# **Transcript –**

# **How to access the my NDIS participant portal**

[Voiceover]

Accessing the my NDIS participant portal.

The my NDIS participant portal makes it easier for participants, child representatives and nominees to view and manage their NDIS plans. Participants with a NDIS plan in our new computer system can use the my NDIS Participant portal. Participants can access the my NDIS participant portal through myGov. myGov makes accessing the my NDIS participant portal easier and safer for participants and nominees.

Before you access the my NDIS participant portal for the first time, you will need to make sure you have linked your myGov account to the NDIS. To get the activation code, you'll need to contact the NDIS. You can either call the NDIS on 1800 800 110 or visit the NDIS website Contact page. We will create a code for you. You will need to use the activation code within ten days. If your activation code is older than ten days, you can call the NDIS to ask for a new one.

To link your account to the NDIS, you will need to sign in to your myGov account. Find the “link a service” button. From a list of government services you will need to find the National Disability Insurance Scheme, NDIS, and Select “Link”. When you're linking your myGov account, you will be asked to provide an activation code. When you are entering the activation code, you will be asked to enter your last name and date of birth. You will need to read and accept the terms and conditions to use the portal.

Once you've linked your myGov account to the NDIS, you will be able to access the portal from your myGov account at any time. If you need help to link your account or you would like more information about the new my NDIS participant portal, visit the NDIS website, [improvements.ndis.gov.au](https://improvements.ndis.gov.au/node/4)

[End Transcript]