



# Provider Choice



## How to download NDIS Plans

A step-by-step checklist for participants or nominees on how to download NDIS Plans through the MyGov Portal

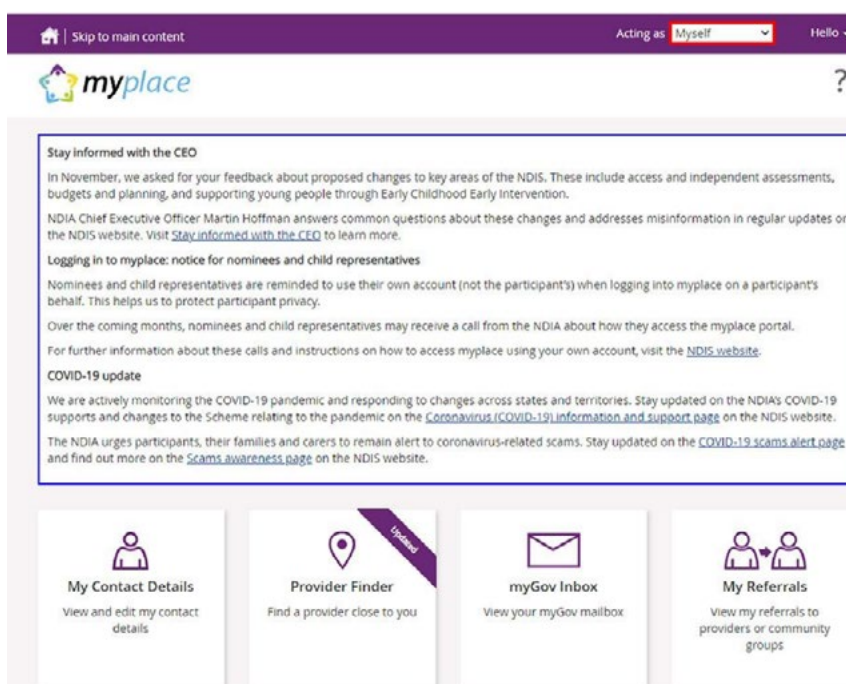


**Handy NDIS Checklists**

## As Plan Managers, we are regularly asked by participants, nominees or Support Coordinators about how they can obtain a copy of their NDIS Plan for either themselves or a participant.

With this in mind, we have put together this handy step-by-step checklist to help you navigate the process.

1. An NDIS Plan can be found through the MyGov website:  
<https://my.gov.au/LoginServices/main/login?execution=e2s1>  
Log into the MyGov website and choose **National Disability Insurance Scheme** from the set of “Your Services” buttons.
2. If you’re a participant, select “Myself” from the drop down menu at the top right of the page. Your name will appear and more options will display below.  
If you’re a nominee, select the NDIS participant’s name from the drop down menu instead.



The screenshot shows the myplace website interface. At the top, there is a navigation bar with a home icon, "Skip to main content", "Acting as Myself" (with a dropdown arrow), and "Hello". Below the navigation bar is the myplace logo and a search icon. The main content area features a "Stay informed with the CEO" section with text about NDIS changes and a "COVID-19 update" section. Below the main content area is a sidebar with four service tiles: "My Contact Details", "Provider Finder" (marked as "Updated"), "myGov Inbox", and "My Referrals".



3. If you're a participant, simply click on "My Plan".

If you're a nominee, the tile will instead have the participant's name. In the example below, we are "Acting as" a pretend participant named Dean Citizen. So, the tile says "Dean's Plan".

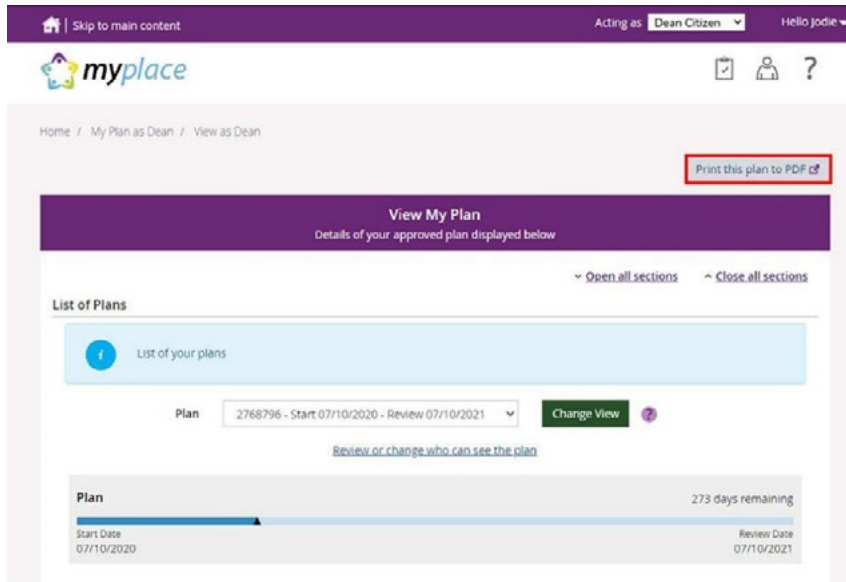
Screenshot of the myplace portal home page. The user is logged in as "Dean Citizen". The page features a navigation bar with "Skip to main content", "Acting as Dean Citizen", and "Hello". Below the myplace logo is a "Stay informed with the CEO" section with several paragraphs of text. A grid of six tiles is displayed: "Dean's Payment Request", "Dean's Plan" (highlighted with a red border), "Dean's Contact Details", "Provider Finder", "Document Upload", and "Dean's Service Booking".

4. The next page will have a tile labelled "View My Plan" for Participants or "View Dean's Plan" for a nominee – click on that.

Screenshot of the "My Plan" page in the myplace portal. The user is logged in as "Dean Citizen". The page shows a breadcrumb trail "Home / My Plan as Dean" and a "My Plan" section. A grid of five tiles is displayed: "View Dean's Plan" (highlighted with a red border), "Dean's Helpful Documents", "Dean's Support Budget", "Dean's Referrals", and "Dean's Funding Report".



5. The “View My Plan” page is where you need to ensure you’re viewing the right plan. If you have more than one NDIS Plan, use the dropdown menu to select the right one.
6. Once the Plan is loaded, click the button in the top right labelled “Print this plan to PDF” and your plan will open automatically in a new window where you can choose to download, save or print your plan.



***If you have any questions about your plan, the NDIS or our services, please get in touch with us at [planmanagement@providerchoice.com.au](mailto:planmanagement@providerchoice.com.au).***

***Our friendly team is ready to help you Monday to Friday, 9AM - 5PM, Australia-wide.***

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