



# Plan Manager

HOW TO SHARE  
ELECTRONIC  
ACCESS TO YOUR  
NDIS PLAN SAFELY  
AND SECURELY...

When we have electronic access to your NDIS plan through myGov, we can better support you by:



## Processing your invoices faster

We review every invoice that's submitted against your current plan budget to ensure it's being claimed under the right area. With electronic access to your NDIS plan, we can process your invoices faster.



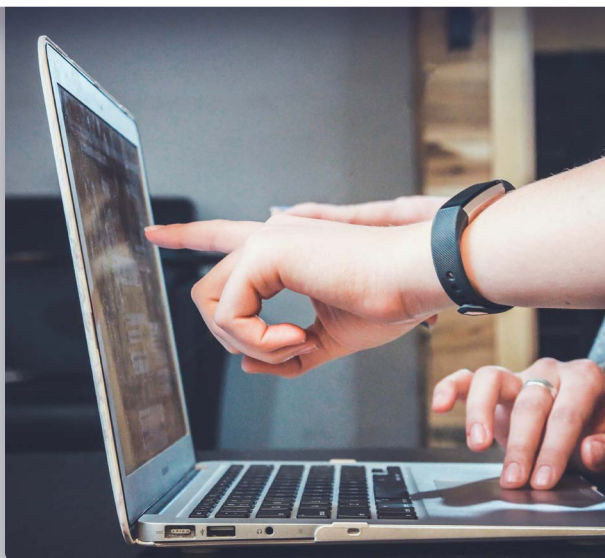
## Helping you to better manage your plan

We'll know about your plan reviews and extensions, changes to your goals and updates to your budget - as they happen.



## Supporting you to exercise greater choice and control

We'll do this by helping you to build your supports and services around your current NDIS budget and goals.



1

Click to log in to your *myGov account*

2

Under *Your services*, select *National Disability Insurance Scheme* - this will take you to *myplace*

3

Select *My Plan*

4

Select *View My Plan*

5

Click *Review or change who can see the plan* - this sits under the plan start/review dates in the centre at the top of the page

6

Select *Share My Plan* under *My Contact Details* - tick the section titled *Share plan with Plan Manager* and follow the prompts

7

In response to the question *Why are you updating or changing who can see the plan?*, you can simply respond: *So that My Plan Manager has electronic access to my NDIS plan*

8

Select *Submit* - and that's it!