**Transcript - Manage relationships in my NDIS participant portal.**

[Transcript - start]

This is a new feature that lets you our your authorised representatives, share plan information with your providers.

This feature is only available to participants with planned, managed and or NDIA managed funds, In your approved plan.

Using the my NDIS participant portal. You can share information with the my Provider, my Provider category and or plan Manager.

If you have NDIA Managed funds, you can record my provider and let us know if they can make claims against your NDIS plan.

After they deliver a support to you. The relationship page shows you your current relationships

request and your request history.

Your current relationships with your my provider, plan Manager or support Coordinator are seen in the Active Relationships tab.

You can see each provider when you started the relationship with the provider and the information you are sharing with them. Press view to see more information.

Or press review to edit the information you're sharing.

When you press view, you see more information about this relationship and the information you're sharing.

And when you press review, you can update the information you share with this provider. In this example, you can share your plan goals with this my provider.

The right side of the screen gives you information so that you know what you're sharing with your provider.

To end the relationship with the provider, please contact NDIS on 1800 800 110.

Press update to save the changes.

The provider will be notified of the change and you can see updated relationships through the active relationships tab.

my providers and plan managers can send you a request to see your information.

They can send you a new request or ask to extend an existing relationship.

If you have new requests to action, the tab requests to share will show you a red number.

This shows you the number of requests you have to action.

Select the request to share tab to action these requests.

Once the tab is open, select Respond to Action Request.

You'll see the name of the provider, the type of the request, start and end date of the proposed relationship and information in your plan you will be sharing with this provider.

You can update some of the request and press accept or decline.

This will either create a relationship, extend the relationship, or decline the relationship.

The provider will be notified of your decision.

This relationship can be seen in the active relationships tab.

The Request History tab lists your previous request.

You can select more to see the full details of this relationship.

You can search for provider relationships using either the keyword search function at the top or by using search filters.

If you have NDIA managed funds, you may be asked to check claims made by some providers after they deliver the support to you.

You can change the switch to yes to let this provider make claims against your NDIS plan without you checking them.

If you select no, you may still need to check each claim for this provider.

You will see the proposed relationship.

And you can update the information.

And press submit.

The provider will be notified of the change.

For more information about the my NDIS participant portal, visit: [www.ndis.gov.au/myndisportal](http://www.ndis.gov.au/myndisportal)

For more information about working with providers, visit: [www.ndis.gov.au/myproviders](http://www.ndis.gov.au/myproviders)

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