

Android App Quick Start Guide



1. Search for *My Plan Manager* (current version 1.1) in Google Play on your Android device and **INSTALL** the App.

"if you have a previous version of the MPM app it is advised that you uninstall and reinstall or UPDATE to ensure you have the latest version 1.1."

2. Login with your **email** and **password***.

"If you've used your email address to log into the online portal in the past, you will now use that e-mail and the current password associated with it to log into the mobile app. For those who have never used an e-mail to log into an MPM platform before, you will need to head to <https://app.myplanmanager.com.au/login> and attempt to login with your NDIS number and password to set up a new email login and password."

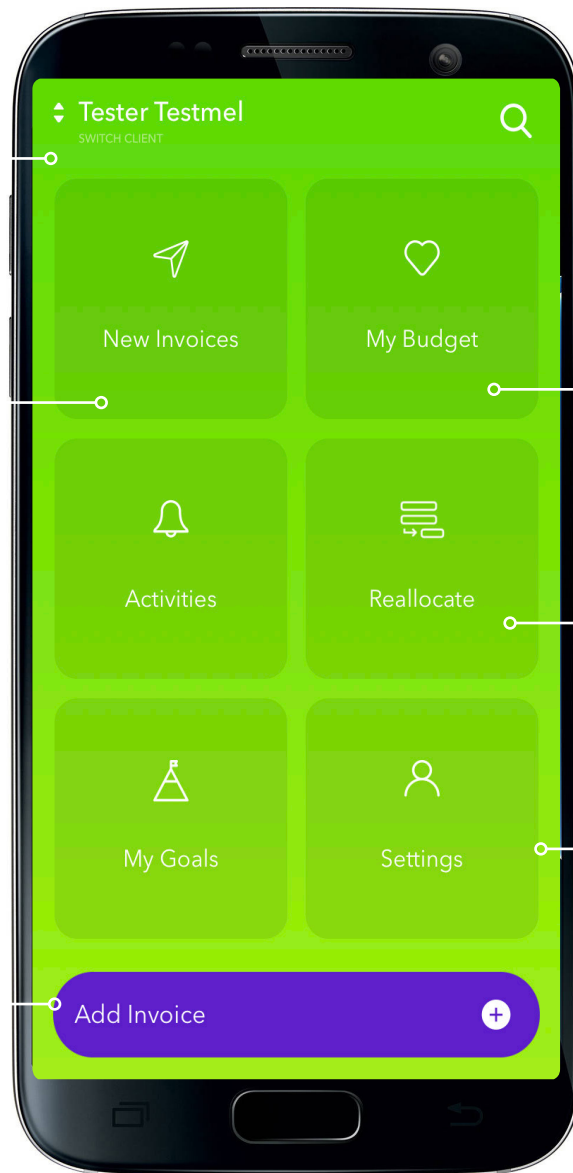
If you have more than one client you can switch to each one within the one login.

- > View New Invoices
- > Approve new invoices for MPM to process
- > Add New Invoices



Hover over icons to see the status of your invoices

Add a new invoice to be processed for payment.



- >View your budgets
- >View invoices within each category

Reallocate funds within a support category

- > Change notification settings
- > Change login details ie change password
- > Log out

For any further assistance with the phone app please contact *My Plan Manager* via, email: enquiry@myplanmanager.com.au or phone: **0451 095 552**

***If you are not currently plan managed by My Plan Manager you need to go to www.myplanmanager.com.au to sign up.*