



Screening Unit

How to register your organisation

for online screening



Screening applications are now submitted online to the DCSI Screening Unit.

Before you can submit applications online, your organisation must be registered with the Unit. You only have to register your organisation once.

By providing the required details, the DCSI Screening Unit will have the information required in order to set up your access to the online screening application form, including site permissions and

access to payment functions. You are required to nominate specific contact people within your organisation so that we can contact them regarding your screening applications.

Once registered, you will receive an email with login details and a password and you can start using the system.

Easy **online** help tools are provided online throughout the registration process to assist you.

Things you will need:

- your organisation's Australian Business Number (ABN)
- your organisation's street address and current email address

You will also need to provide the name and contact details of people that your organisation is nominating for the following roles:

- Site Administrator
- Authorised Officer
- Requesting Officer
- Verifying Officer
- Finance Officer

An outline of these roles and functions is available from our website: [Nominated Officer Roles \(PDF\)](#).

To START YOUR REGISTRATION

Go online to www.dcsiscreening.sa.gov.au/OrgRegistration.

You will see a screen (example overleaf) where you can enter all your organisation's details including your ABN and organisational contacts details.

When you enter in your organisation's ABN, a number of fields will be pre-populated. Please check that these details are correct. You can amend them if required.

Please read all instructions and complete **ALL** mandatory fields, marked with a red asterisk. (*)

Explanatory information will appear if you hover your cursor over the question mark ? alongside the field.

Organisation Details

ABN ⓘ*

ABN

Entity Name

Trading Name

Type

Other Trading Name(s)



Department/Business Unit ⓘ

Department/Business Unit

Street Address

Address Search ⓘ

Search for your address

Address Line 1 ⓘ*

Address Line 1

Address Line 2

Address Line 2

Suburb*

Suburb

State ⓘ*



Postcode ⓘ*

Postcode

Note: If your organisation is large or complex, you may wish to consider registering each business unit separately. For more information see: [Structuring your organisation's online portal](#).

Address search function and autofill function

In the 'Street Address' section, if you enter your address in this field, a drop-down list of addresses will appear. Select your current address to autofill (pre-populate) the following fields.

Please check that all details are correct. You can amend the details if required.

Please note: This is a Google function, and it cannot be guaranteed that all addresses will be available. However, you can enter details into any field manually if required.

Street Address

Address Search ⓘ

Online Security Check

An online security check function (Google-based) will appear as you complete the registration process.

This must be completed to let the online system know that you are a legitimate registrant and **not a robot**.

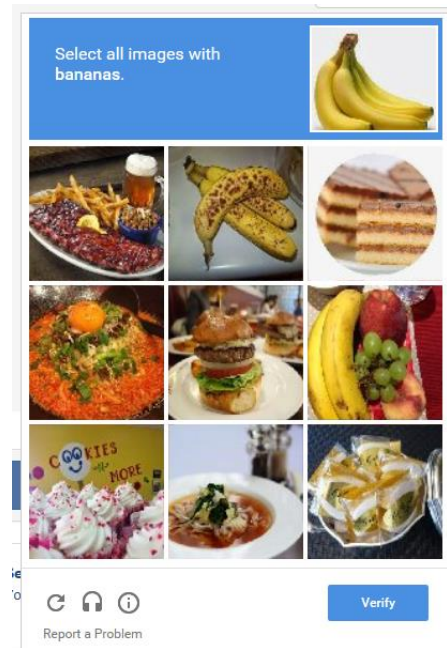
You are required to complete a simple test matching a word to picture(s). Often these are pictures of food.

Please follow the instructions and click the 'verify' button to complete the security check.

Security Check: You need to let the online system know that you are not a robot. Please tick the box to indicate that you are human. You may then be asked to complete a simple test matching a word to picture(s).

I'm not a robot

reCAPTCHA
Privacy - Terms



Adding USERS

Once you have entered in your organisation's business information, you can start adding **users**.

These are the people you are nominating for each of the Officer roles. For details, refer to our information sheet about [Nominated Officer Roles](#) available from our website.

You will need to appoint **at least one** Requesting Officer to enable you to initiate screening applications and one Authorising Officer.

Don't forget to nominate at least one Finance Officer if your organisation intends to pay for screening applications.

When nominating users, consideration should be given to your organisation's structure and how many screening applications you are likely to process at any given time.

Please note: The same person can perform one or more roles.

How to ADD A USER

Enter all details, remembering to select which role or roles you are nominating them for.

Phone *

Role* *

- Site Administrator
- Authorised Officer
- Requesting Officer
- Verifying Officer
- Finance Officer

[Help](#)

The same screen will be shown for each user.

Add User

If you want to add another user, select the 'Add User' button.

Please note: There is no limit to the number of users you can register.

When you have finished adding all users, finalise your registration by selecting the 'Submit' button.

Submit

What happens next?

You will receive an email from the DCSI Screening Unit acknowledging receipt of your application to register.



Your completed organisation registration will then be processed by the DCSI Screening Unit. Once successfully registered, you will receive a confirmation email from the Screening Unit.



APPLICATION FOR ORGANISATION REGISTRATION - SUCCESSFUL

You have successfully registered OBLADI OBLADA SOUTH AUSTRALIA PTY LTD into the DCSI Screening Unit's on-line screening system.

Reference Number.: AR00001

Registered users:

First Name	Last Name	Role(s)	Email
John	Lennon	Site Administrator Authorised Officer Requesting Officer Verifying Officer Finance Officer	j.lennon@obladibblada.com (Site Administrator)


Personal emails detailing **LOG IN** information will now be forwarded to all registered users for your organisation.

If you require further information, need any assistance or would like to provide us with feedback, please contact the Screening Unit at dcslscreeningonline@sa.gov.au

Thank you

All nominated officers will also receive an acknowledging email from the DCSI Screening Unit, followed by a second email providing them with login details and codes providing them with access to the online system.

If additional information is required or there are any issues with your registration, you will be contacted by the DCSI Screening Unit.



If you require additional information, please email
the Screening Unit:

DCSIscreeningunit@sa.gov.au

or go to our website: www.screening.dcsi.sa.gov.au