The NDIS My place Portal

Making a payment request
Step by step guide

Created by Self Manager Hub
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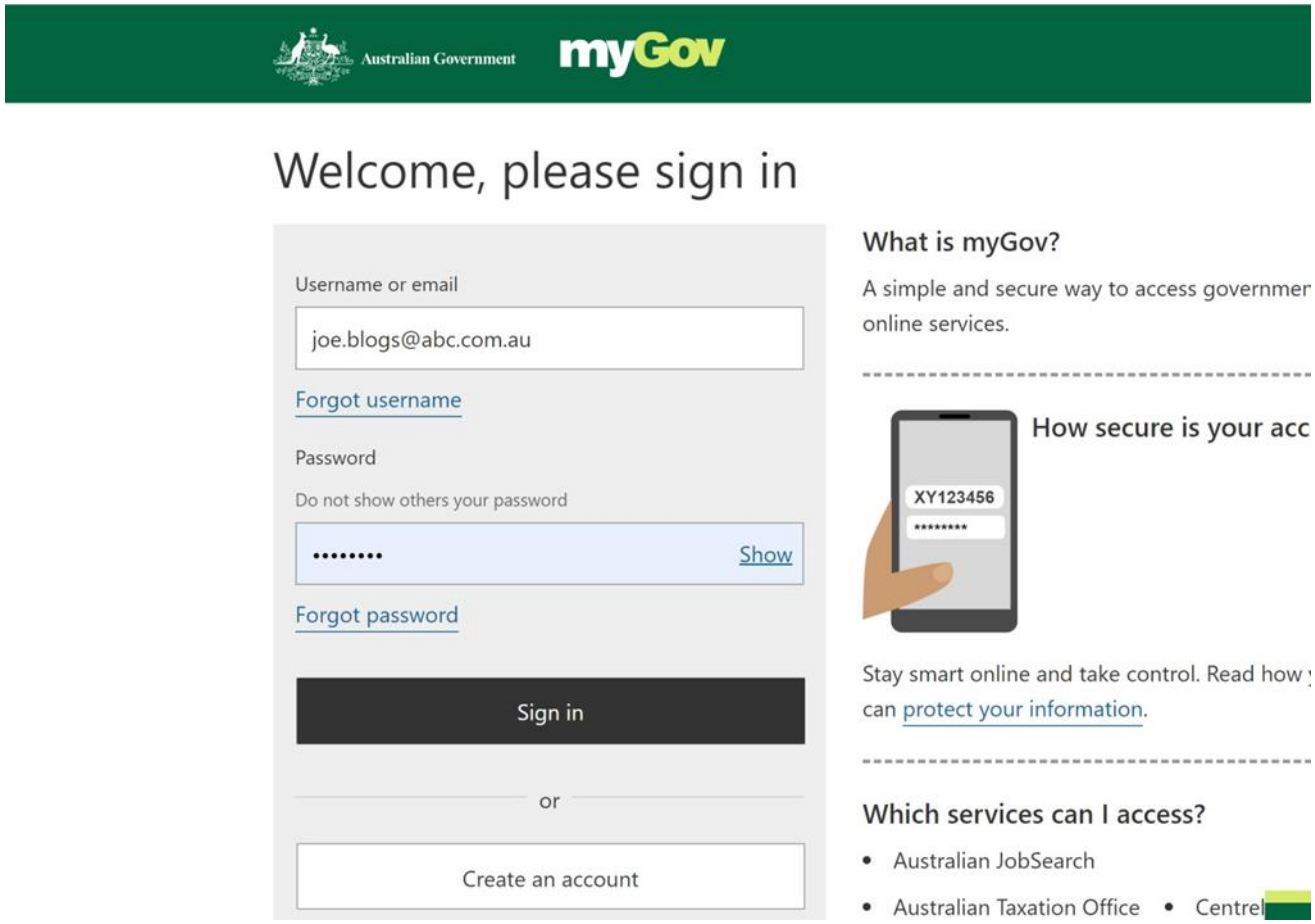
Go to My.gov.au.
Type in your user name and password



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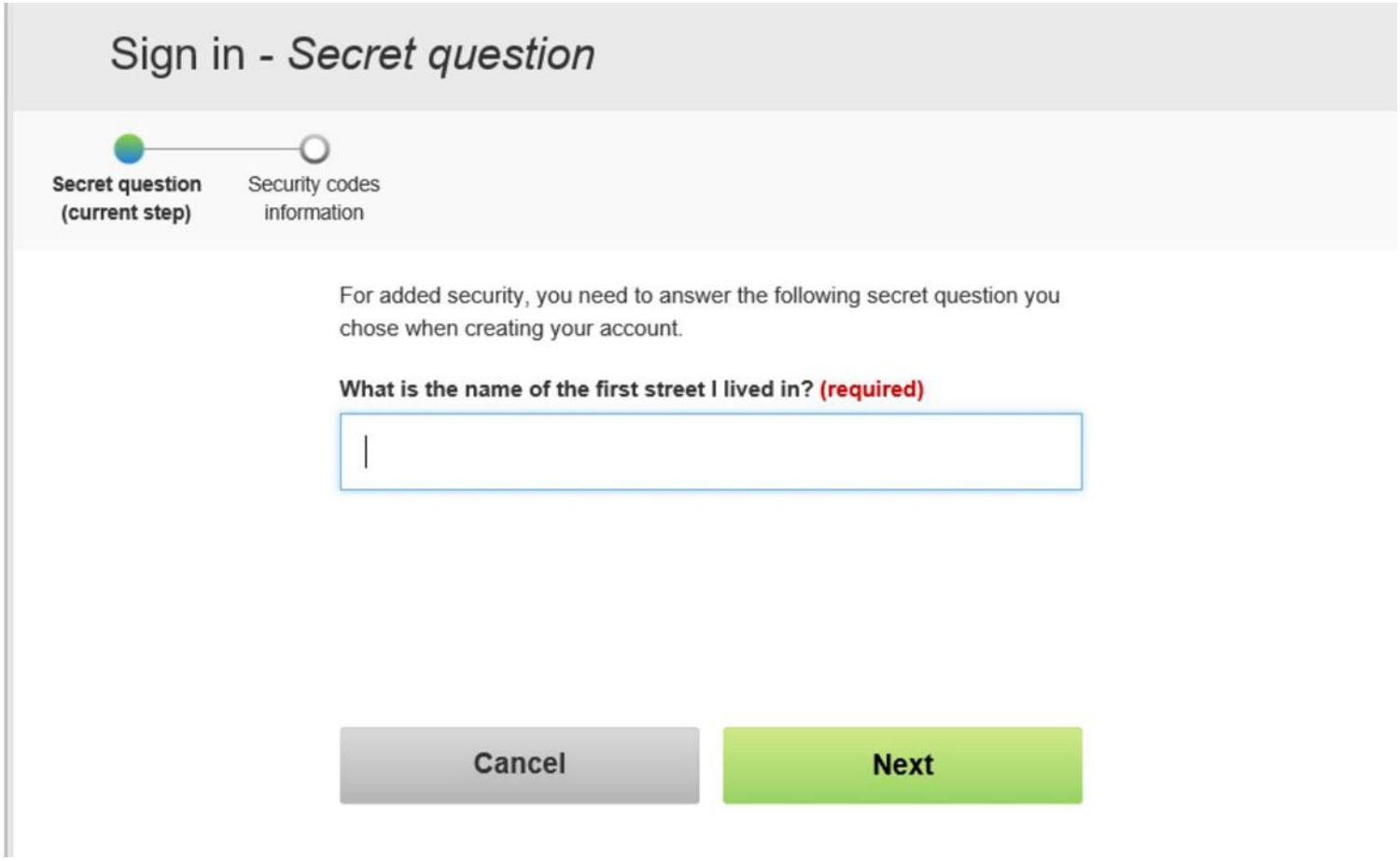
Answer your secret question. Then click next



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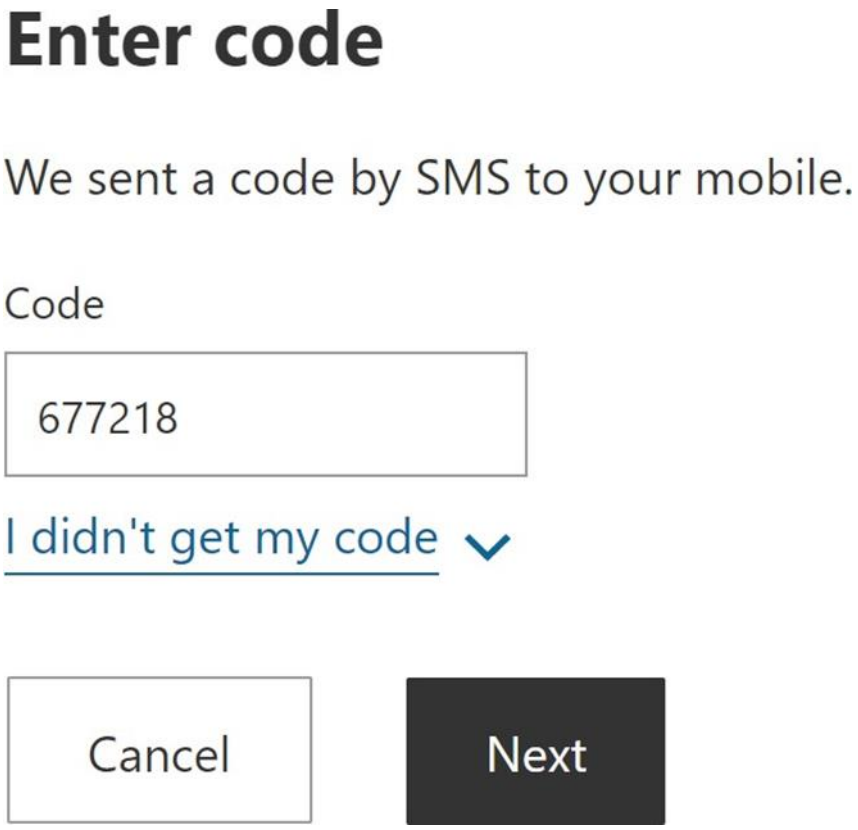
Or enter the activation code sent to you phone.
Then click next



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If you logged in via MY Gov you will need to click the NDIS button

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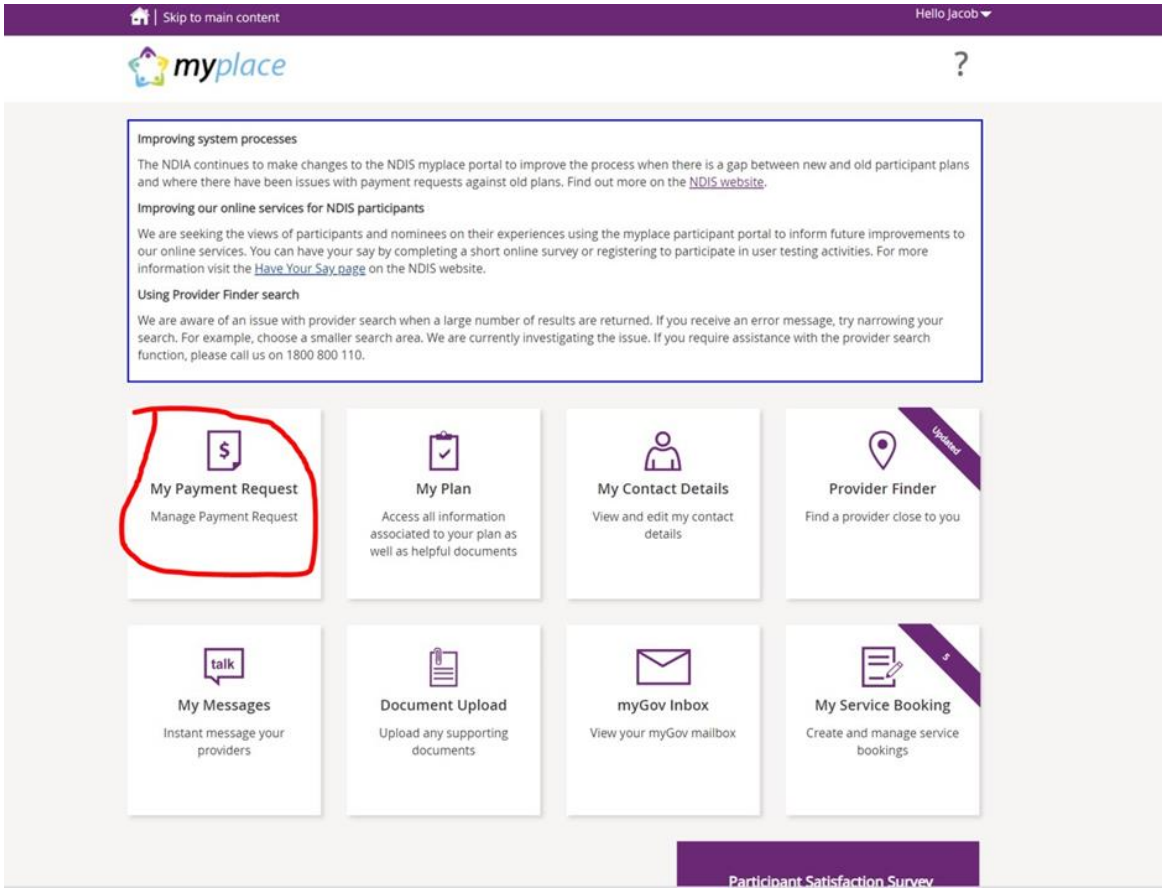
To make a payment request click “my payment requests” – the top button left hand side



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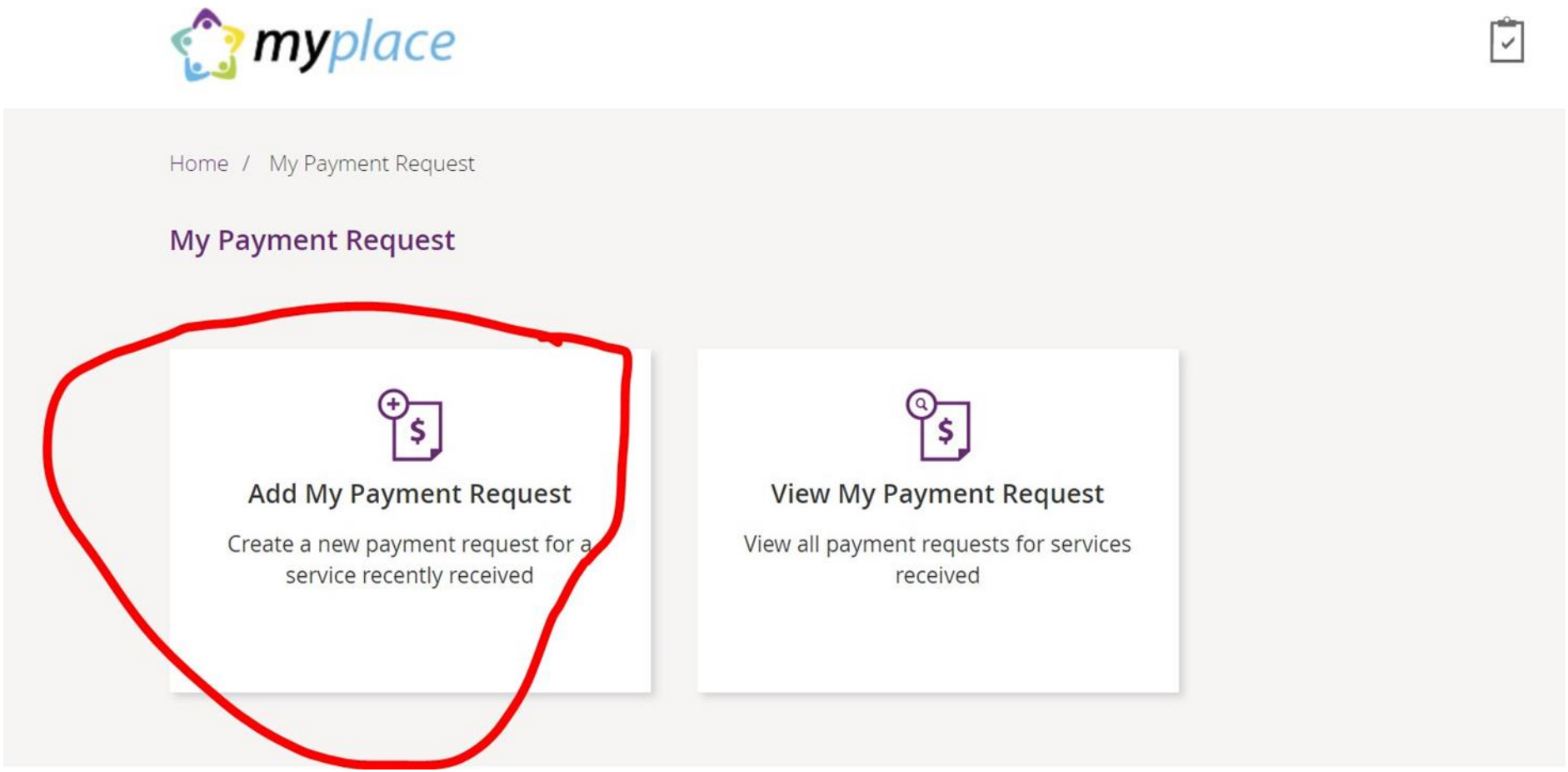
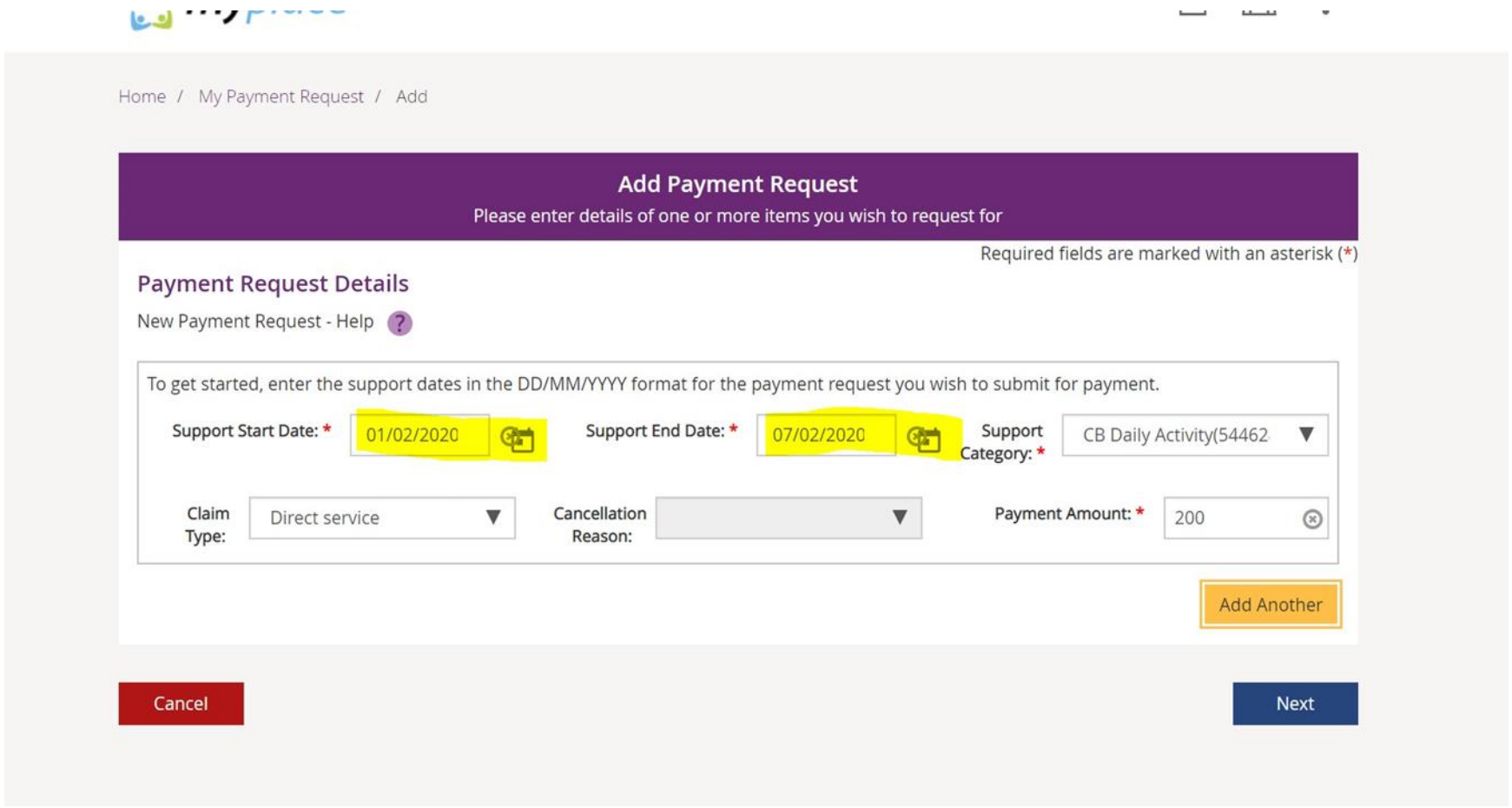
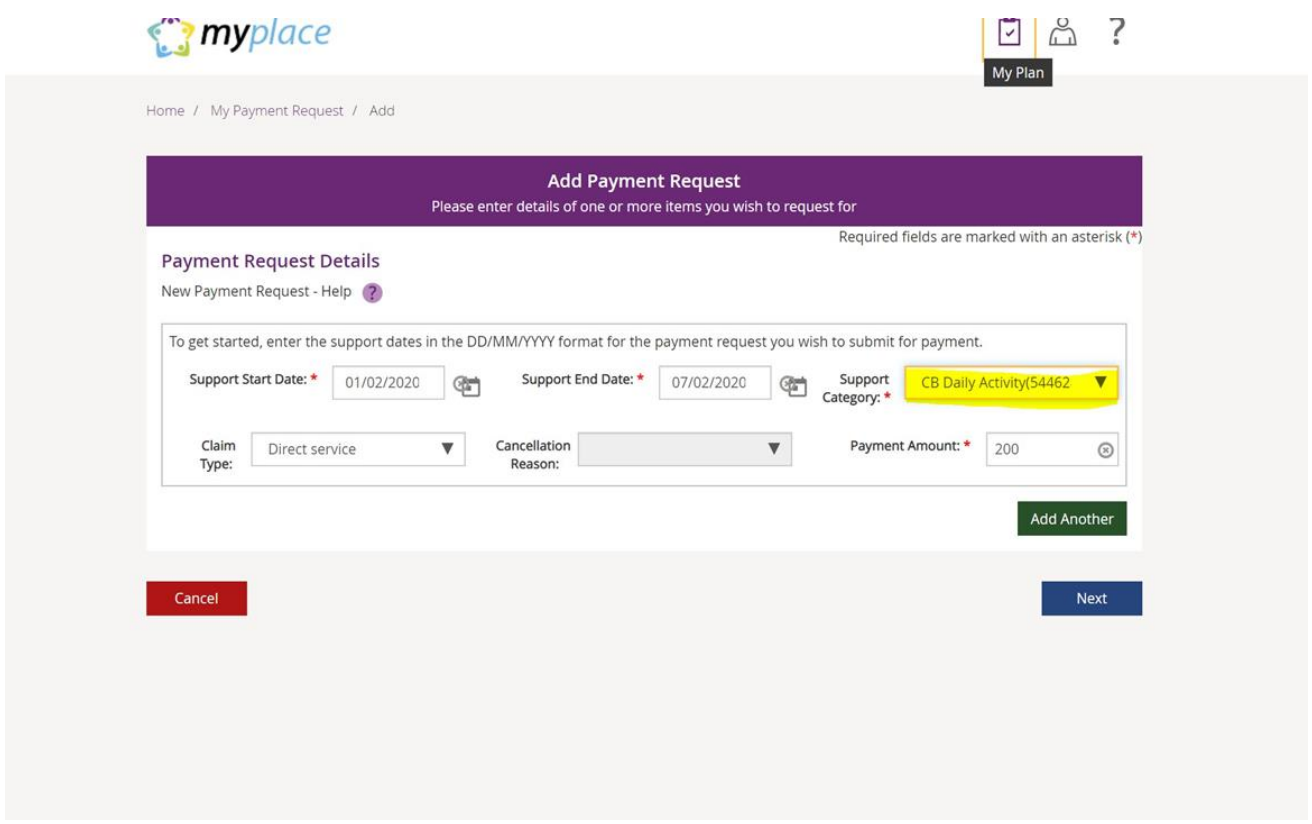
Click “Add My Payment Request”



In the Calendar enter support start date and support end date



From the drop down menu select the support category



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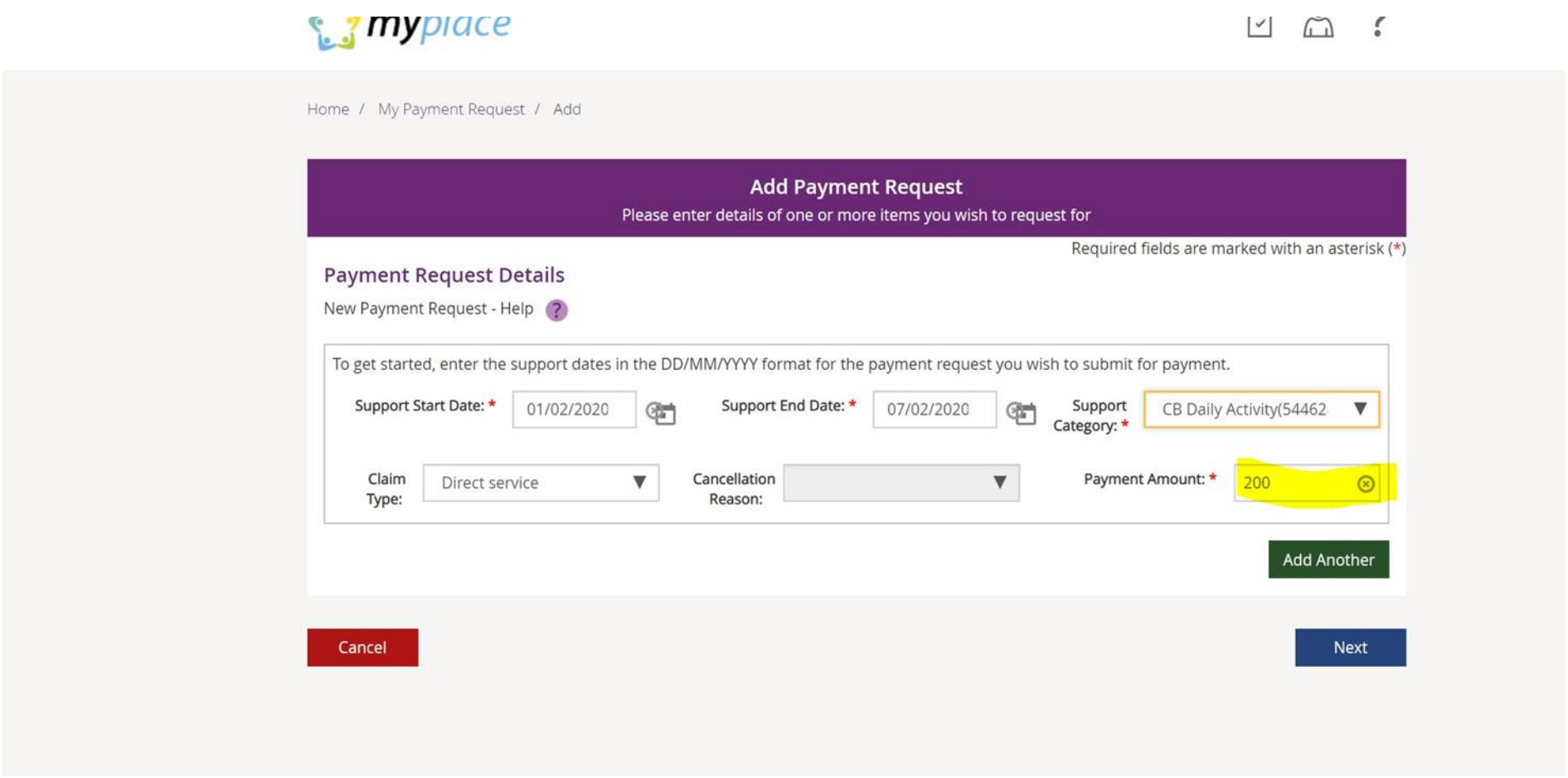
Enter the amount



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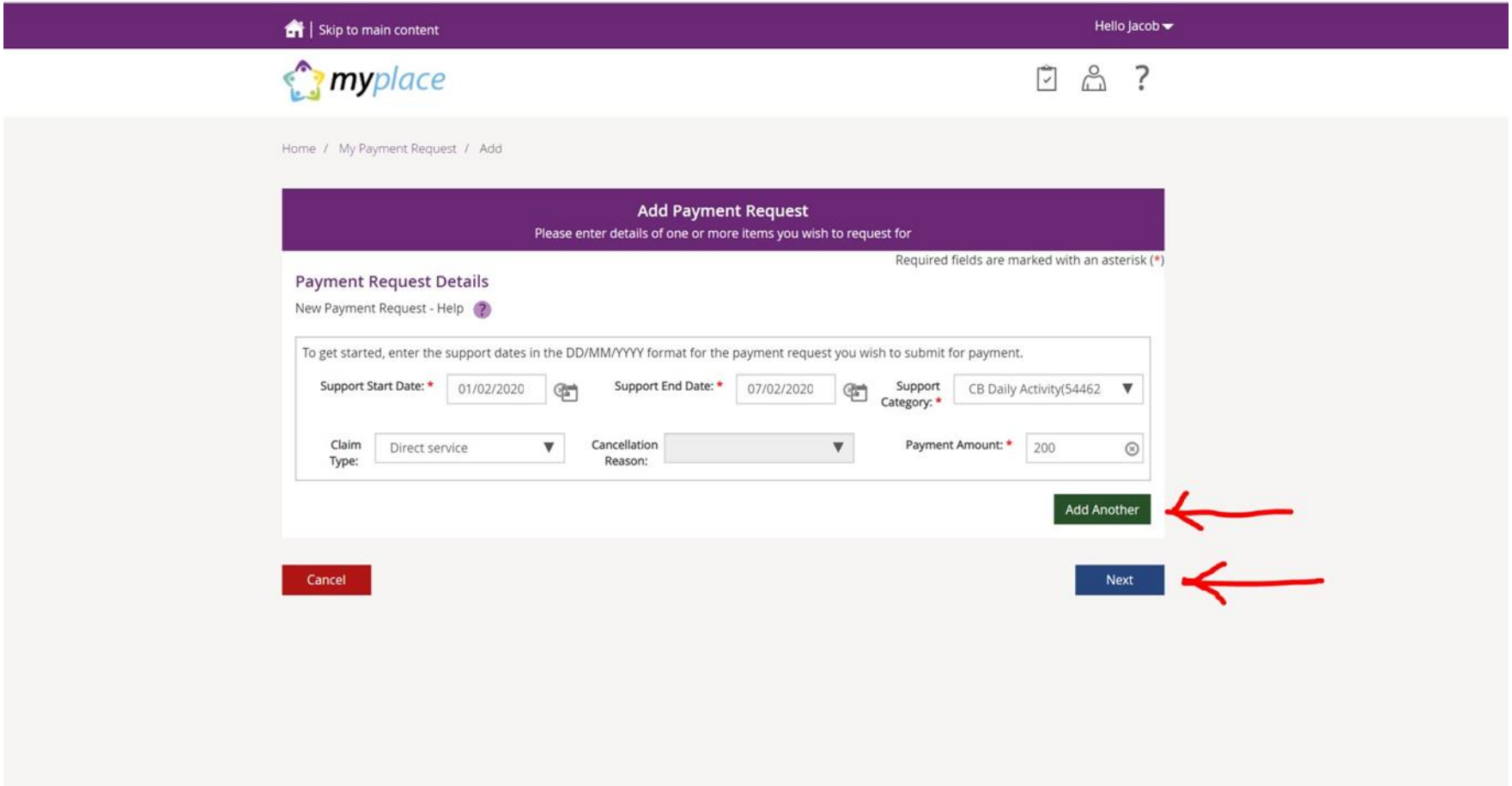
Click “add another” if you have more than one payment request.
Or click “next”



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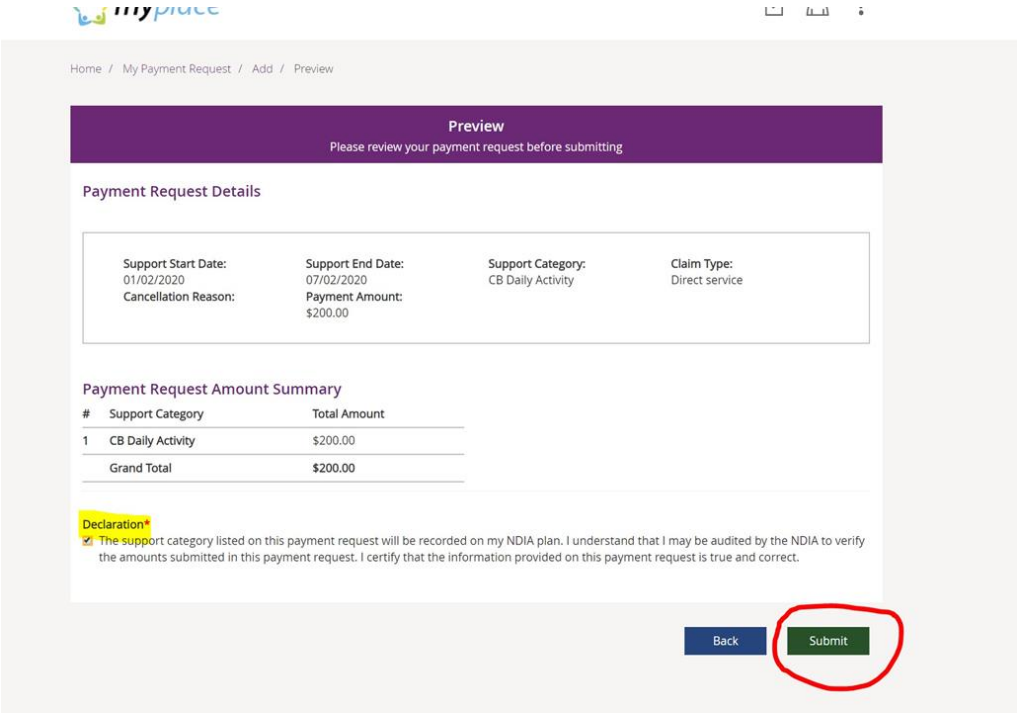
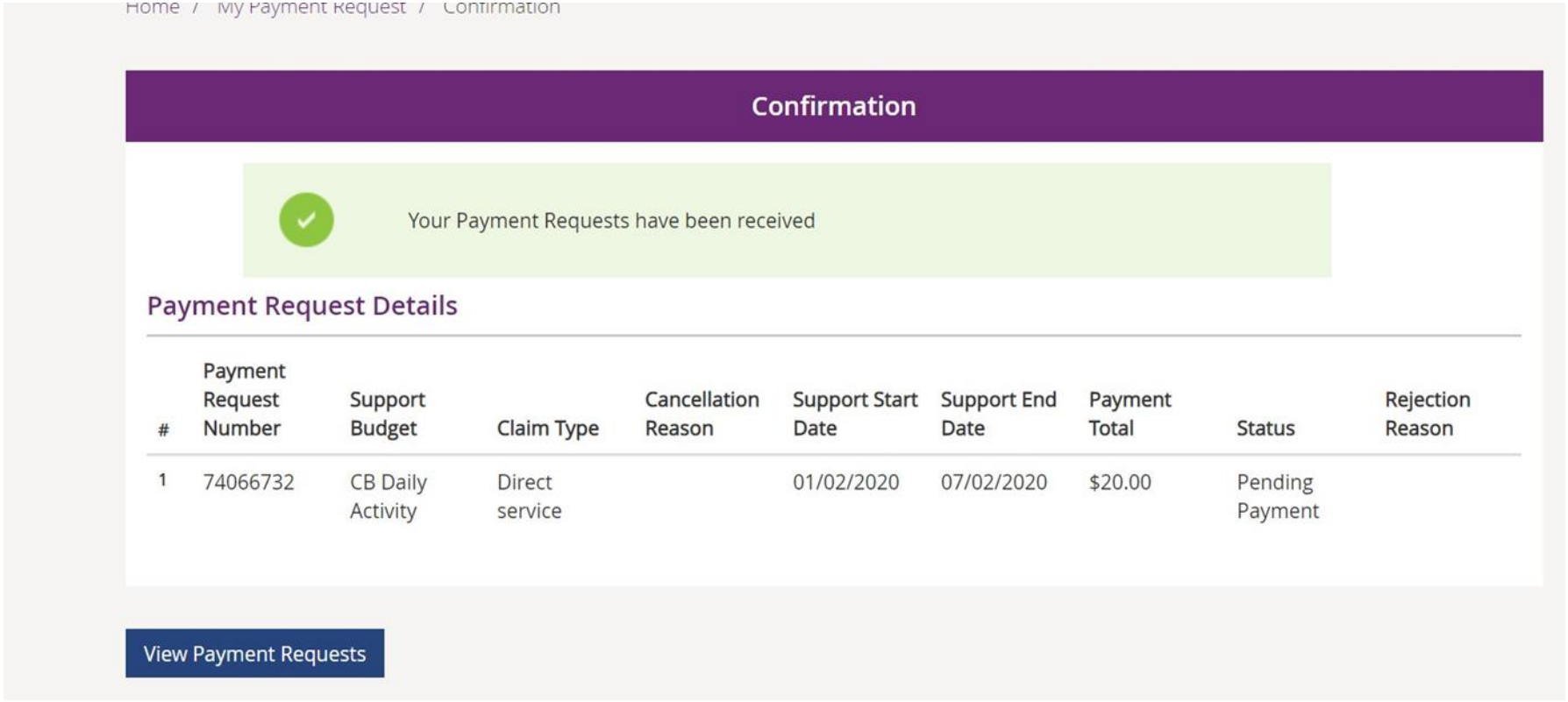
Check you “Payment Request Summary”. Click declaration, verifying information is correct and click “next”



Confirmation page confirms payment request



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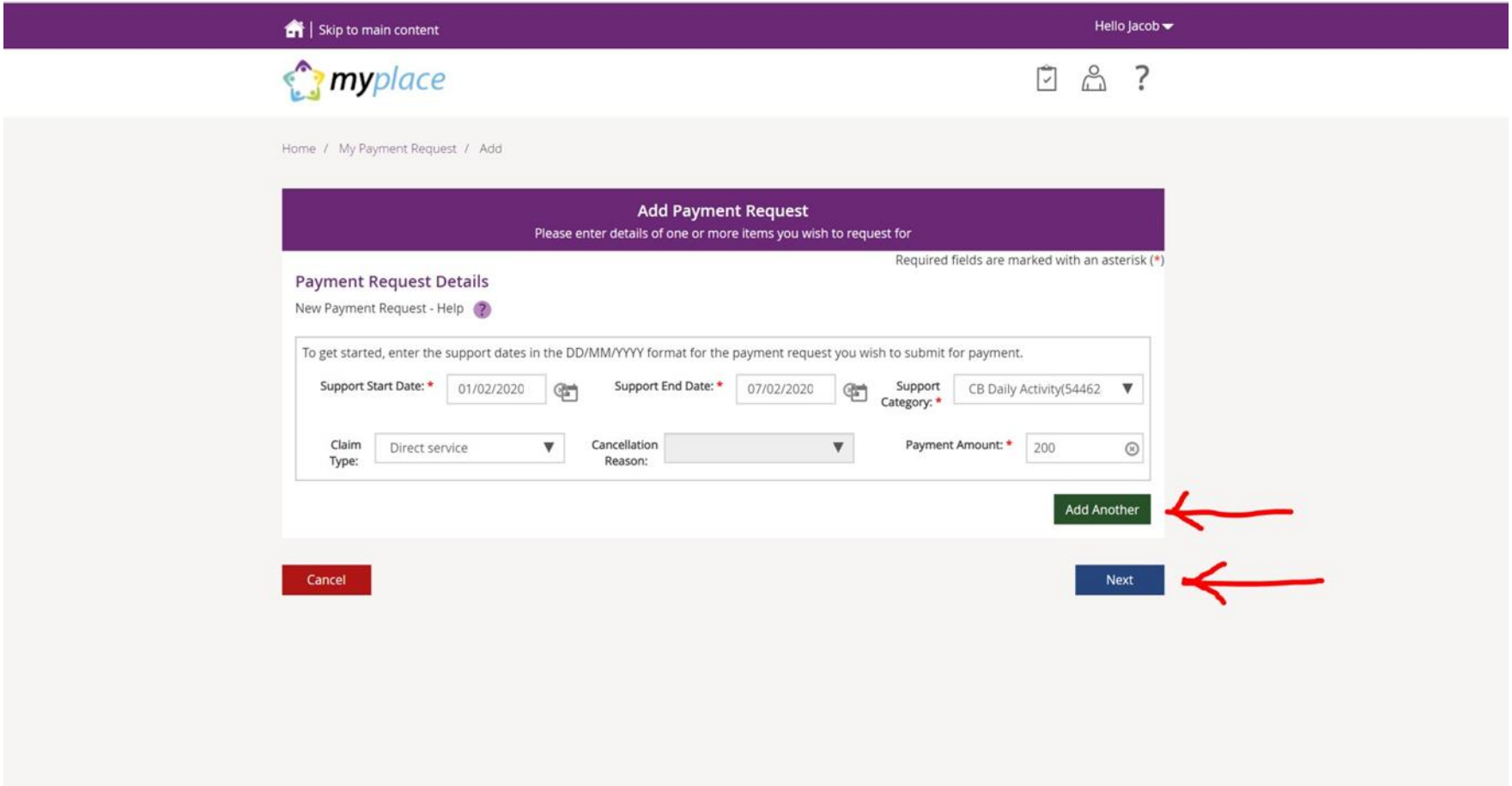

‘The NDIS My Place Portal; Making a payment request, step by step guide’ was created by the Self Manager Hub.

The Self Manager Hub is an initiative of The Growing Space and Community Disability Alliance Hunter (CDAH)

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