




How to Download a copy of your plan (PACE)

If you have a new plan approved in the NDIS computer system called PACE and you let the NDIS know Parent to Parent is your Plan Management provider, we will automatically be given access to your information so that we can continue to process your claims.

To help us to look after your funding accurately it will be necessary to send us a copy of your plan document.

You can download this from the new My NDIS participant portal.

Follow the steps below to get a copy of your new plan.

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|  | <p>1. Log in through your MyGov account.</p> |
|  | <p>2. Choose the My NDIS participant portal</p> |
|  View my plan | <p>3. From the homepage, you will see a Quick Links Section. Choose the option <i>View my Plan</i></p> <p>Or you can pick the <i>Plan</i> tab from the top menu.</p> |
| <p>Download Plan</p> | <p>4. Choose <i>Download Plan</i> to get a copy.</p> |

You can also contact your Planner or LAC for a copy.