# **my NDIS Provider Portal – Plan Manager view**

[Narrator]

This video will demonstrate the information that a Plan Manager can view in the my NDIS provider portal after logging in to the portal via PRODA.

The tabs available to you along the top of the portal will depend on the type of services you provide.

As a Plan Manager, once you have been allocated to a participant, you will be able to view information in the My Participants tab. This tab allows you to search for a participant and view certain details about them, and their plan.​

You can search by participant last name or NDIS number​.

Alternatively, you can scroll down the page and select the participant you wish to view.

After selecting a participant, you will be able to see a participant’s basic details such as the plan duration, preferred name, NDIS number, Date of birth, Gender and if an interpreter is required. Scroll down to view the ​Goals, Budget, Funded Supports and Participants nominee details tabs.

Under the Goals tab you will see the participant's goals from their NDIS plan.

To find out more information, such as how a participant will reach their goal, you can use the drop down arrow next to each goal.

Under the Budget tab you can view all the budget details for the participant that the Plan Manager is responsible for.

Here you can view the support categories under the different support types that the participant is funded for. In this example you can see the participant is funded for consumables under the Core Flexible category along with the total amount, amount spent and the remaining balance.  Scroll down the page to view all other Support types.

Under the Funded Supports tab you can view the funded support information that the Plan Manager is responsible for. Scroll down the page to view the total funded supports amount by support category

Under the Participant nominee details tab you will see all nominee details recorded from a participants plan.

You will see the nominee name and relationship type.

To log out of the portal, simply click on your name in the top right hand corner and then select ‘sign out’

[End Transcript]