



# PRODA

## Organisation Members

You will need to have authority in order to maintain Members. Ensure your Members are regularly maintained to prevent them from expiring.

**1** In PRODA select the Organisations Tab

**2** Select Health Service Incorporated

**3** Expand the Members group Add New or Select Existing Member

**4** If Add New Provide RA# and Surname. Search and Add Member

**5** If Exiting Choose a new End Date; or Remove this Member

**6** Remember to review Regularly

*\*\*The Provider RA and Surname can be located in the Individuals Profile when they log into PRODA.*

*\*\*\*Ensure Organisation Contact Details are up to date.*

**This Process is for maintaining Organisation Members by Adding Extending and Removing Access (This is required for PRODA Attribute Delegation).**