



**MYCAREPLAN**  
manager



## 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](mailto: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.