

NDIS myplace provider portal

Step-by-step guide

Part 1. Using the myplace
provider portal

August 2025

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Changes from the last version

The following updates have been made to the last published version of the myplace provider portal step-by-step guide.

As of August 2025 updated pages 1 to 20:

- Updated the section “Accessing myplace” to reflect the myID and RAM login pathway in addition to the PRODA login pathway.
- Removed text and updated screenshots that referred to linking to a provider organisation in myplace.
- Update NDIS contact phone number to NCC provider line.

Introduction

The **myplace** provider portal is a secure website developed for providers to manage their transactions with the NDIA, and view and manage their services with Participants.

This step-by-step guide describes how the **myplace** portal works and provides the general layouts of the menus and screens in the portal.

It also includes instructions for using each of the functions in the portal.

What can you do in myplace?

You can use **myplace** to:

- View your contact details
- View, add and edit NDIS (National Disability Insurance Scheme) registration details including updates to registration groups and professions¹
- View messages received from NDIS
- Instant message with your linked participants
- Create and manage service bookings
- Create and view payment requests (previously known as claims)







- View and respond to quotes received from NDIS
- View referrals made to your organisation
- View Support Coordination Requests for Service and action these requests
- Upload required documents
- Submit and review enquiries or complaints
- Download reports about all your service bookings and participants.

Minimum internet browser requirements

To access **myplace**, there are minimum browser requirements. These are:

- Google Chrome
- Microsoft Internet Explorer 11 on Windows 8.1 or Windows 10
- Microsoft Edge
- Mozilla Firefox
- Safari on Mac OS X

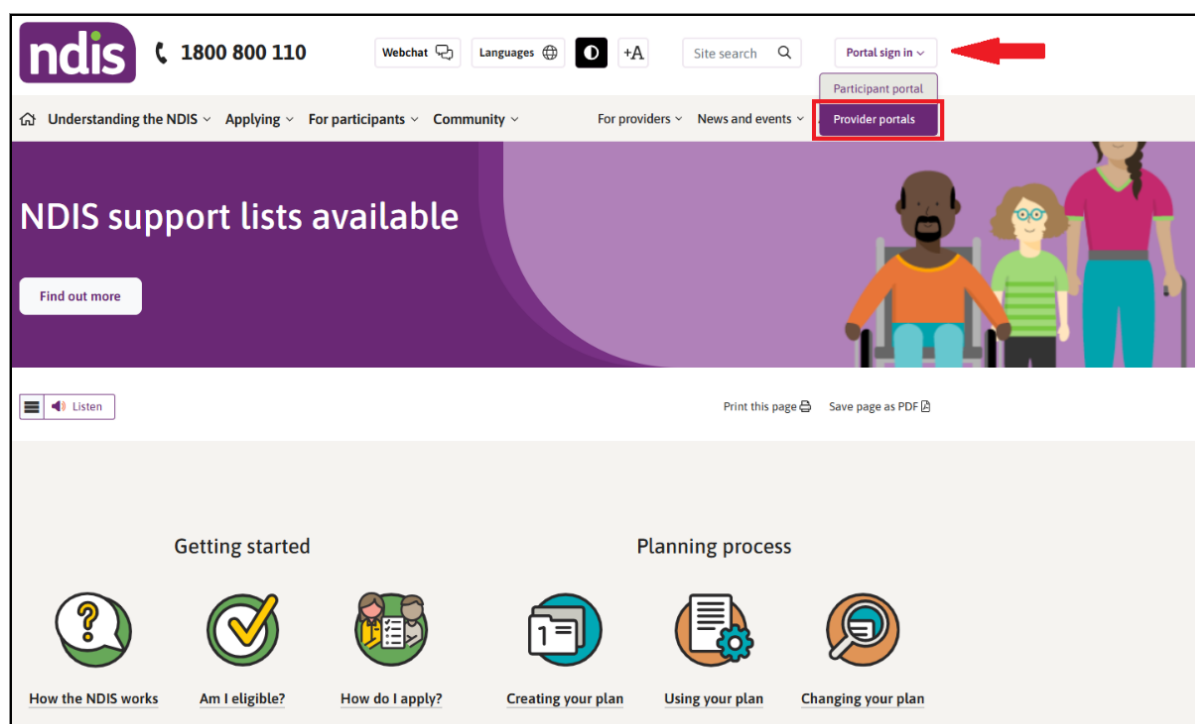
How to contact NDIS

Contact the NDIS by		
 <p>NDIS Webchat</p> <p>You can live chat with us about:</p> <ul style="list-style-type: none"> • myplace provider portal • Service bookings • Payment requests • Quotes • Referrals • Request for service • Searching for a register provider 	 <p>Phone</p> <p>1300 311 675</p> <p>You can call us about:</p> <ul style="list-style-type: none"> • myplace provider portal • Service bookings • Payment requests • Quotes • Referrals • Request for service • Searching for a register provider • Submitting a general enquiry, feedback, compliment or a complaint 	 <p>provider portal</p> <p>You can use the provider portal to:</p> <ul style="list-style-type: none"> • Submit a payment enquiry • Submit a general enquiry, feedback, compliment or a complaint • Search for a provider • Upload documents
 <p>Email us</p> <p>enquiries@ndis.gov.au</p> <p>You can email us about:</p> <ul style="list-style-type: none"> • Submitting a general enquiry, feedback, compliment or a complaint 	 <p>Contact and Feedback form</p> <p>NDIS Online Form</p> <p>You can use the Online form to:</p> <ul style="list-style-type: none"> • Submit a general enquiry, feedback, 	 <p>Mailing address</p> <p>National Disability Insurance Agency GPO Box 700 Canberra ACT 2601</p> <p>You can mail us</p> <ul style="list-style-type: none"> • Compliment, complaint or provide feedback,

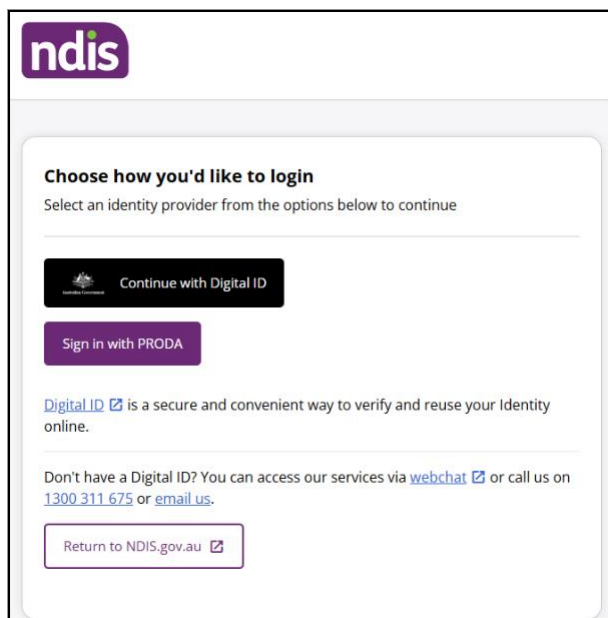
<ul style="list-style-type: none"> • Emailing a document, form report or letter 	<p>compliment or a complaint</p> <ul style="list-style-type: none"> • Request a call back 	<ul style="list-style-type: none"> • Document, form, report or letter
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Accessing myplace

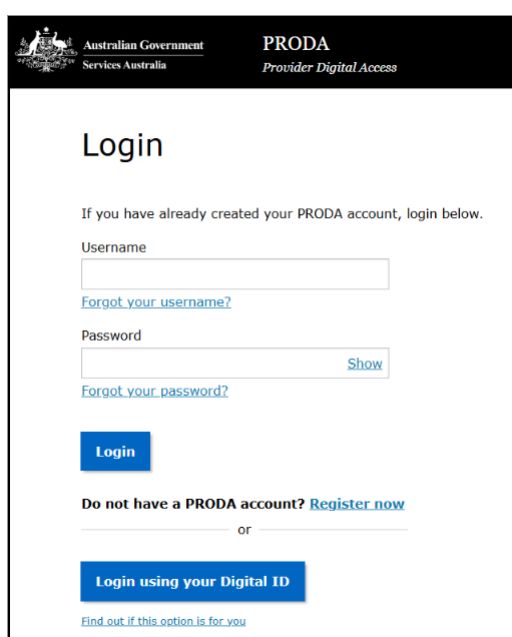
1. Access the **myplace** provider portal using the “Portal sign in” button on the [NDIS website](#) and selecting “Provider portals” from the drop down menu.



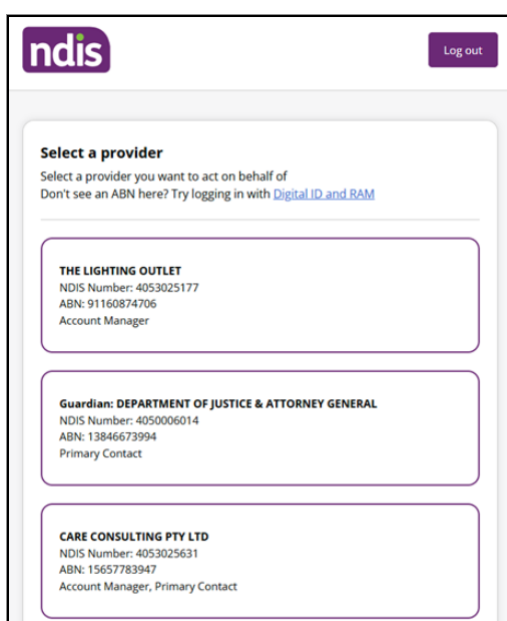
2. Choose to log in using Digital ID if the provider organisation you wish to access the portal on behalf of is set up in Relationship Authorisation Manager (RAM), otherwise choose to login using PRODA



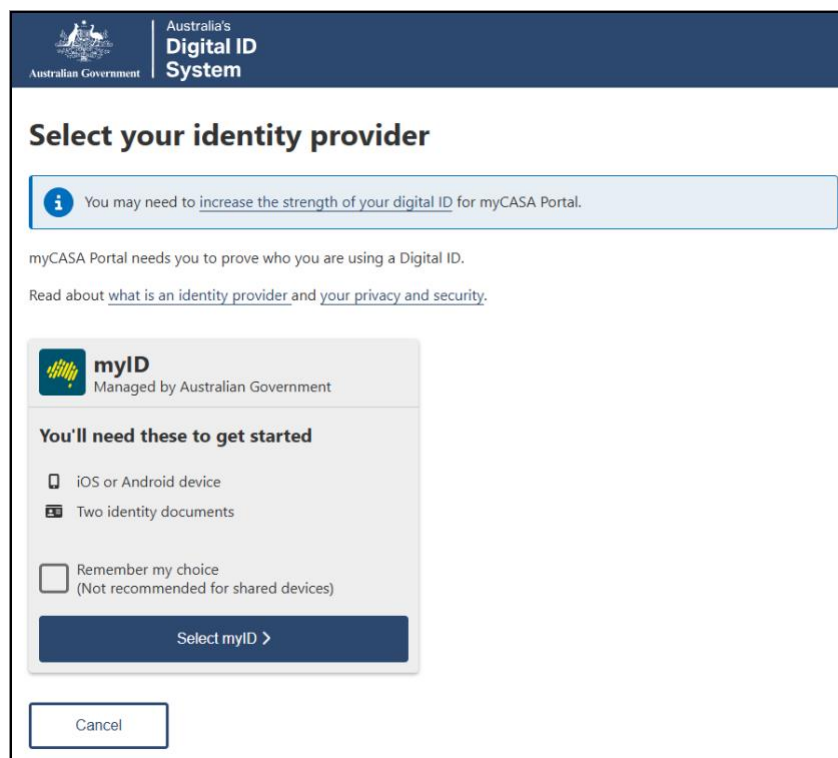
3. Sign in with PRODA
 - a. If you selected to login with PRODA, either enter your **PRODA Username** and **Password** then select **Login**, or select **Login using your Digital ID**.



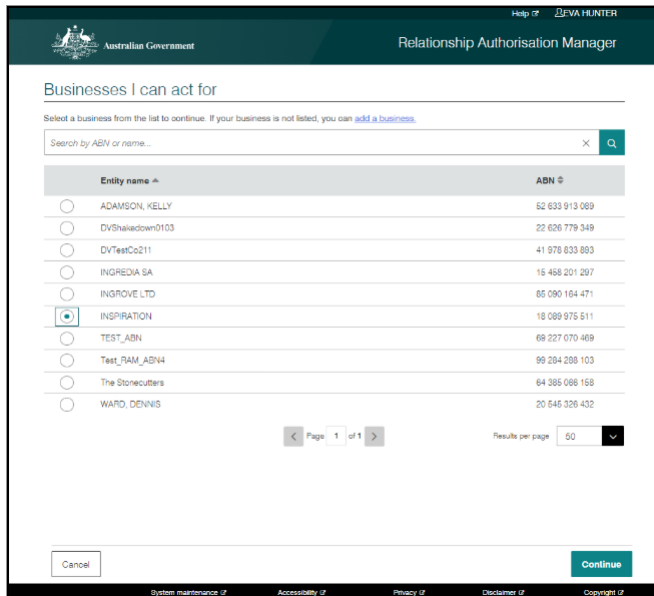
- b. Once you have successfully logged in to PRODA you'll be directed to a screen where you must select the organisation you want to work for in myplace provider portal. The list contains provider organisations that you work for (and are linked to) that have not been set up in RAM.



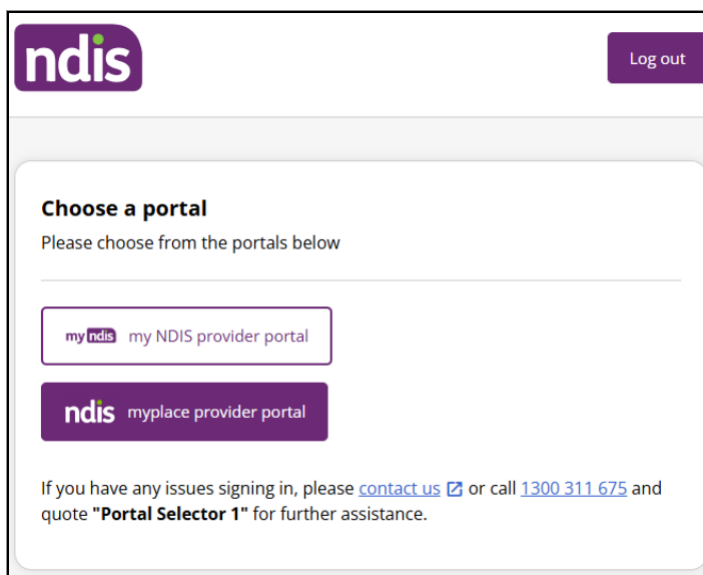
- c. When you have selected an organisation to work for, the NDIS Provider Portals landing page will load where you will see the myplace provider portal tile.
4. Sign in with Digital ID
 - a. If you selected to login using Digital ID, you will need to select your identity provider which will be myID.



- b. When you have selected myID, please log in using your personal myID login details.
- c. Once you have successfully logged in to myID, if you hold the authority for more than one provider organisation, you'll be directed to the RAM Australian Business Number (ABN) selection page where you will need to select which organisation you wish to act on behalf of in myplace provider portal. If you only hold authority to one provider organisation, this page will not appear.



- d. If you are authorised to access the NDIS Provider Portals for one provider organisation only, or once you have chosen an organisation from the RAM ABN selection page, the NDIS Provider Portals landing page will load where you will see the myplace provider portal tile.
- e. Choose the myplace provider portal tile on the landing page (N.B State and Territory Public Trustee and Guardian staff will only be able to choose the myplace portal).





















Set up your Digital ID and link to your business in RAM






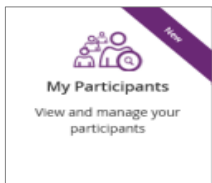
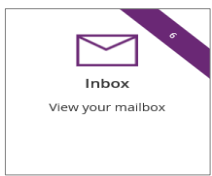
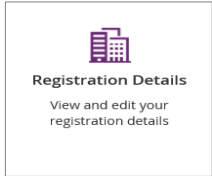

If you do not have your myID set up, or you are not linked to a provider organisation in RAM, please refer to the [myID and RAM Step-by-Step Guide for NDIS Provider Portals](#) found on the [NDIS website](#).








myplace Portal home page







The **myplace** home page contains a number of separate sections or functions.

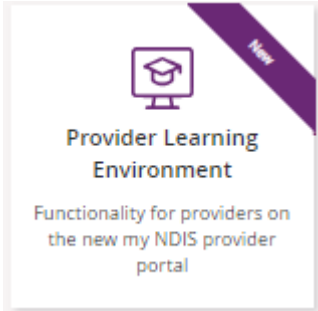
 <p>My Participants View and manage your participants</p>	 <p>Inbox View your mailbox</p>	 <p>Registration Details View and edit your registration details</p>	 <p>Outlet Management Add and view outlet details</p>
 <p>Service Booking Create and manage service bookings</p>	 <p>Payment Request Create and manage new and existing payment requests</p>	 <p>Quotations View and respond to quotes sent to my provider organisation from the NDIA</p>	 <p>Referrals View referrals made to my provider organisation</p>
 <p>Messages Instant message your participants</p>	 <p>Document Upload Upload any support documents</p>	 <p>Provider Finder Find provider organisations.</p>	 <p>View Plan View Participant's plan and nominee details</p>
 <p>NDIS Commission Navigate to NDIS Commission portal</p>	 <p>Profile View your organisation details that you are linked to</p>	 <p>Downloads Request and download lists of My Participants, Service Bookings and Quotes</p>	 <p>Request for Service Forms View and manage your request for service forms</p>
 <p>View Complaints and Enquiries View and manage your requests</p>	 <p>Provider Learning Environment Functionality for providers on the new my NDIS provider portal</p>		

The following table provides an explanation of each of the information on the **myplace portal** home page.

myplace section	Function
	<p>The provider organisation you are acting for is displayed here. If you work for (and are linked to) more than one provider organisation, you can select which organisation you are using myplace for by selecting the Change Provider icon.</p>  <p>If you only work for one provider organisation, you do not need to change any settings here.</p>
	<p>This is where your username is displayed. You can use the drop-down button to return to the home page switch to my NDIS portal, or logout of myplace at any time.</p>
	<p>Select this icon at any time to return to the myplace home page.</p>
	<p>Select this icon for simple explanations of the functions displayed on the screen.</p>
	<p>View and manage your participants.</p>
	<p>View messages and letters sent to you by the NDIA.</p>
	<p>View your registration details, including updates to Registration groups and Professions.</p>
	<p>View your organisation's outlet details.</p>

myplace section	Function
 <p>Service Booking Create and manage service bookings</p>	<p>Create and manage service bookings with participants.</p>
 <p>Payment Request Create and manage new and existing payment requests</p>	<p>Create and manage new and existing payment requests.</p>
 <p>Quotations View and respond to quotes sent to my provider organisation from the NDIA</p>	<p>View and respond to quotes sent to you by the NDIA.</p>
 <p>Referrals View referrals made to my provider organisation</p>	<p>View referrals made to your organisation.</p>
 <p>Messages Instant message your participants</p>	<p>Send instant messages to your Participants.</p>
 <p>Upload Evidence Document Upload</p>	<p>Upload required documents.</p>
 <p>Provider Finder Find provider organisations.</p>	<p>Search for providers within a certain location.</p>

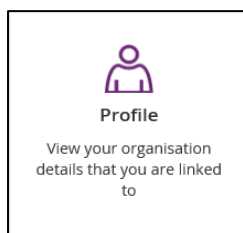
myplace section	Function
 <p>View Plan View Participant's plan and nominee details</p>	View plan details when granted consent by a participant.
 <p>NDIS Commission Navigate to NDIS Commission portal</p>	Navigate to the NDIS Commission portal.
 <p>Profile View your organisation details that you are linked to</p>	View and edit information and contact details for yourself and your organisation.
 <p>Downloads Request and download lists of My Participants, Service Bookings and Quotes</p>	Request and download service bookings information, quotes, or information for participants regarding their active service bookings
 <p>Request for Service Forms View and manage your request for service forms</p>	View and action Support Coordination Requests for Service Forms.
 <p>View Complaints and Enquiries View and manage your requests</p>	Submit complaints, feedback, enquiries, payment enquiries and compliments.

myplace section	Function
 <p>Provider Learning Environment Functionality for providers on the new my NDIS provider portal</p>	<p>Learn how to use the new my NDIS provider portal</p>

Provider portal navigation

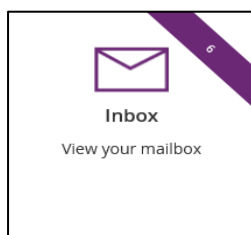
Using a function

Select the relevant tile displayed in the **myplace** home page to go into that section of the provider portal.



Tip: From most functions within the portal, the person icon on the top right of the screen will take you directly to your **Profile**.

You will note that some tiles have a purple banner across the top right-hand corner with a number showing. This indicates the number of items that have not been actioned. For example, the **Inbox** tile below shows a purple banner with the number '6'. This indicates that there are six messages in your Inbox requiring attention.



Returning to the myplace home page

You can return to the **myplace** home page in any of the following ways:

1. Select the **myplace** logo (top left corner of the portal page).



2. Select the Home button (top left corner of the portal page) to return to the myplace home page.

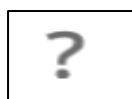


3. Select the **Home** link in the breadcrumb trail below the **myplace** logo.

Help and feedback

Getting help

Select the question mark icon (top right corner of the portal page) for simple explanations of the functions displayed.



Call NDIA on 1800 800 110 if you are unable to resolve a problem or need help to use **myplace**.

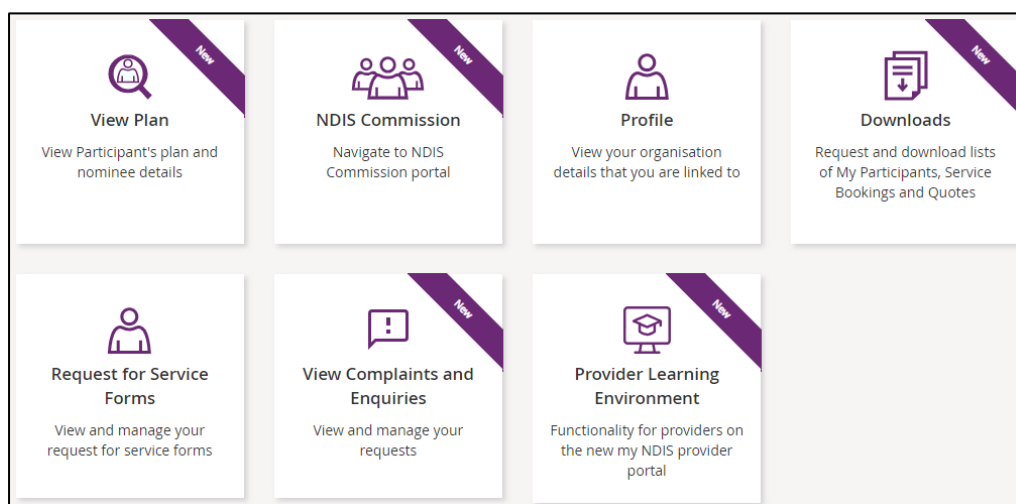
Submit payment enquiries, complaints, compliments, feedback and other enquiries

The **View Complaints and Enquiries** tile provides you with the options you need to submit:

- a payment enquiry
- complaints, compliments and other feedback
- any additional enquiries.

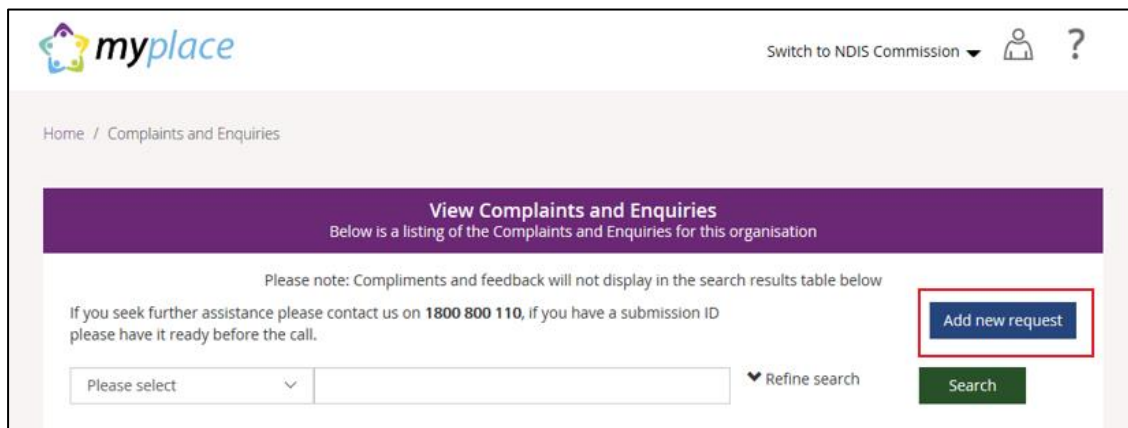
To access these functions:

1. Go to the **myplace** home page and select the **View Complaints and Enquiries** tile.



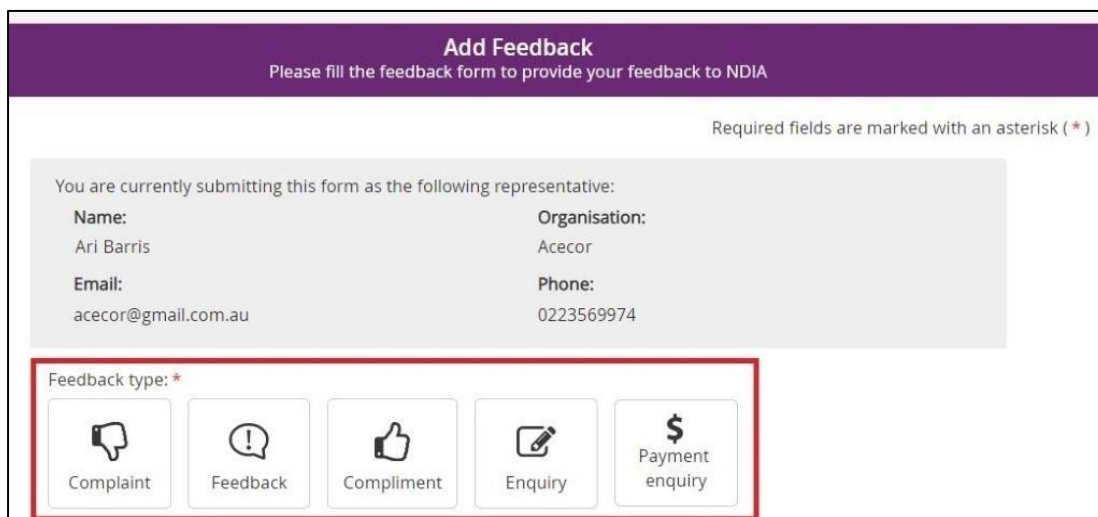
Note: You can also access the options you need by selecting the **Feedback** link in the page footer.

2. On the **View Complaints and Enquiries** page, select **Add new request**.



3. The **Add Feedback** page will appear with your name, organisation name, registered business email address and phone details displayed.

On the **Add Feedback** page, use the **Feedback type** options to select the type of request you will be making.



You can choose to:

- [Submit a complaint](#)
- [Send feedback or a compliment](#)
- [Submit an enquiry](#)
- [Submit a payment enquiry](#).

Submit a complaint

1. Select **Complaint**.

Home / Complaints and Enquiries / Feedback

Add Feedback

Please fill the feedback form to provide your feedback to NDIA

Required fields are marked with an asterisk (*)

You are currently submitting this form as the following representative:

Name: Ari Barris	Organisation: Acecor
Email: acecor@gmail.com.au	Phone: 0223569974

Feedback type: *

Complaint Feedback Compliment Enquiry Payment enquiry

Is this submission on behalf of a Participant? *

Yes No

2. Select whether this complaint is on behalf of a participant.

- If a complaint is submitted on behalf of a participant select **Yes**. Then enter the participant's NDIS number, last name and date of birth and select **Verify participant**.

Feedback type: *

Complaint Feedback Compliment Enquiry Payment enquiry

Is this submission on behalf of a Participant? *

Yes No

Request details

Subject: *

Please select

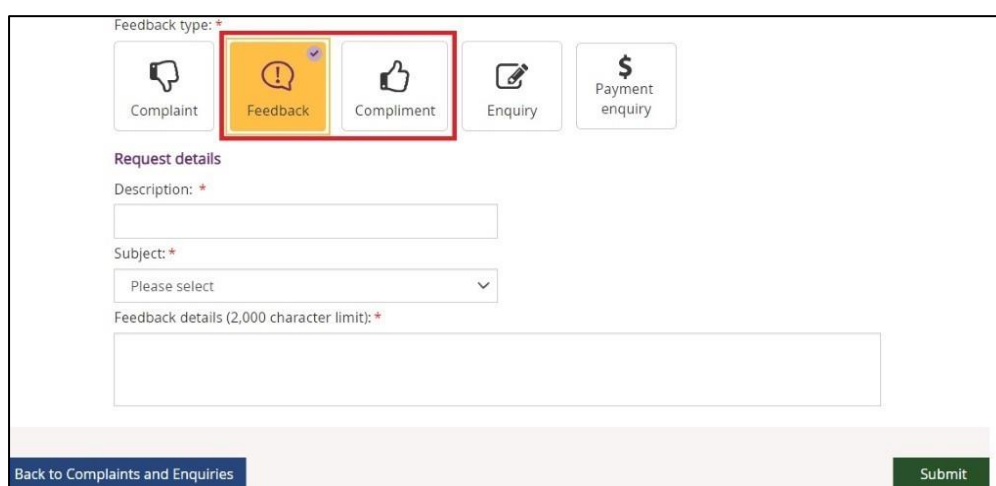
Feedback details (2,000 character limit): *

Back to Complaints and Enquiries Submit

- If the complaint is not on behalf of a participant select **No**.
3. In the **Subject** field, choose the subject that relates to your complaint from the drop-down list.
 4. In the **Feedback details** field, enter a description of your complaint. This field has a 2000-character limit.
 5. Select **Submit** to send your complaint to the NDIA.

Send feedback or a compliment

1. Select **Feedback** or **Compliment**.



Feedback type: *

Complaint Feedback Compliment Enquiry Payment enquiry

Request details

Description: *

Subject: *

Please select

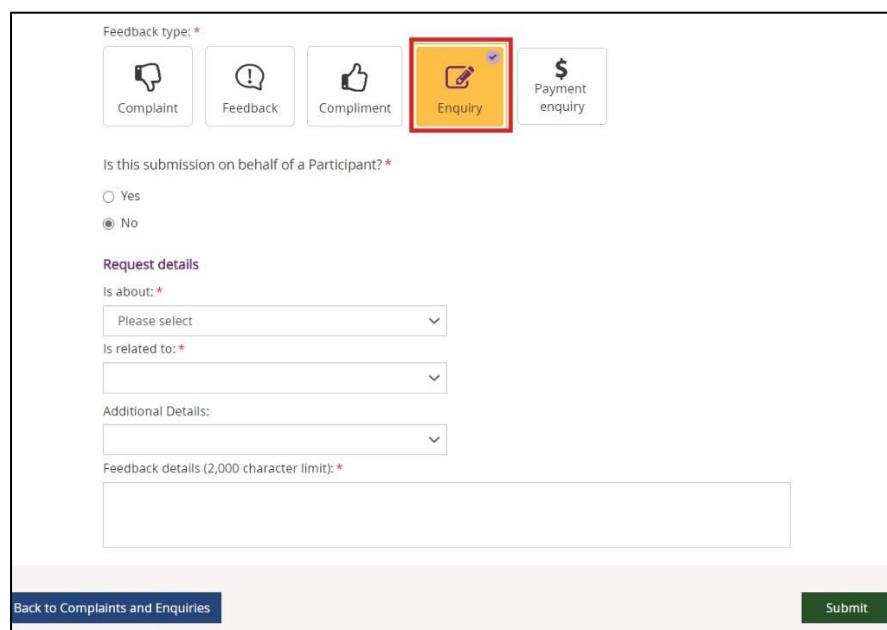
Feedback details (2,000 character limit): *

Back to Complaints and Enquiries Submit

2. In the **Description** field, provide a brief description of your feedback or compliment. From the **Subject** drop-down, select the subject that relates to your feedback.
3. In the **Feedback details** field, enter a description of the feedback. This field has a 2000-character limit.
4. Select **Submit** to send your feedback to the NDIA.

Submit an enquiry

1. Select **Enquiry**.



Feedback type: *

Complaint Feedback Compliment **Enquiry** Payment enquiry

Is this submission on behalf of a Participant? *

Yes
 No

Request details

Is about: *
Please select

Is related to: *

Additional Details:

Feedback details (2,000 character limit): *

Back to Complaints and Enquiries Submit

2. Select whether this enquiry is on behalf of a participant.

- If an enquiry is submitted on behalf of a participant select **Yes**. Then enter the participant's NDIS number, last name and date of birth and select **Verify participant**.
- If the enquiry is not on behalf of a participant select **No**.

3. In the **Is about** field, select the area that your enquiry is about from the drop-down list.

NOTE: This drop-down selection is mandatory to submit your enquiry.

4. In the **Is related to** field, select the area that your enquiry is about from the drop-down list. The available items are related to your previous drop-down selection made from the **Is about**. This drop-down is also a mandatory selection for your enquiry.
5. In **Additional Details**, select an item that matches additional detail from the drop-down list. The available items are related to your previous drop-down selection made from **Is related to**. This selection is **not** a mandatory item to submit your enquiry.
6. In **Feedback details**, enter a description of your enquiry. This field has a 2000-character limit.
7. Select **Submit** to send your enquiry to the NDIA.

Submit a payment enquiry

You can submit a new payment enquiry on behalf of your organisation or submit a follow up on a closed enquiry.

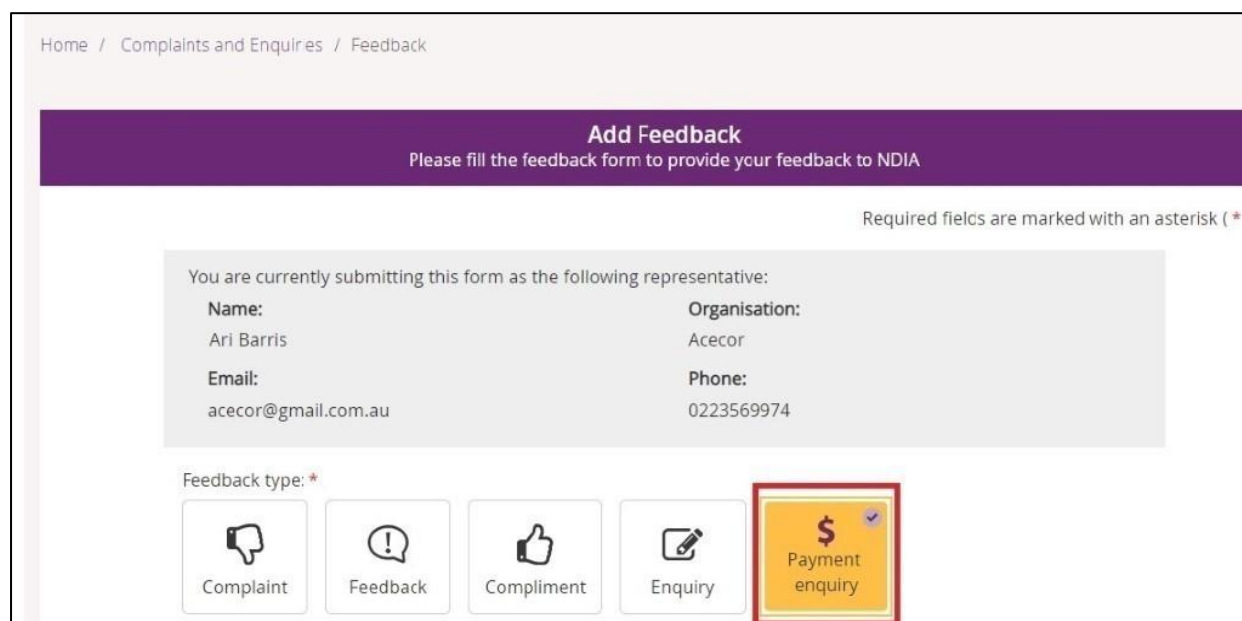
Note: We have improved the process in submitting a payment enquiry.

When you select the Payment enquiry tile in the myplace provider portal, you will be redirected to the Enquiries tab in the my NDIS provider portal.

Further information on how to create a payment enquiry is detailed in the [my NDIS provider portal guide](#).

Submit a new payment enquiry

1. Select **Payment Enquiry**.



Home / Complaints and Enquiries / Feedback

Add Feedback

Please fill the feedback form to provide your feedback to NDIA

Required fields are marked with an asterisk (*)

You are currently submitting this form as the following representative:

Name: Ari Barris	Organisation: Acecor
Email: acecor@gmail.com.au	Phone: 0223569974

Feedback type: *

- Complaint
- Feedback
- Compliment
- Enquiry
- Payment enquiry**

This will take you to the my NDIS provider portal to submit your payment enquiry

Enquiries

View any previously submitted enquiries or lodge a new enquiry.

[Lodge a new enquiry](#)

Enquiries list

Enquiry ID ↕	Type of enquiry	Enquiry title	Date submitted ↕	Status
03446300	Claim and Payment Enquiry	test	17/04/2024	Open
03446298	Claim and Payment Enquiry	test	17/04/2024	Open
03446247	Claim and Payment Enquiry	test	17/04/2024	Open
03446183	Claim and Payment Enquiry	test	17/04/2024	Open
03446182	Claim and Payment Enquiry	test	17/04/2024	Open

Showing 1 — 5 of 11 enquiries

Enquiries per page

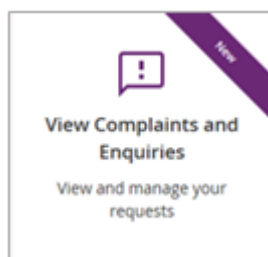
< First **1** 2 3 Last >

5 10 20 50

For further instructions, please refer to my NDIS provider portal step by step guide located in the [myplace provider portal and resources | NDIS](#)

View existing complaints and enquiries

1. Select the **View Complaints and Enquiries** tile on the **myplace** home page.



The **View Complaints and Enquiries** page displays your submitted complaints and enquiries. Use **Next** and **Previous** to navigate through lists that have more than 10 entries.

Note: For information about previously submitted compliments, payment enquiries or feedback, call NDIA on 1800 800 110.

Next to the free text search field use the drop-down selection to choose the criteria of the search:

- **Submission ID**
- **Participant NDIS number**
- **Submitted by NDIS number**
- **Submitted by Surname.**

Note: You cannot search by **Submitted by NDIS Number** and **NDIS Surname** when searching for a Payment Enquiry.

Enter the details of the complaint or enquiry in the search box and select **Search**.

Home / Complaints

View Complaints and Enquiries

Below is a listing of the Complaints and Enquiries for this organisation

If you seek further assistance please contact us on **1800 800 110**, if you have a submission ID please have it ready before the call.

[Add new request](#)

Please select
Submission ID
Participant NDIS Number
Submitted by NDIS Number
Submitted by Surname

Sort by

Submission ID	Type of submission	Subject	Submitted by	Participant name (NDIS number)	Date submitted
---------------	--------------------	---------	--------------	--------------------------------	----------------

From the **Sort By** drop-down, select a sorting option:

- **Submission ID**
- **Type of Submission**

View Complaints and Enquiries

Below is a listing of the Complaints and Enquiries for this organisation

If you seek further assistance please contact us on **1800 800 110**, if you have a submission ID please have it ready before the call.

[Add new request](#)

Please select

Search Results

Showing 1 - 10 of 21 results

Sort by

Submission ID	Type of submission	Subject	Submitted by	Participant name (NDIS number)	Date submitted
81000C	Complaints				02/12/2019
81000C	Complaints				02/12/2019

To view the details of the complaint or enquiry select the **Submission ID** (hyperlinked).

View Complaints and Enquiries

Below is a listing of the Complaints and Enquiries for this organisation

If you seek further assistance please contact us on **1800 800 110**, if you have a submission ID please have it ready before the call.

Please select ▼

Add new request


Search

Search Results

Showing 1 - 10 of 21 results Sort by Submission ID ▼

Submission ID	Type of submission	Subject	Submitted by	Participant name (NDIS number)	Date submitted
810000	Complaints				02/12/2019
810000	Complaints				02/12/2019
810000	Complaints				29/11/2019
810000	Complaints				29/11/2019

The details of the complaint or enquiry will be displayed.



Switch to NDIS Commission ▼

Home / Complaints / Details

Complaint details

View the details of your submitted feedback

Submitted by

Name:

Email:

Organisation:

Phone:

Request details

Submission ID: 810000

Subject: .

Feedback type: Complaints

Feedback details:

Back

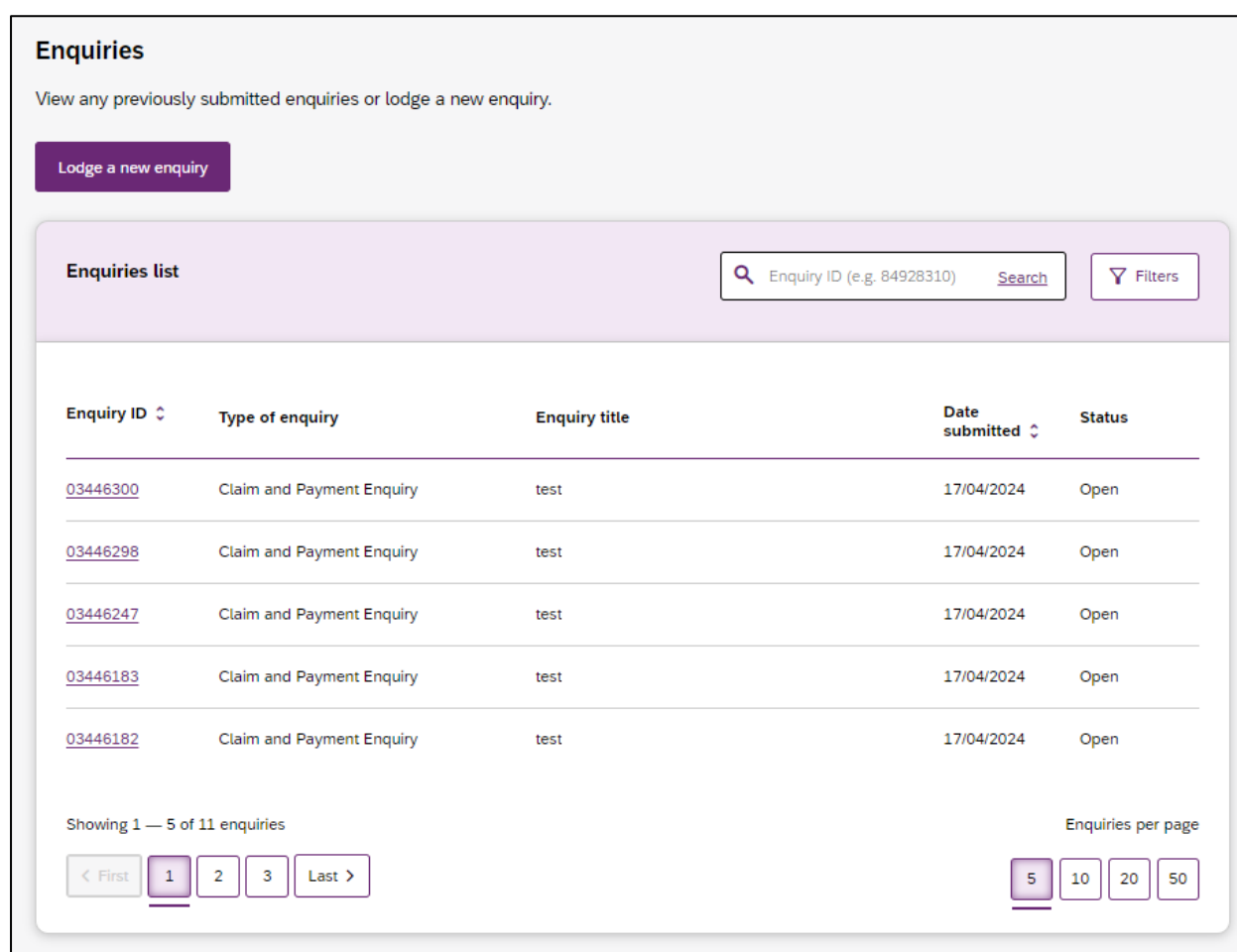
Select **Back** (bottom left corner of the page) to return to the **search results**.

Note: Enquiries created before the 5th of May 2024 can be viewed in the myplace provider portal.

Payment enquiries created after the 5th of May 2024 will be displayed in the Enquiries page of my NDIS provider portal.

You can only view your enquiry in the portal from where it was originally created.

If you made a payment enquiry through my NDIS provider portal, navigate to my NDIS provider portal Enquiries page.



Enquiries

View any previously submitted enquiries or lodge a new enquiry.

[Lodge a new enquiry](#)

Enquiries list

Enquiry ID ↕	Type of enquiry	Enquiry title	Date submitted ↕	Status
03446300	Claim and Payment Enquiry	test	17/04/2024	Open
03446298	Claim and Payment Enquiry	test	17/04/2024	Open
03446247	Claim and Payment Enquiry	test	17/04/2024	Open
03446183	Claim and Payment Enquiry	test	17/04/2024	Open
03446182	Claim and Payment Enquiry	test	17/04/2024	Open

Showing 1 — 5 of 11 enquiries

Enquiries per page

< First **1** 2 3 Last >

5 10 20 50

For further instructions, please refer to my NDIS provider portal step by step guide located in the [myplace provider portal and resources | NDIS](#)