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NEST USER GUIDE: PROVIDERS

Setting up your organisation's profile and Primary Contact

Before you join Nest as a provider, you will need to nominate a 'Primary Contact'. This person will need to register with Nest first. They will become the main administrator for your organisation's account. We recommend the Primary Contact be an appropriate senior manager as they will be responsible for your organisation's representation on Nest.

As the Primary Contact, after you have set up your personal profile, you will need to complete a business profile for your organisation. Your organisation's details will be checked by a Nest Administrator and approved. Once approved, your properties and vacancies will be viewable and searchable on the Nest platform. The details you provide about your organisation will not be released to Nest users (people with disability, carers, other providers).

How to register as a provider

1. From gonest.com.au, click "Sign up" in the top right-hand menu.
2. Select "List a Property", fill in your email address and password and press "Save".
3. Complete your personal profile, entering your personal details. If you are the first person in your organisation to register, you will automatically be the "Primary Contact" for your organisation. Your details are not visible to Nest users (people with disability, carers, other providers). They are only visible to Nest Administrators.
4. Select "I represent a business".
5. Next you will need to complete your organisation's profile (Business Profile). Enter the business details, including address and the number of properties you would like to register. Select "Save".

Your organisation's profile is now completed and will be approved by Nest Administrators.

How to add another user to your organisation's account

You may like to add additional users to your organisation's account. These are called "Linked Accounts". Only the Primary Contact is able to add or delete additional users.

Linked account users can add, edit or delete properties and vacancies listed in your organisation's profile, and download a CSV file of applications. Linked Account users cannot remove your organisation's profile from Nest. Only the Primary Contact person has that authority.

1. From "Your Profile", select "+ Add an Account".
2. Enter an email address and a password for the additional user.
3. If you wish for the user to choose a new password the first time they login, select "Yes" for "Password reset required".
4. Select "Save".

You can add as many Linked Accounts as you wish. As the Primary Contact, you can delete Linked Accounts when required.

You are now ready to start listing your properties and vacancies. See the "How to List a Property" user guide for instructions.

If you need further assistance, please contact Nest on info@gonest.com.au

