

Checklist – support coordinators

The checklist below will help support coordinators understand the steps involved to begin using the my NDIS provider portal.

Information

- I have read the [support coordinator information pack](#).
- I have read the [information on unregistered support coordinators](#).
- I have read the quick reference guides ([82KB DOCX](#)) ([155KB PDF](#)) for support coordinators on the website.
- I have read the [new support coordinator reporting template](#).
- I have read the updated step-by-step guide ([3.8MB DOCX](#)) ([3.1MB PDF](#)) for the my NDIS provider portal.
- I have read the updated step-by-step guide ([2.1MB DOCX](#)) ([0.9KB PDF](#)) for my participants and request for service.
- I know about [changes to budget support categories](#) in the new NDIS computer system.

Processes

- I understand [the process for participant consent](#) to share information with me in the my NDIS provider portal.
- I understand [what different providers can see in the my NDIS provider portal](#).
- I understand how [a participant changes their support coordinator](#).
- I understand how support items link to [new support categories](#).
- I understand [service bookings](#) are not a feature of participant plans developed in the new NDIS computer system.

- I understand [how to claim for funds as a provider that is not endorsed by the participant.](#)
- I understand [how participants can endorse, change, or remove their providers.](#)

If you need further support, please email provider.support@ndis.gov.au or call us on 1800 800 110.