

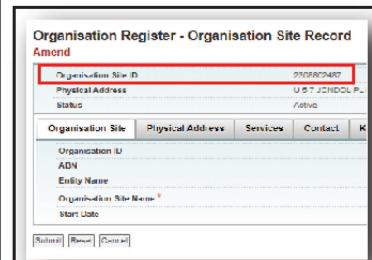
# **How do I find my Organisation Site Record and its It's easy - follow these steps**



- Log on to PRODA and select 'Go to service' on the HPOS tile.



- From HPOS Organisation screen select the Organisation you are acting on behalf of.



- The Organisation Record displays. Select the Associated Sites tab. The Associated sites page displays the current Organisation Sites.

- Search the list for the organisation you wish to view .  
The ID number will be the Organisation Site Record ID.



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