



# How to grant secure electronic access to your plan.

For us to be able to manage a **Non-PACE** plan reliably, Provider Choice needs electronic access to your plan. We specifically need electronic access when the participant has **“stated supports”**.

Participant’s can give us access by following the steps below.

- 1 Log in to your **myGov account**.
- 2 Under **‘Your services’**, select **‘National Disability Insurance Scheme’**
- 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 Under **‘My Contact Details’**, select **‘Share My Plan’**  
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 Provider Choice has online access to my NDIS plan’**.
- 8 Select **‘Submit’**

**It is our promise to keep your plan 100 per cent secure and confidential.**