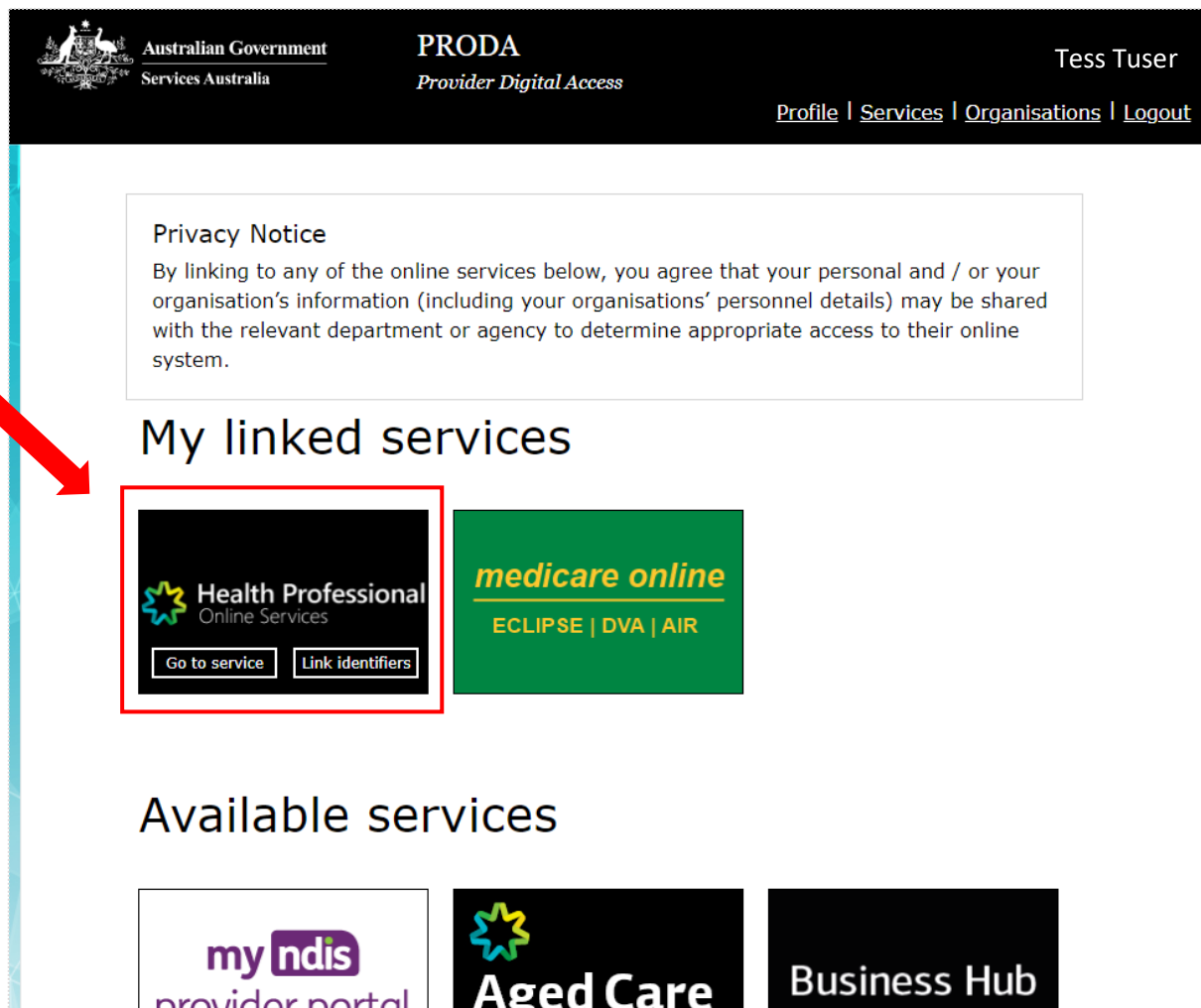


# How to find your Organisation Site ID

How to find your **Organisation Site ID** in 6 easy steps.

**Step 1** - You will need to log into [PRODA](#)

**Step 2**- Once logged in, open the [Health Professional Online Services \(HPOS\)](#) – found in the linked services panel



Australian Government  
Services Australia



**PRODA**  
Provider Digital Access

Tess Tuser




[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

**Privacy Notice**  
By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

**My linked services**

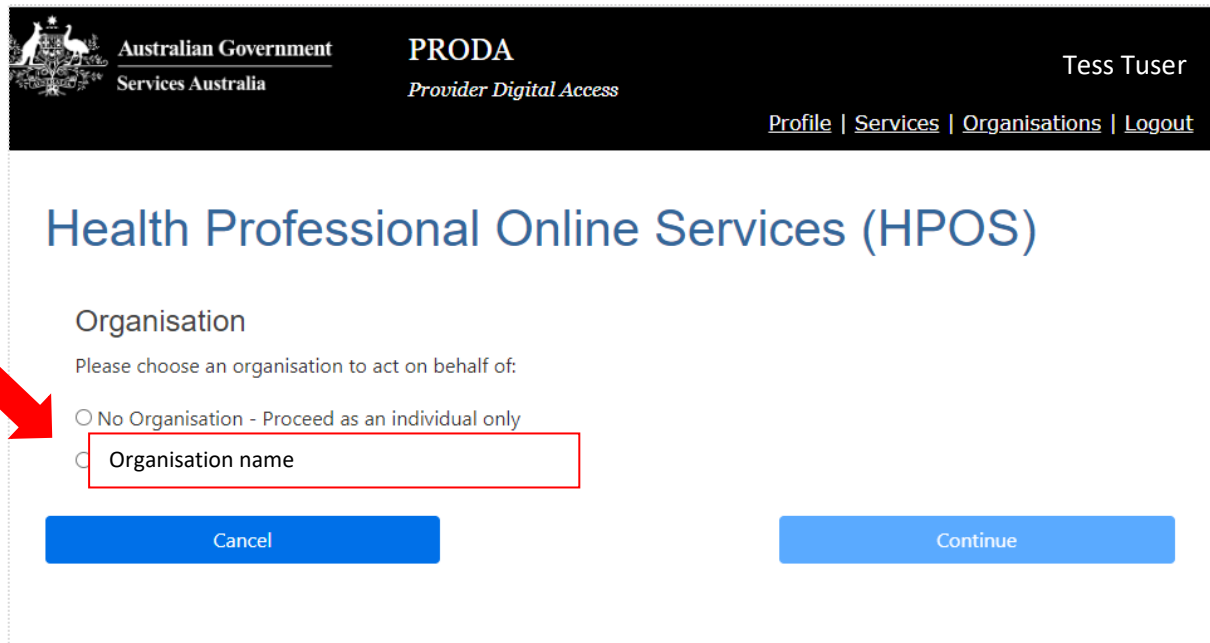
**Available services**

# How to find your Organisation Site ID

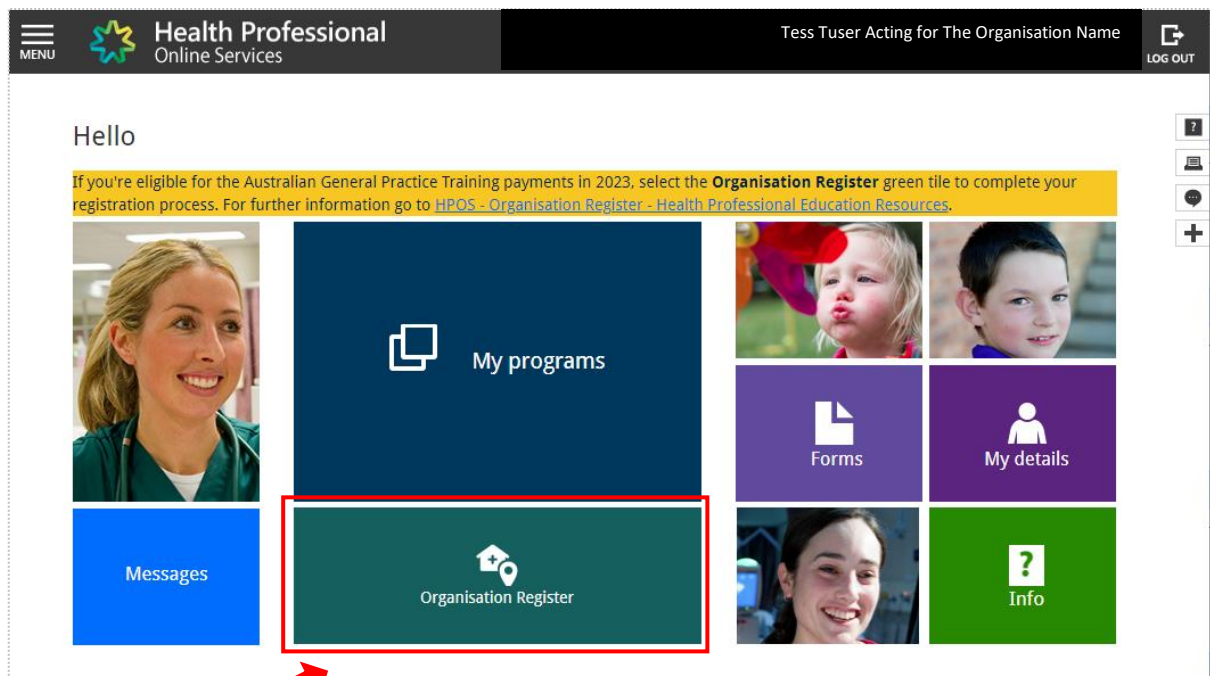
**Step 3** - Once you click into HPOS you will be prompted to enter either as **No Organisation-Individual** or to act on behalf of the organisation. Please select the **Organisation name** and click **Continue**.

**NB** If you cannot see the organisation name, this means you are not authorised to act on behalf of your organisation. Please find an authorised colleague to complete this step.



The screenshot shows the top navigation bar with the Australian Government Services Australia logo, the PRODA Provider Digital Access title, and the user name Tess Tuser. Below the navigation bar are links for Profile, Services, Organisations, and Logout. The main heading is 'Health Professional Online Services (HPOS)'. Under the heading, there is a section titled 'Organisation' with the instruction 'Please choose an organisation to act on behalf of:'. There are two radio buttons: 'No Organisation - Proceed as an individual only' and 'Organisation name'. The 'Organisation name' option is selected and highlighted with a red box. Below the radio buttons are two buttons: 'Cancel' and 'Continue'. A large red arrow points from the left towards the 'Organisation name' radio button.

**Step 4** - Once you have successfully entered into the **HPOS** acting on behalf of your organisation, Select **Organisation Register**.



The screenshot shows the HPOS dashboard. The top navigation bar includes a menu icon, the Health Professional Online Services logo, the user name 'Tess Tuser Acting for The Organisation Name', and a 'LOG OUT' button. Below the navigation bar, there is a 'Hello' greeting and a yellow banner with information about the Australian General Practice Training payments in 2023. The main area contains a grid of tiles: 'Messages' (blue), 'My programs' (dark blue), 'Forms' (purple), 'My details' (purple), 'Organisation Register' (teal, highlighted with a red box), and 'Info' (green). A large red arrow points from the bottom left towards the 'Organisation Register' tile.

# How to find your Organisation Site ID

**Step 5-** Once inside the **Organisation Register** section, 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

Registered Start Date

ABN End 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.

[Add Ultimate Organisation](#)

[Submit](#) [Reset](#) [Cancel](#)

# How to find your Organisation Site ID

**Step 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 ID.**

The **Organisation Site ID** number is located beside the site you wish to register for payment of Practice and Supervisor Payments. Record the site number and enter this number into the RACGP Training Management System (TMS).

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	9876543211	Entity Name	Note these are not the same number
ABN		PRODA RA Number	
Status		From	

Organisation Contact Key Individuals Associated Sites

Before adding an Organisation Site, please ensure the following details are known about the organisation site:

- Organisation Site name
- Physical address

Add New Site

Current Organisation Sites


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

Showing Rows 1-3 of 3


# How to find your Organisation Site ID

**Note:** You can also find the individual **Organisation Site ID** by clicking into the relevant site ID number (highlighted in blue) on the previous screen

MENU

 **Health Professional**  
Online Services

Tess Tuser Acting for The Organisation Name

 LOG OUT

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

**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	

Submit

Reset

Cancel