

Adding a new site

What access do I need?	SP Admin or SP Manager access
What else do I need?	The ambient noise levels at the site should be tested prior to providing services at the site.

Add a new site

Step 1

From the landing page on the portal, open the **Sites** tab. Click the blue **Add new Site** button.

This will take you to the Add Site screen.

Your organisation name will be prefilled. Please select the trading name from the drop down menu. If you need to set up a new trading name, please see guide on creating a new trading name.

Indicate whether your site is permanent or visiting, and enter the date your site will first open. Please select "Yes" if you site is in a remote location.

Your site will have a Pending status until this date and will not be listed in the Local Provider Directory (LPD). On the date you have entered, the site will automatically change to Active and be listed in the LPD.

Step 2

Enter the physical address of your site under Site Address. Click **Check address** to validate the location. This will ensure your site appears on the LPD correctly.

If your site has a postal address that is different to the physical address, untick the "Postal Address same as site address?" checkbox and add the postal address.

You also need to add your site's contact details. One phone number is required, but you can add a second number.

You must also add the contact email address for the site and confirm the address again. If your site has a website, you can add this here. These details will appear on the LPD.

Step 3

Certify that your site meets the requirements of the [Hearing Services Provider Contract](#)

The Contracted Service Provider has confirmed that the new site meets requirements as described in the Australian Government Hearing Service Provider Contract 2015-2018.

Step 4

Click **Add site** to save the site details or **Add another** if you wish to add another site straight away.