

# Starting your plan

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Now your plan is approved, it is time to put it into action. The NDIS can work with you to put your plan into action, and depending on your situation there are a range of people who can help you implement your plan and support you to start receiving supports. These would have been discussed with you during your planning process and may be a Local Area Coordinator or an Early Childhood Partner. Some people may also have a Support Coordinator funded in their plan to help them get started. You can start your plan by yourself if you are self-managing all or some of the plan.

Use the relevant starting your plan factsheet available on [www.ndis.gov.au](http://www.ndis.gov.au) to help you start accessing community, mainstream and funded supports and get the most out of your NDIS plan. While you may work with different people to get you started, there are a few activities everyone can do either by yourself, with a family member, friend or carer to start your plan.

## Read and understand your plan

The first thing you should do is read and understand your NDIS plan. Your plan has three main parts.

Part One contains some of your personal details, such as your name and NDIS Number, and other details about you.

Part Two outlines your goals, both your short term goals and longer term goals.

Part Three provides details about your supports and is broken into three sections describing the different support types.

- Section 1 outlines your 'informal supports' that come from your family and friends.
- Section 2 outlines those supports that come from outside your family and friends, such as those found in your community or are part of 'mainstream' systems e.g. a school, university or a hospital.
- Section 3 includes reasonable and necessary supports funded by the NDIS, the budget for NDIS funded supports, and how supports will be paid for.

An NDIS plan has three support budgets for NDIS funded reasonable and necessary supports:

- Core budget
- Capital budget
- Capacity Building budget.

You may receive reasonable and necessary funding under one or more of the relevant budgets, depending on your support needs. More information on support budgets is available in the Managing Your NDIS Funding Package fact sheet.

To support participants having choice and control over their NDIS plan, there is flexibility (within the 'Core' budget) to ensure you can choose how to spend your funds to live the life you want. More information about choice and control and how to manage your NDIS funding package is available in the Managing Your NDIS Funding Package fact sheet or at [www.ndis.gov.au](http://www.ndis.gov.au).

## Sign into the NDIS 'myplace' Participant Portal

The 'myplace' Participant Portal is a secure website for participants, their nominee or a child representative to view their NDIS plan, request payments and manage services with providers. Whether you are a NDIS participant, nominee or a child representative you will need a myGov account before you can begin using the 'myplace' Participant Portal. You will also need an Activation Code when you first login to 'myplace'.

If you do not have a myGov account, are not sure if you do, or you have forgotten your myGov details, you can register or update you details at <https://my.gov.au>.

In myGov you must then create a link to the National Disability Insurance Scheme (this is done through the 'Services' section in myGov).

Once your NDIS Plan has been approved, the Activation Code will either be sent via your preferred method of correspondence or provided to you by telephone. This code is needed for the first logon only and will expire after 10 days. You can contact the agency on 1800 800 110 to obtain a new Activation Code if required.

You can use the space below to record your Activation Code and its expiry date once it has been provided to you.

You will need this activation code: \_\_\_\_\_

This activation code will work until: \_\_\_\_\_

There are step-by-step guides to help you access and use myplace at <https://www.ndis.gov.au/participant-portal-user-guide.html>.

## Put your plan into action

Now that you have your plan and have access to 'myplace' it's time to put your plan into action.

There is further information available to help you do this. The NDIS website [www.ndis.gov.au](http://www.ndis.gov.au) is a good source of information. For example, you will find information on:

- Managing your NDIS funds
- Finding and engaging providers
- Making Service Agreements
- Using myplace
- Monitoring your supports and funding

- Sharing your plan
- Reviewing your plan.