

Quick Start Guide - Mobile Apps

iOS

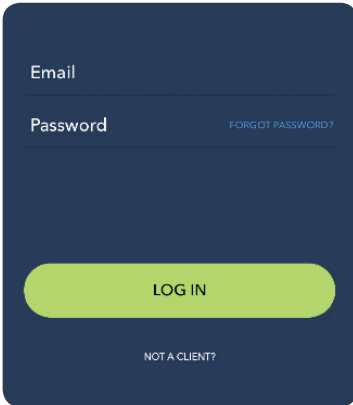


1. Search for **My Plan Manager** in the App Store on your iOS device **GET** and **OPEN** to download the app,

Android

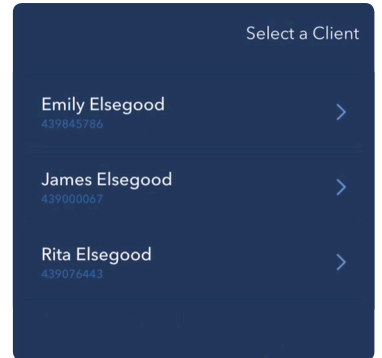


1. Search for **My Plan Manager** in the **Google Play** store on your Android device and download the app,



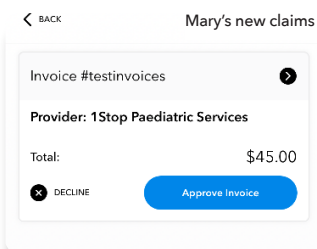
2. Log in with your User email address and password to view your client or choose from a list and switch between clients if you have more than one. If you are not a User or unsure if you have a login please contact us. Note you need to have a client with an active plan and be signed up with My Plan Manager to access our phone apps and online portal.


3. To reset a forgotten password follow **FORGOT PASSWORD?** This same login gains you access to our online portal available via our website:
www.myplanmanager.com.au > Log In




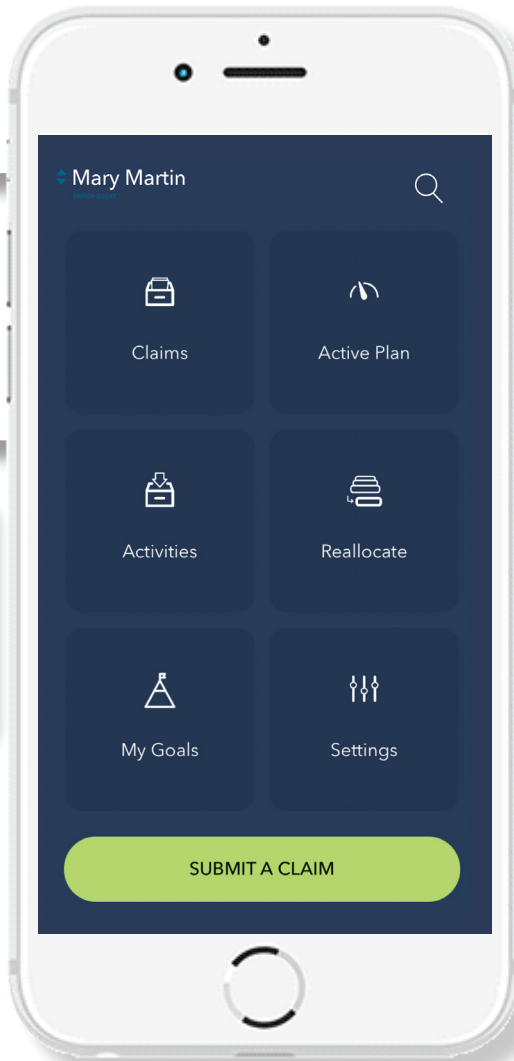
View your client. If you have more than one you can select **'SWITCH CLIENT'** to view another from your list.

Claims : View new claims entered by MPM for you to review or Approve/Decline depending on the settings in your app.



 Approved by you and sent to MPM for processing.

 Declined by you & will not be processed by MPM unless you contact us via phone or email.



View your current active plan and budgets/claims made within categories

Review your settings, log out, change your password & settings

Submit a new claim