



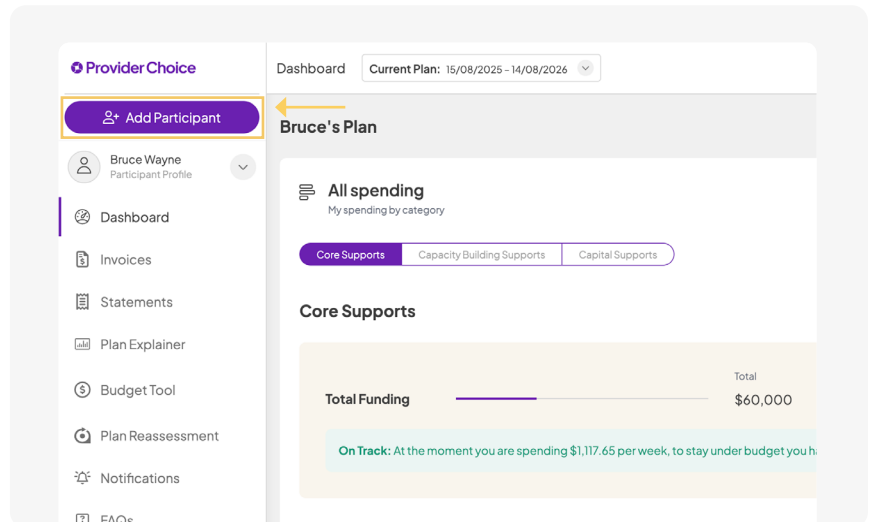
December 2025

How to: Sign up a new participant



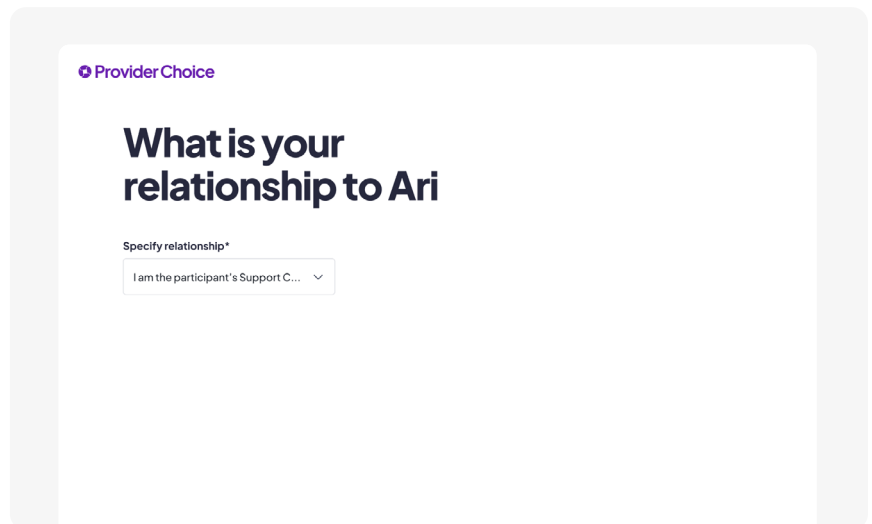
1

Sign-up or **login** to your Provider Choice account and click on Add Participant.



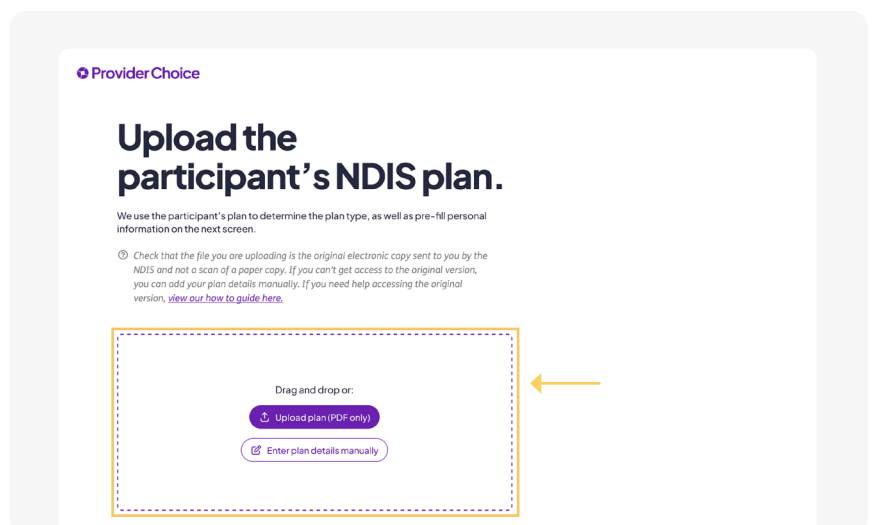
2

Follow the steps to add your participant. Don't forget to set your relationship as their support coordinator.



3

Upload your participant's plan.





4

Provide the details of the **participant** or their **nominee** so we can gain their consent to sign-up.

Provider Choice

Ari Smith
Participant

Dashboard
Invoices
Statements
Plan Explainer
Budget Tool **BETA**
Plan Reassessment
Notifications
FAQs
Permissions **New**
Settings

Thank you for referring Ari!

To finalise the sign up, we require the participant/nominee to sign a service agreement and consent-to-share form. Please provide the following details and we can get this organised.

Who will sign the service agreement?

Participant
 Nominee

Participant details

Email* **Phone***

Submit →

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Once submitted, we will contact the participant or nominee with the details you provided. If needed, you can update these details in your account.

Provider Choice

Ari Smith
Participant

Dashboard
Invoices
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Budget Tool **BETA**
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FAQs
Permissions **New**
Settings

Thank you for providing nominee details!

Thank you for providing nominee details:

Name: Jake Smith
Email: jake.smith@gmail.com
Phone: 0400 876 543

A member of our team will be in touch with Jake to obtain their consent and finalise setup.

6

The participant or nominee will receive an email with instructions on how to set up an account and accept the request.

Provider Choice

Hello from Provider Choice!

Hello!

You are receiving this email as James is requesting to have Ari (431121111) registered to be plan managed by Provider Choice.

Approving this request will also give James visibility of Ari's NDIS plan details via the Provider Choice app.

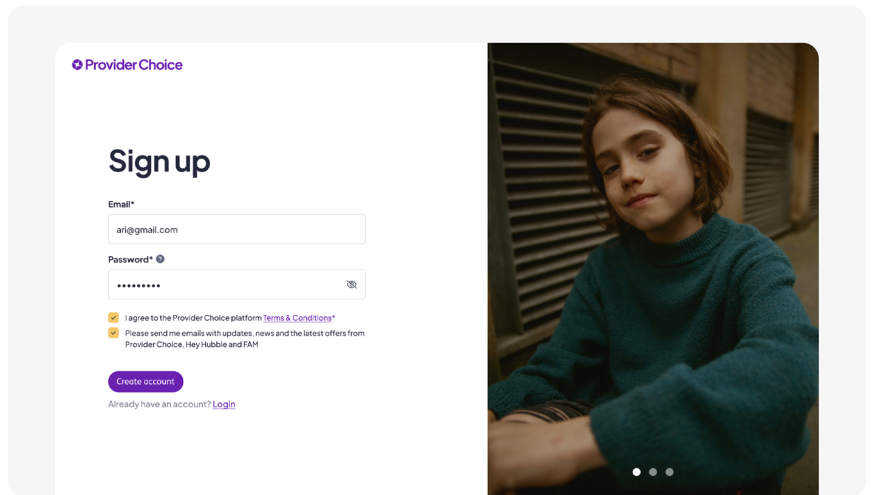
Sign up to the Provider Choice dashboard to accept or deny this request.

Signup



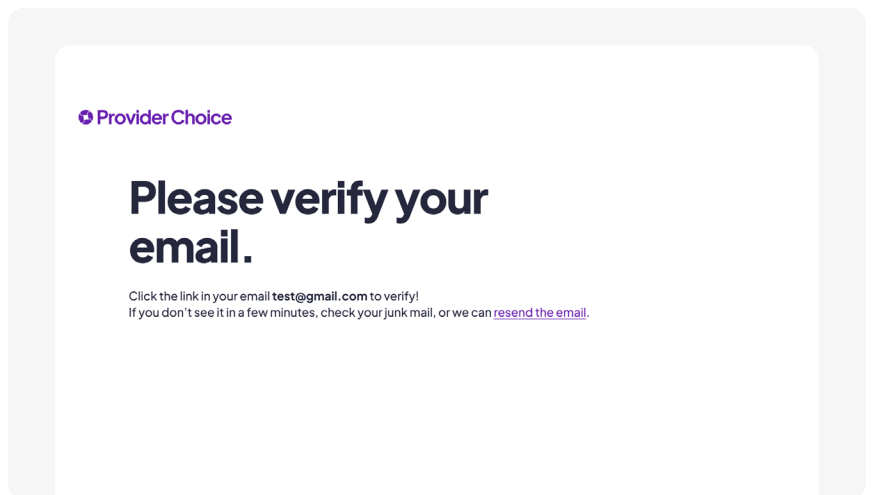
7

The participant or nominee will **Sign-up** or **login** to their Provider Choice account.



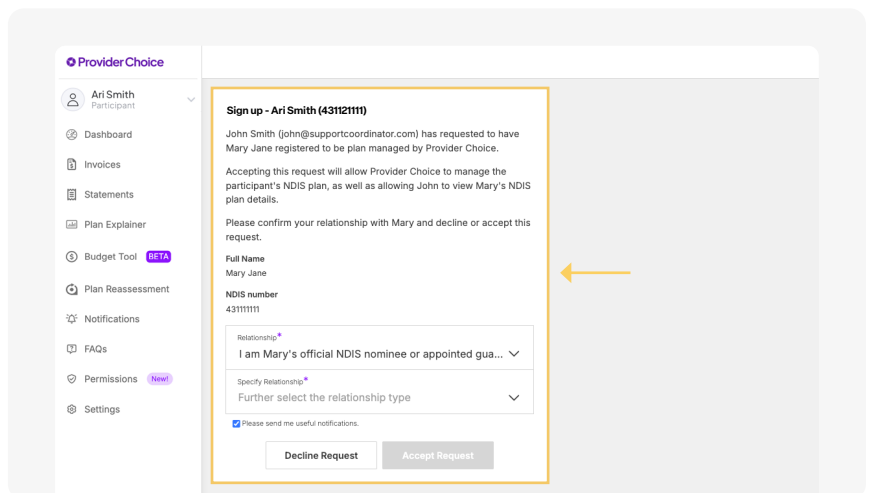
8

Once logged in, the participant or nominee will need to verify their email address to complete account setup.



9

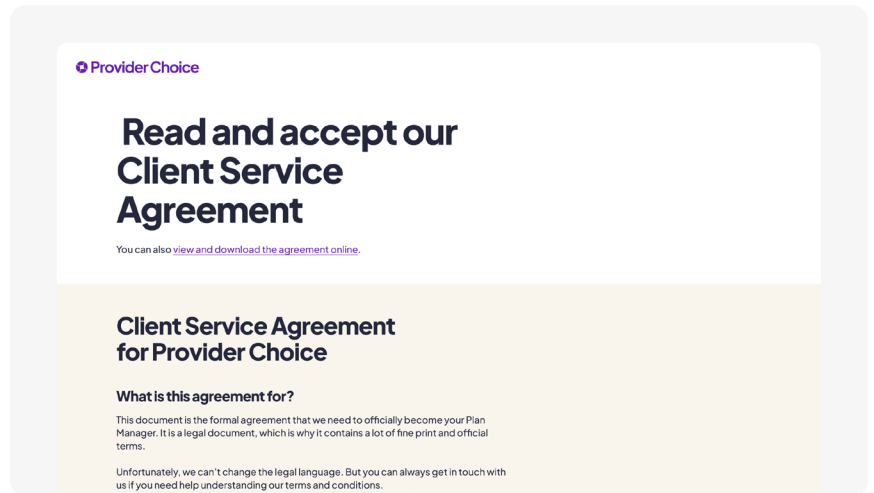
Once the email address is verified, the participant or nominee will be able to accept the request to be plan managed by Provider Choice.





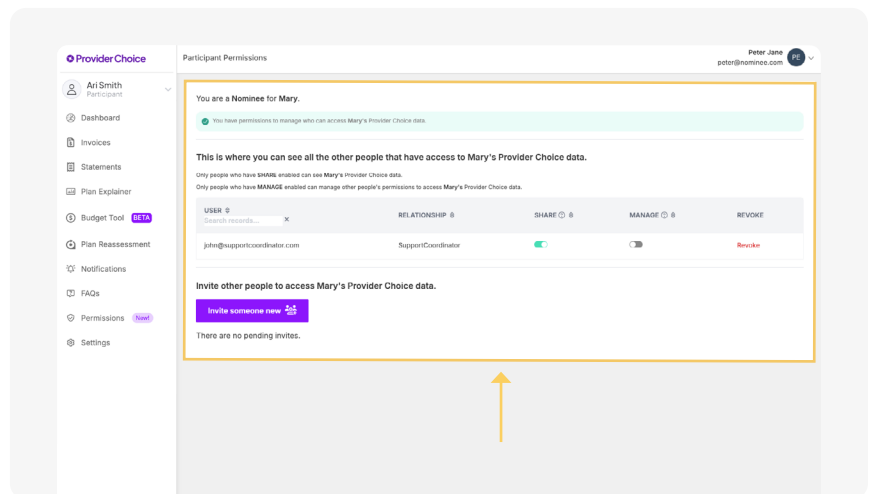
10

The participant or nominee can read and accept their Client Service Agreement online, in their account.



11

Done! The participant or nominee can now see that they are sharing their plan and the support coordinator will now see the participants plan in their account.



Note: If the participant or nominee already has a Provider Choice account, they will simply login and will not see the Client Service Agreement (step 8) as we will already have this on file.



Have questions? We're here to help!

Email: planmanagement@providerchoice.com.au

Phone: 1300 776 246