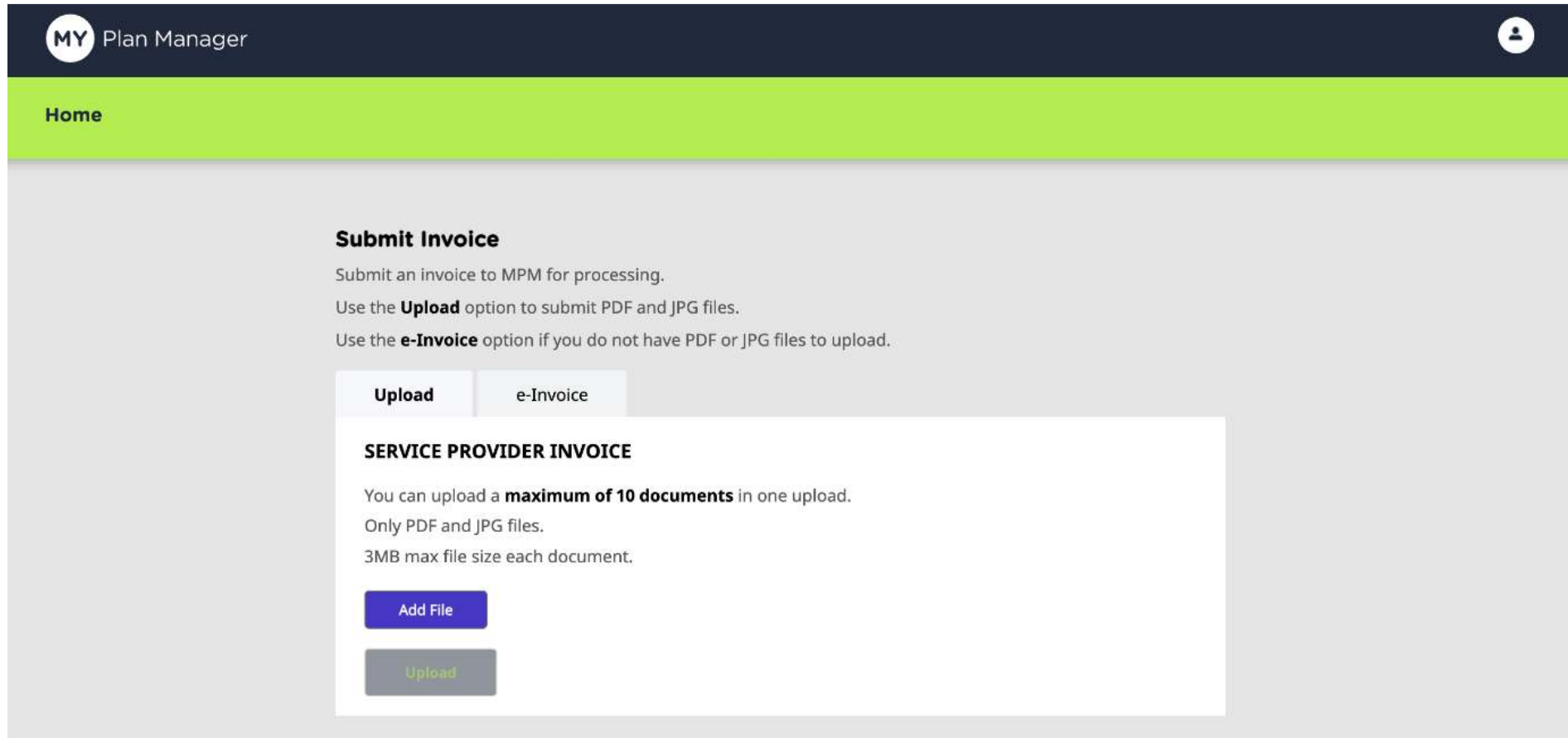


How to upload an invoice

From 12 August, when you log in to My Plan Manager's provider portal, you'll be unable to use the e-invoice feature.



MY Plan Manager 👤

Home

Submit Invoice

Submit an invoice to MPM for processing.
Use the **Upload** option to submit PDF and JPG files.
Use the **e-Invoice** option if you do not have PDF or JPG files to upload.

Upload | e-Invoice

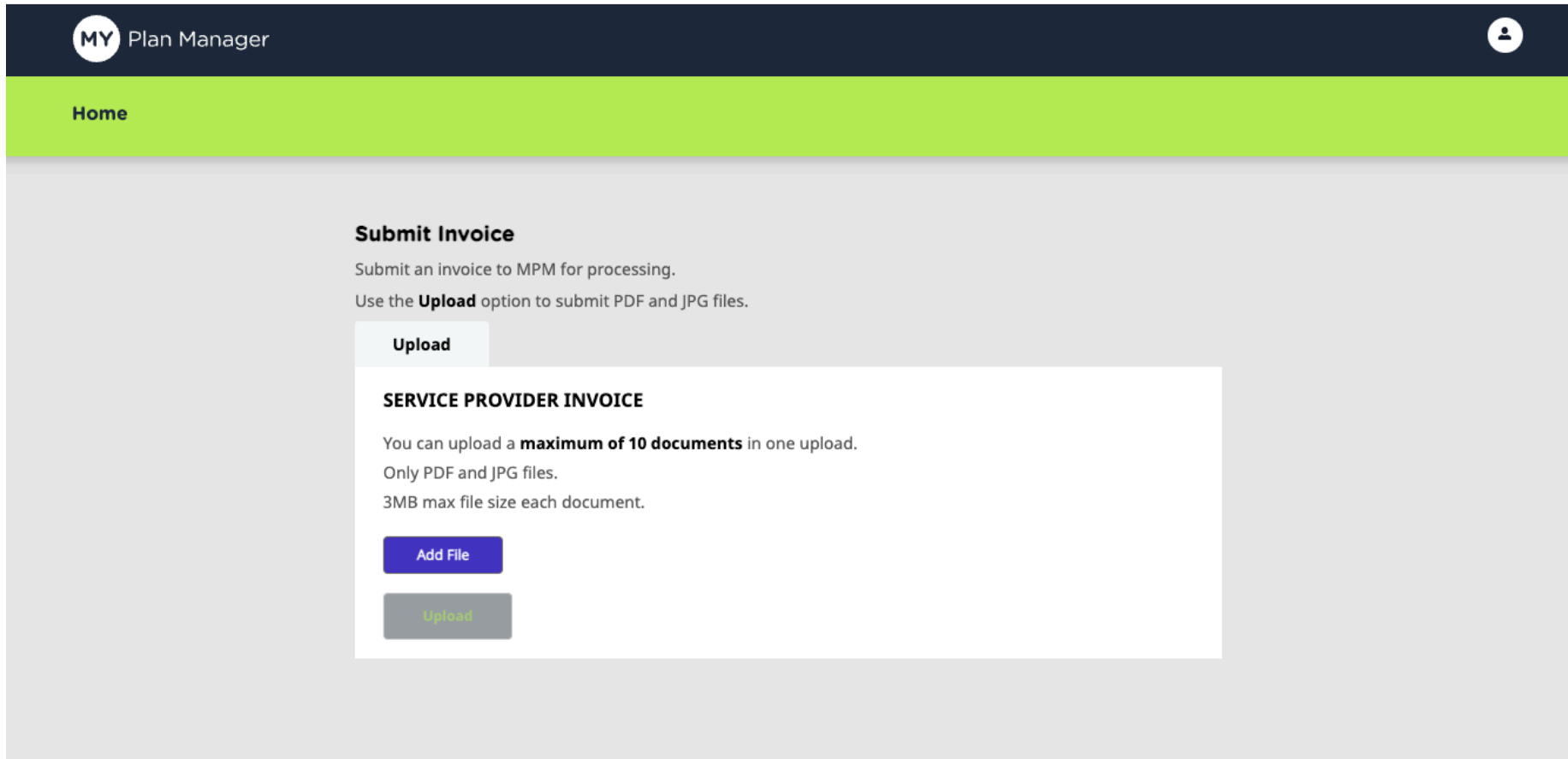
SERVICE PROVIDER INVOICE

You can upload a **maximum of 10 documents** in one upload.
Only PDF and JPG files.
3MB max file size each document.

Add File

Upload

Don't worry, these changes are temporary. To make sure your invoices continue to be paid promptly, you'll still be able to upload them through the provider portal (just not via the e-invoice feature). While we're completing these changes, the e-invoice tab will be removed.



When uploading a file, select the 'Add File' option seen above and upload your invoice/s as a PDF. Before you do this, you can click 'save as' on the invoice (the Word document) and save it as a PDF. You can upload up to 10 PDFs at a time.