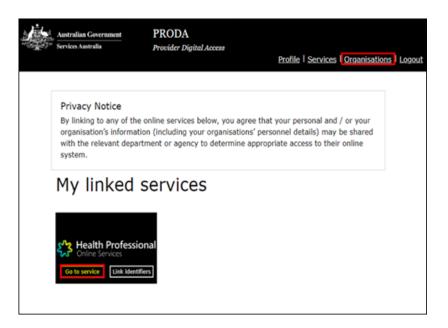




Adding Accreditation Details in PRODA:

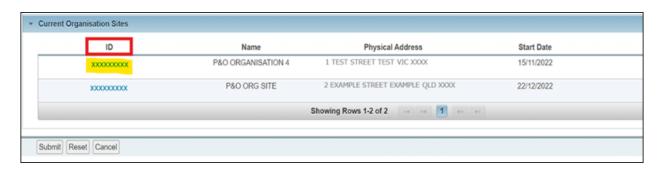
- 1. Log in to PRODA.
- 2. Click 'Go to Service' on the Health Professionals Online Services tile.



- 3. Proceed as 'acting on behalf of your organisation', rather than proceeding as an individual.
- 4. Open the **Organisation Register** tile and navigate to the **Associated Sites** tab.



5. Click on the **Site ID hyperlink** for your clinic.





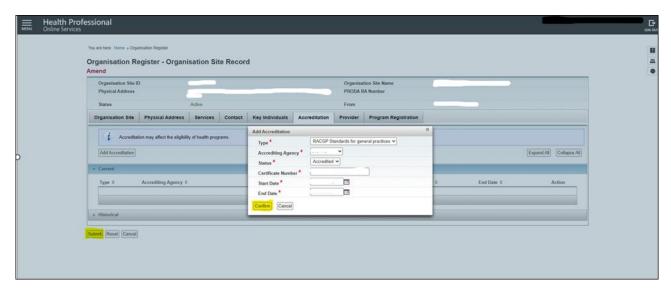




6. In the Organisation Site Record, go to the Accreditation tab and click 'Add Accreditation'.



7. Enter the details of your current accreditation, then select 'Confirm'.



Important: To finalise the update, you must select both 'Submit' and 'Save' before exiting.

- The **'Submit'** button is located at the bottom left of the line item you just added.
- After submitting, scroll down and click 'Save' at the bottom of the screen.



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