

## How to get a copy of my plan from the NDIS Participant Portal

Step 1 – visit [www.ndis.gov.au](http://www.ndis.gov.au)

Step 2 – Click on the portal sign in button at the top right hand side of the page.

Step 3 – Select myplace participant portal

Step 4 – Log in to Mygov

Step 5 – Select the NDIS logo

Step 6 – Click on your plan (see below)

The screenshot shows the 'myplace' NDIS participant portal. At the top left is the 'myplace' logo, and at the top right is a question mark icon. Below the header is a large blue-bordered box containing text about the my NDIS mobile app, COVID-19 information, and a call to action to help make a new participant portal. Below this box is a grid of six white tiles with purple icons and text:


- Payment Request**: Manage Payment Request (icon: dollar sign in a square)
- Plan**: Access all information associated to your plan as well as helpful documents (icon: clipboard with checkmark, circled in red)
- Contact Details**: View and edit JAYDEN's contact details (icon: person)
- Provider Finder**: Find a provider close to you (icon: location pin, with a purple 'Updated' banner)
- Document Upload**: Upload any supporting documents (icon: document with checkmark)
- Service Booking**: Create and manage service bookings (icon: document with pencil, with a purple 'IT' banner)

Step 7 – Click on View your Plan




Home / My Plan as JAYDEN


My Plan




**View [REDACTED]'s Plan**  
View current NDIS plan




**[REDACTED]'s Helpful Documents**  
View and save NDIA factsheets and documents



**[REDACTED]'s Support Budget**  
View approved support budget

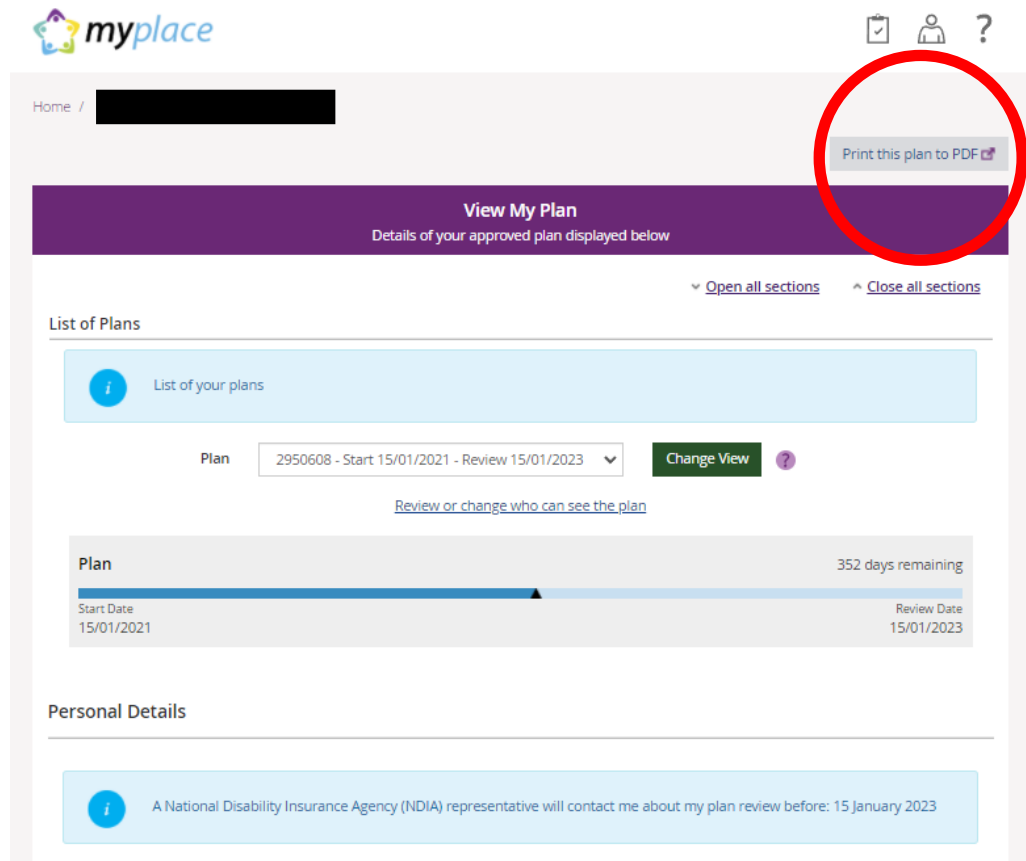


**[REDACTED]'s Referrals**  
View my referrals to providers or community groups



**[REDACTED]'s Funding Report**  
View a report on my allocated and spent funds

Step 8 – Click on Print this plan to PDF



myplace

Home / [Redacted]

Print this plan to PDF

### View My Plan

Details of your approved plan displayed below

Open all sections Close all sections

#### List of Plans

List of your plans

Plan 2950608 - Start 15/01/2021 - Review 15/01/2023 Change View

[Review or change who can see the plan](#)

Plan	352 days remaining
Start Date 15/01/2021	Review Date 15/01/2023

#### Personal Details

A National Disability Insurance Agency (NDIA) representative will contact me about my plan review before: 15 January 2023

Step 9 – Save a copy of the pdf and email to [info@inclusivecommunitynavigation.com.au](mailto:info@inclusivecommunitynavigation.com.au)