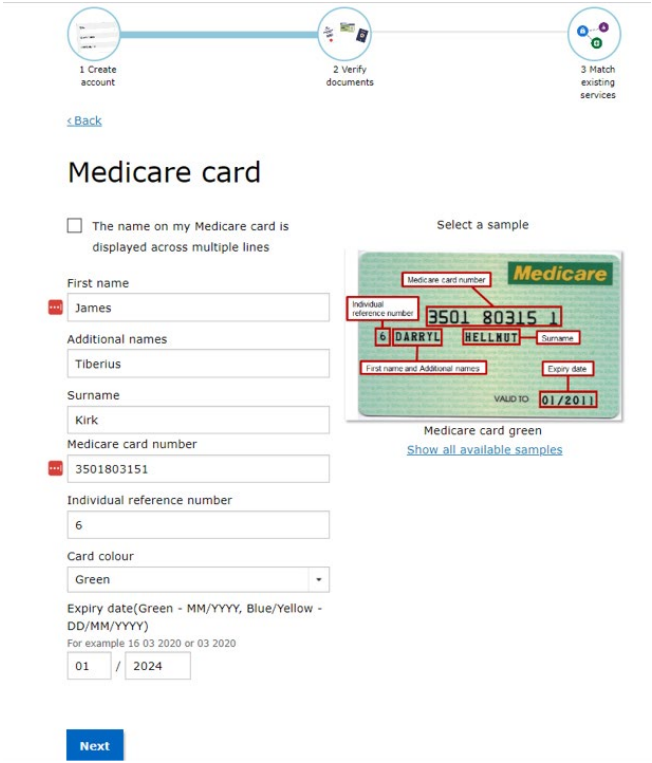


Step 7b
Medicare Card Example

Name will be auto-populated into the correct fields

Enter in missing details

- Medicare card number
- Individual reference number
- Card colour
- Expiry date

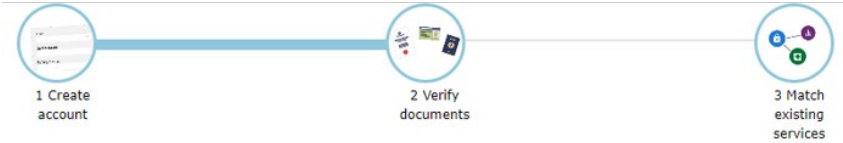


Step 7c
Australian Passport Example

Name will be auto-populated into the correct fields

Enter in missing details

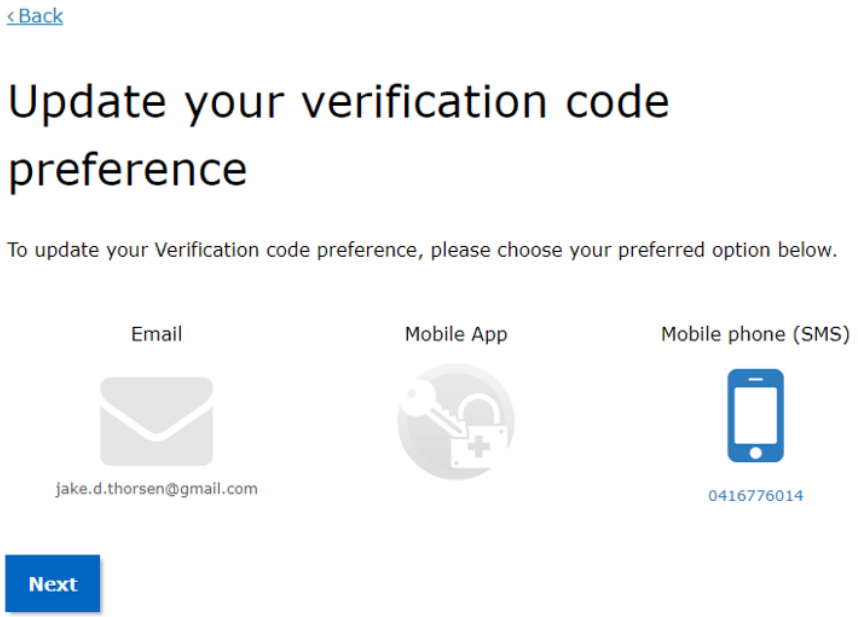
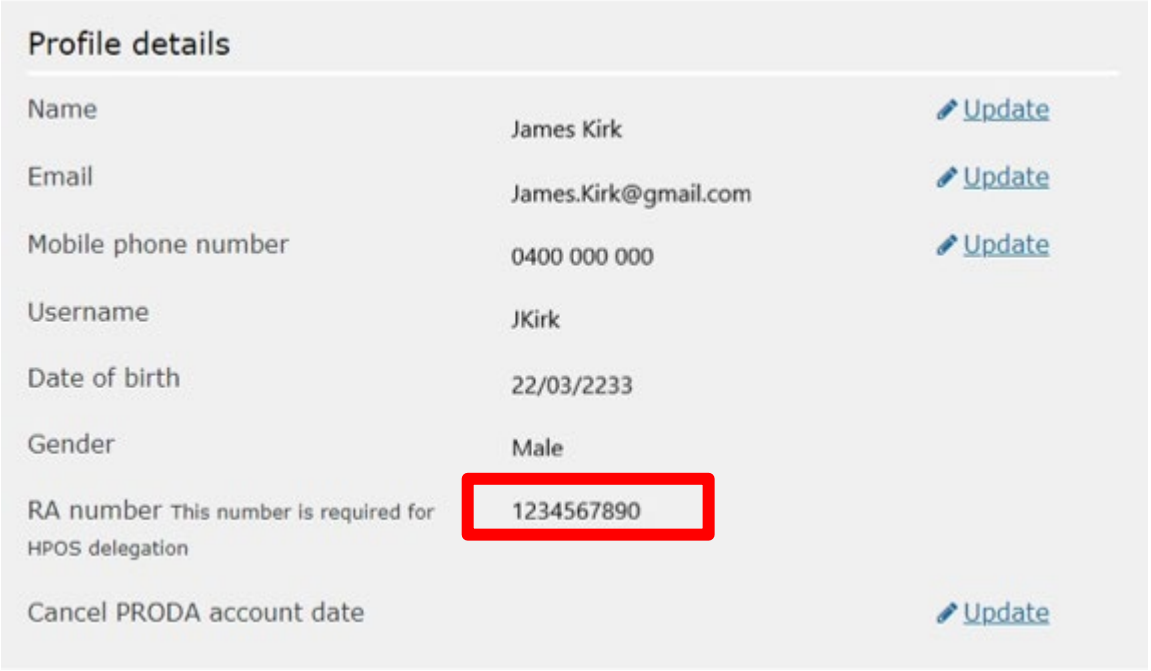
- Document number



Step 8
Verification Code Preference

Choose a method to have a verification code sent to you when you login into your PRODA account:

- Email
- Mobile App
- SMS



Registration Authority (RA) number is a unique identifier issued to individuals and organisations when they register for a PRODA account. This number moves with an individual across organisations.