

# iOS App Quick Start Guide



1. Search for My Plan Manager in the App Store on your iOS device , **GET** and **OPEN** to download 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 2.0.4."*

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."*

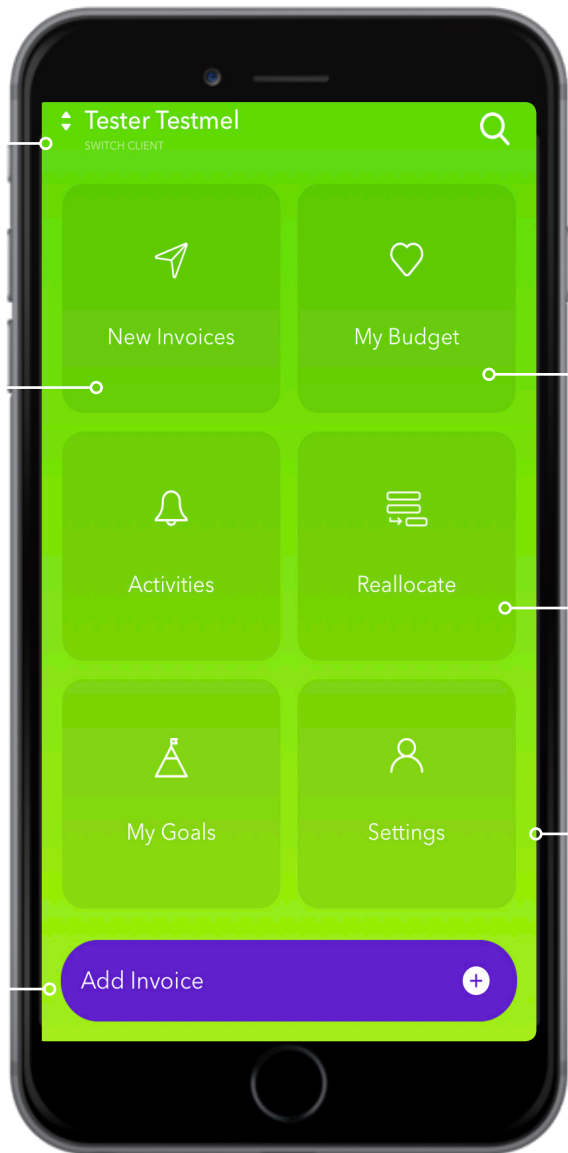
If you have more than one client you can switch to each one within the one login.

- > 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](mailto: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](http://www.myplanmanager.com.au) to sign up.