

Here is how you can provide us access to your plan electronically:

- 1 Log in to your myGov account.
- 2 Under 'Your services', please select 'National Disability Insurance Scheme' (this will redirect you to 'myplace')
- 3 Choose 'My Plan'
- 4 Choose 'View My Plan'
- 5 Click 'Review or change who can see the plan' (this option is under the plan start/review dates in the centre at the top of the page)
- 6 Select 'Share My Plan' under 'My Contact Details' (please tick the section titled 'Share plan with Plan Manager' and follow the prompts shown on the screen)
- 7 In response to the question 'Why are you updating or changing who can see the plan?', you can simply write: **Providing My Plan Choice with the required access to my NDIS plan.**
- 8 Select 'Submit'

