



STEPS TO ENDORSE MY CARE PLAN MANAGER WITH NDIS

- STEP 01**  Call the NDIS on **1800 800 110**.
- STEP 02**  Please press 2 to be connected to an NDIS representative
- STEP 03**  Please stay on the line. An NDIS representative will be with you shortly.
- STEP 04**  Inform the NDIS representative that I would like to endorse a Plan Manager.
- STEP 05**  Please complete your identity verification with the NDIS representative.
- STEP 06**  Provide the following information to the NDIS representative to endorse my Care Plan Manager.
 - 6.1 Provider Name: My Care Plan Manager
 - 6.2 Provider Number: 4050074147
 - 6.3 ABN: 66825073525
- STEP 07**  Once the endorsement is complete, request a reference number from the NDIS representative.
- STEP 08**  Email the reference number to info@mcpm.net.au to confirm that the endorsement has been completed.
- STEP 09**  We can process and pay invoices only once My Care Plan Manager has been endorsed. Without the endorsement, we are unable to make any payments.