**NDIS myplace participant portal**

**Step-by-step Guide**

**2018**

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# Introduction

The NDIS myplace participant portal is a secure website where you can view your NDIS Plan, update your personal contact details and manage services with your providers. Your information on the NDIS myplace participant portal is protected and cannot be accessed without a myGov account login.

In the myplace participant portal you are able to view and update your personal details, view your plan details as well as update and manage your consent to share plan information with your registered service providers. It is also a secure place for you to manage your plan’s funded support budget (including requesting payment if you are self-managing your plan).

This step-by-step guide will help you navigate and use the myplace portal.

**Note:** this guide is intended for instructional purposes only and all data shown is fictional.

## What can you do in myplace?

As a NDIS participant you can use the myplace participant portal to:

* View and update your contact details
* View your NDIS Plan, including information about your funded supports
* View and manage your current plan budget, including request payment for self-managed supports
* Search and locate registered service providers
* Create and manage service bookings with registered service providers
* Securely view NDIS messages
* Manage your consent to share all or sections of your plan with service providers
* Upload required documents

## Need more help?

Please direct any queries to the NDIS on **1800 800 110** or visit your local NDIS office.

## Sign in

You will need two things to be able to sign in to the NDIS myplace participant portal; a myGov account and an activation code.

For instructions on how to create a myGov account, refer to creating a myGov account on the [myGov help webpage](https://my.gov.au/mygov/content/html/help.html). Once you have logged into MyGov you will need to link to the National Disability Insurance Scheme (this is done through the **Services** section).

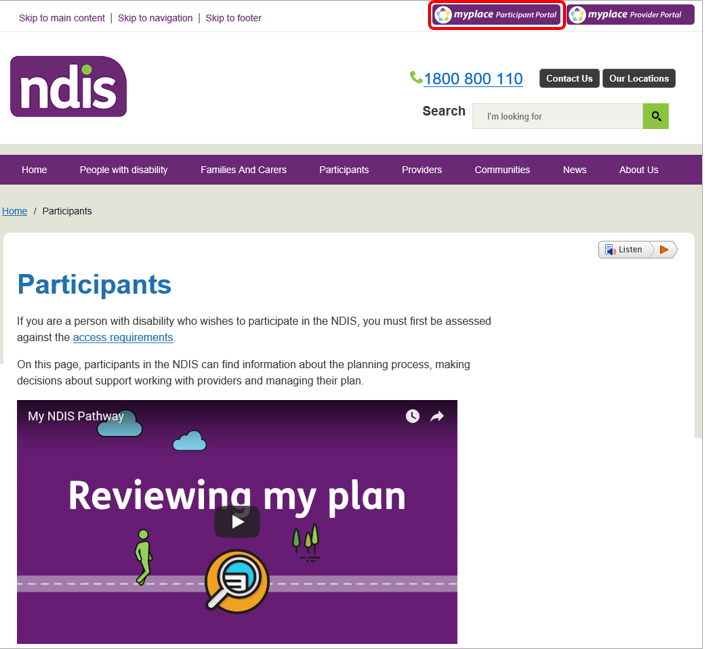
An **activation code** from the NDIS is only needed for the first logon.

The code can be provided to you before you become a participant, or at any time by the NDIS. You can contact the NDIA on **1800 800 110** to obtain an activation code if required or you can request for the code to be issued and sent to you via your preferred method of correspondence.

**Note:** this code will expire after 10 days so please log in and activate your account as soon as you can. If you are unable to do so you can contact NDIA and request another code to be generated.

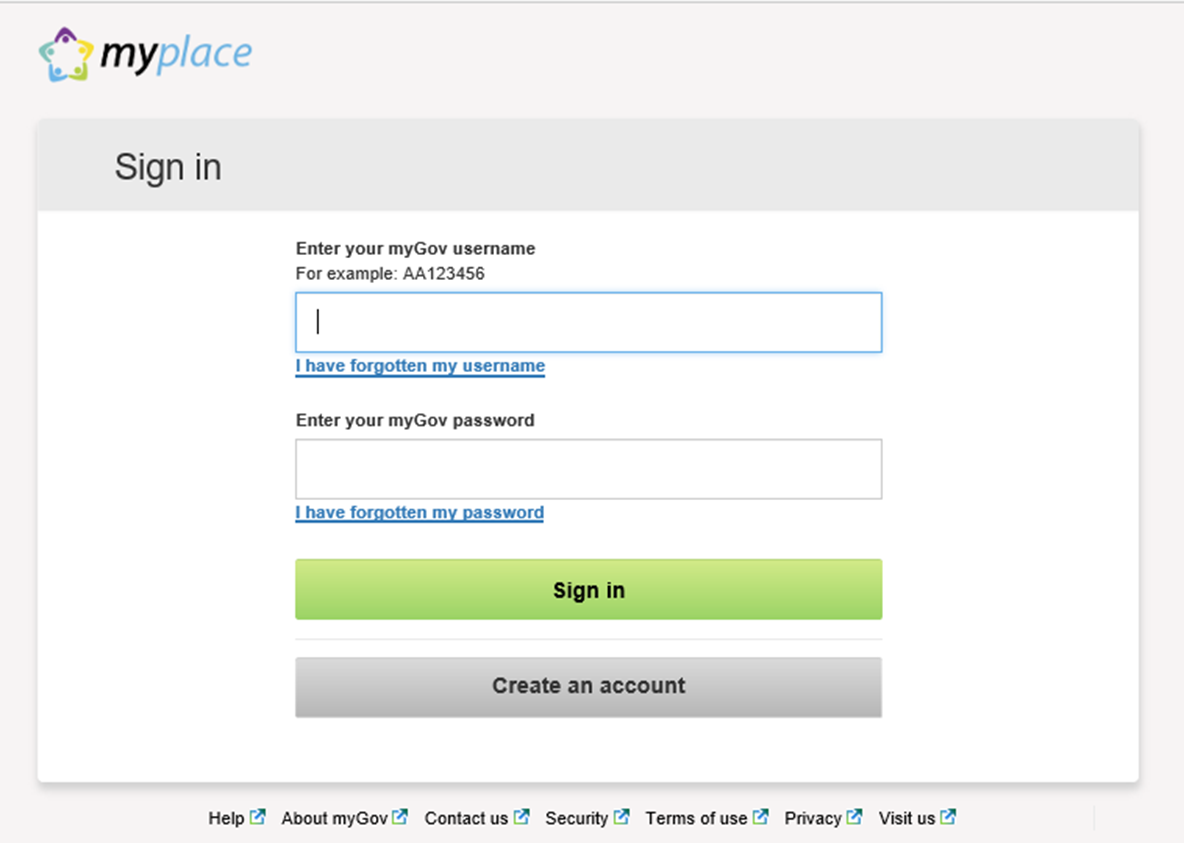
## Signing in to myplace for the first time

1. Select the **myplace participant portal** link on the [NDIS website](https://www.ndis.gov.au/).



1. Type in your myGov username and password.

Select **Sign in.**

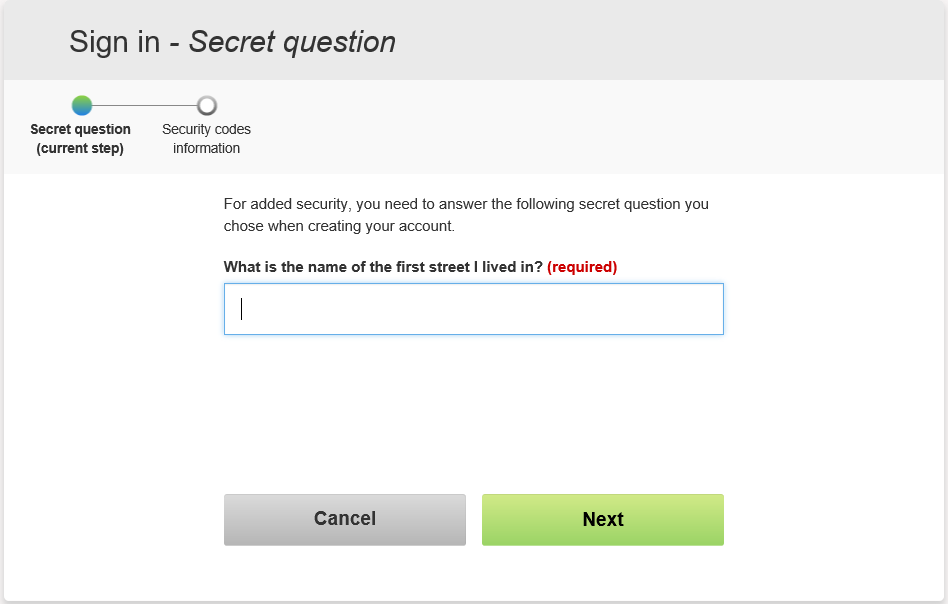


**Note:** If you are using the secret question, another screen will display.

1. Answer the security question and Select **Next**.

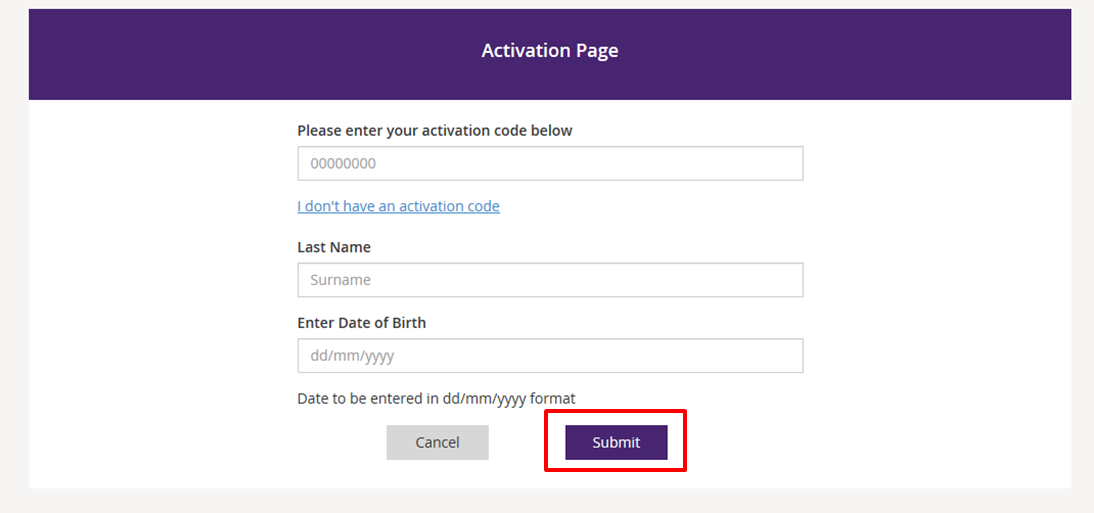
Remember to keep your security code and secret questions in a safe place.

For further information or any concerns relating to your myGov account you can contact [myGov](https://my.gov.au/mygov/content/html/help.html).



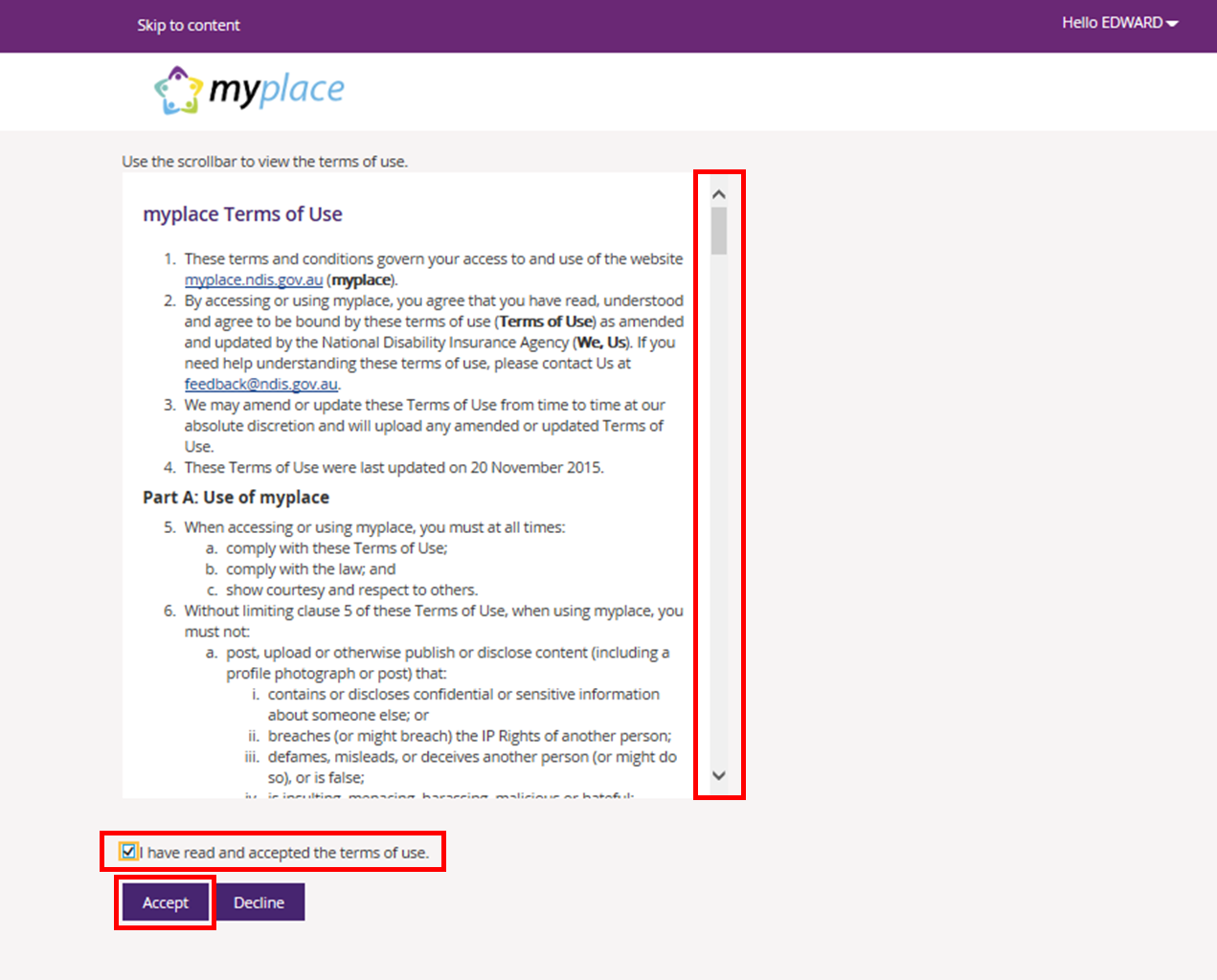
1. Type in your NDIS **Activation Code**, your **Last Name**, and your **Date of Birth**, then select **Submit**. As mentioned previously you only need to put in the NDIS activation code the first time you access myplace. This screen will not display again.

If you need a new activation code please contact the NDIA on **1800 800 110**.



1. You need to accept the **Terms of Use** before you can use the **myplace** portal. The Terms of Use will be displayed the first time you sign in to **myplace** or when there have been updates to the **myplace** portal that you need to be aware of. Move the scrollbar up and down to view the **Terms of Use.**

If you accept the **Terms of Use**, select the checkbox located next to **I have read and accepted the terms of use** andselect **Accept** to continue logging in to myplace.



## Myplace participant portal homepage

The **myplace** homepage displays once you have signed in. The tiles you see will depend on what stage of the pathway (your NDIS journey) you have reached, and if you are self-managing your plan. For example the **My Plan** tile will become visible on your homepage once you have an approved NDIS plan.

The following table provides you with a brief outline of what function each tile has within the **myplace portal**.

| **Tile** | **Name** | **Function** |
| --- | --- | --- |
| My Payment request tile | My Payment Request | If you are self-managing all or part of your NDIS plan, this is where you can create, view and manage your payment requests (claims). |
| my Plan tile | My Plan | Once you have an approved NDIS plan, this is where you can view the details of your plan. |
| My contact details tile | My Contact Details | View and edit your contact details, bank account details and consent to share your plan with providers here. |
| My service booking tile | My Service Bookings | Once you have an approved NDIS plan, this is where you can create, view and manage your Service Bookings with registered NDIS service providers (not applicable if you are self-managing). |
| Provider finder tile | Provider Finder | Use the Provider Finder to find a registered NDIS service provider near you. |
| My messages tile | My Messages | Instant messaging with your providers.  (Check with your provider to make sure this function is available for you). |
| My document upload tile | My Document Upload | Upload your supporting documents to the NDIA here. |
| Mygov Inbox tile | myGov Inbox | View your myGov mailbox. |
| My Appointments tile | My Appointments | This feature is currently unavailable. |

## NDIS myplace participant portal navigation

This section will help you navigate each tile within the portal.

As mentioned previously, the tiles you see on your own homepage will depend on which stage you are up to in your journey along the NDIS pathway.

## How do I return to the NDIS myplace participant portal homepage?

There are two ways you can return to the homepage.

One option is to select the **myplace** logo, as displayed below.

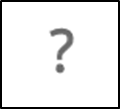


Another option is to select the **Home** button.

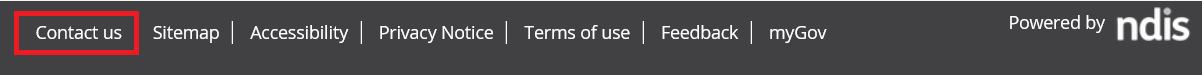
home button

## Help with the tile functions

At any time if you have any questions about the tile functions on a page select the question mark icon for a simple explanation.



In the lower left corner of the screen there is an option to contact the NDIA, select **Contact Us for further information and detail on how to contact us.**



## Tiles

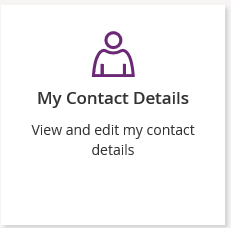
Select (or click) a tile displayed on the homepage to go to that function.

For example, selecting the **My Contact Details** tile will take you to the section where you can update your phone number, address and other personal contact information.

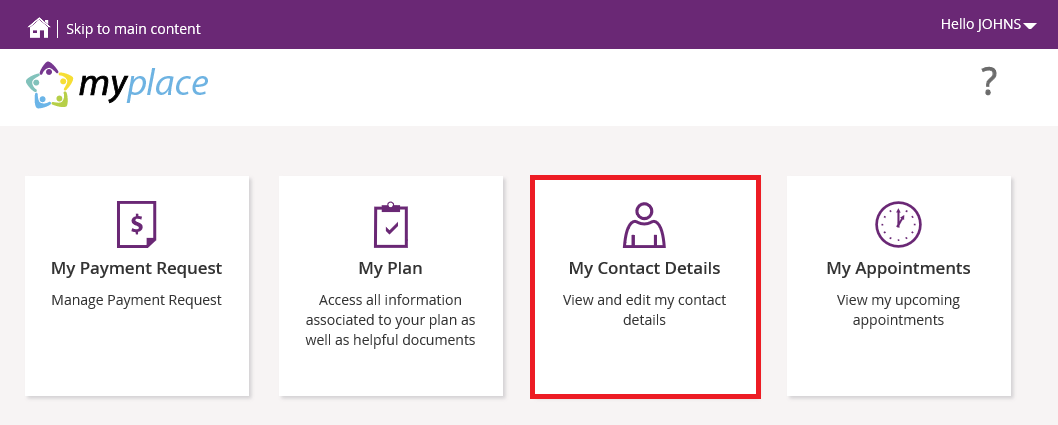
## **My Contact Details**

**My Contact Details** is where you can manage your personal information. This tile is where you can update your address and contact details and view information about your relationships, for example if you have a plan nominee or child representative.

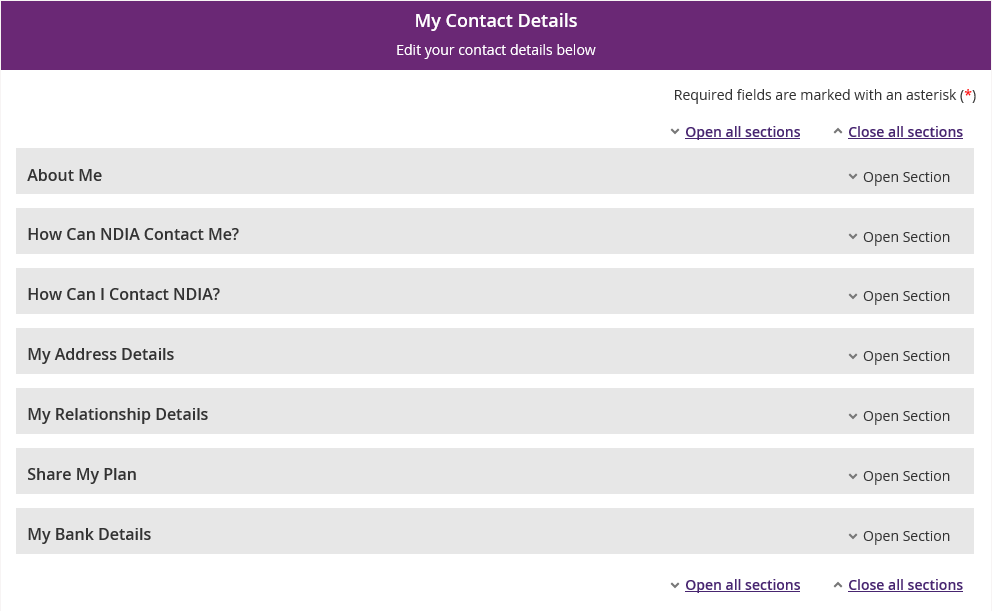
This is also where you can chose to share (or not to share) details of your plan with registered service providers you have a service booking with.



1. Select **My Contact Details** on the homepage.



1. The **My Contact Details** screen displays.



## **About Me**

When you select **Open Section next to the About Me function you can view your full name, preferred name, date of birth, NDIS number, gender, Indigenous origin and Australian South Sea Islander information (if applicable).**

**If any of these details are incorrect please contact the NDIS to have them updated.**

1. **Select Close Section in the top right hand corner.**

******

## **How Can NDIA Contact Me?**

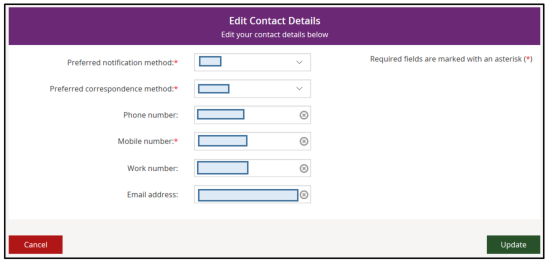
This section is where you can update your preferred method for electronic notifications via SMS or email. Your preferred correspondence method may be via myGov or a letter in the post. This section also displays your contact phone numbers and email address.

#### how can NDIA contact me section with an open section option on the right of the screen

1. To amend any information, Select the **Edit** button.



1. Once you have made the changes, select **Update to save.**

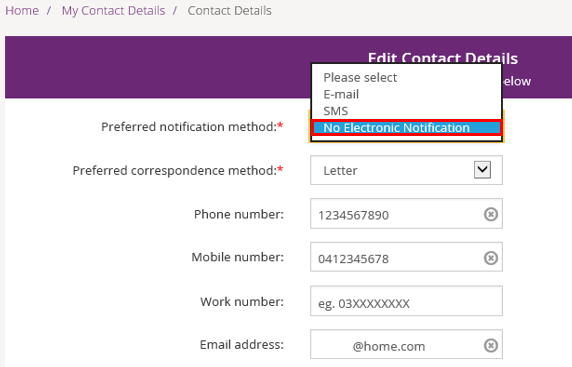


1. You will receive a message confirming the contact details have been successfully updated.



1. **You can change your preferences at any time.**

**If you do not want to receive notifications, select No Electronic Notification.**



## ****How can I contact the NDIA?****

**This section will display the contact details for the NDIA with different contact methods available.**



## ****My Address Details****

You can view your postal and residential (standard address) addresses.

my address details section and an open section option on the right of the screen

1. Select the **Edit** icon the edit icon which can be selected to modify address details when required.   to modify the current address or Select the **Add Address** button to add a new address.



1. **Select Close Section in the top right hand corner.**

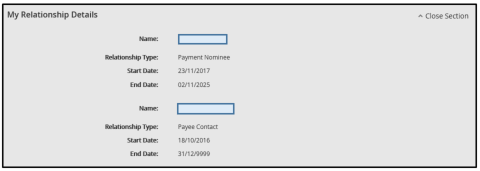
**Note**: If adding a new address, the system will automatically put an end date to your existing address.

## My Relationship Details

You may have a nominee, representative or family member helping you with your NDIS plan. The names of these people and the type of relationship or role they have with you are listed. **If any of these details are incorrect please contact NDIS to have them updated.**

my relationship details with an open section option on the right of the screen

1. **Select Close Section in the top right hand corner.**



## Share My Plan

The **Share My Plan** function enables you to share sections of your plan with any service providers you have an active service booking with.

share my plan section with an open section option on the right of the screen

1. Tick the box next to the provider name/s to share your plan; or deselect the tick to not share.
2. Provide a reason why you are changing access to who can view your plan.
3. Select **Submit** to finalise the changes.



**Note:** you can change a provider’s permission to view your plan at any time. It is your choice if you share your plan details with providers.

1. **Select Close Section in the top right hand corner to close this section.**

## My Bank Details

The **My Bank Details** function enables you to view recorded bank details and add new bank account information as needed. When you update your bank account details, the system will send you the following SMS:

***“****We have updated your bank account details as requested. If necessary, contact NDIS on* ***1800 800 110”****.*

my bank details section with an open section option on the right of the screen

1. Select **Open Section** to view your bank details.
2. Select **Add Bank Details** to modify or **Add a New Bank Account**.

****

1. Enter the new account details and then select **Update** to save.



1. **Select Close Section in the top right hand corner to close this section.**

**Note**:If you are a Plan Nominee or Child Representative managing these NDIS amounts on behalf of a participant please do not update details in the myplace **My Bank Details** screen.

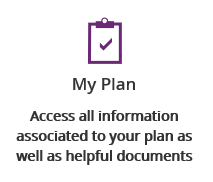
Please contact the NDIS on **1800 800 110** to update the bank account details on your behalf.

1. Select the **myplace** logo, displayed below to navigate back to the homepage.

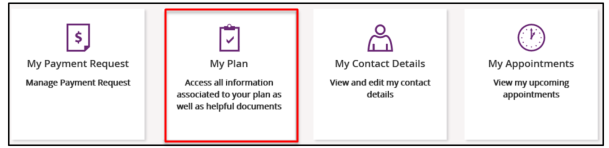
******

## My Plan

This tile will display when you have an approved NDIS plan. You can use this function to access all the information associated with your plan. You can view your current and previous plans, your support budget and any referrals.

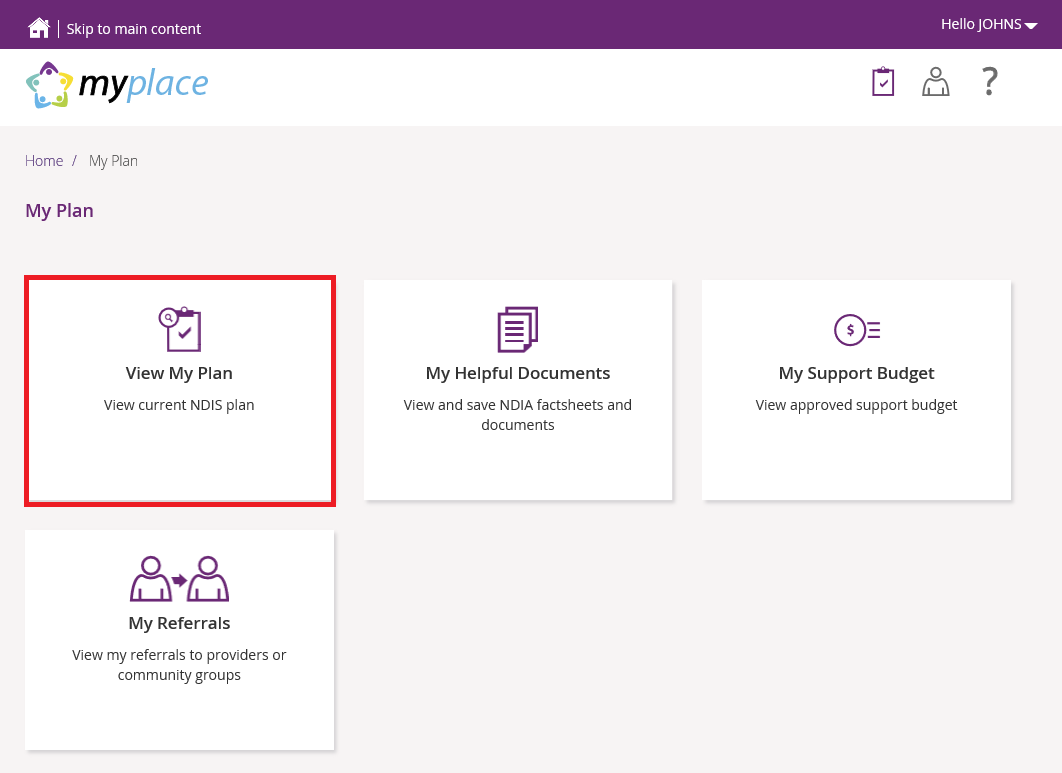


1. Select the **My Plan** tile on the homepage to view all the functions of this tile.



Once the **My Plan** tile opens you will see the following tiles:

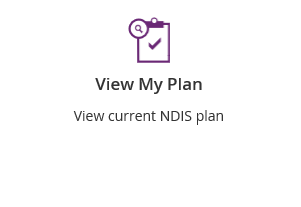
* View My Plan
* My Helpful Documents
* My Support Budget
* My Referrals

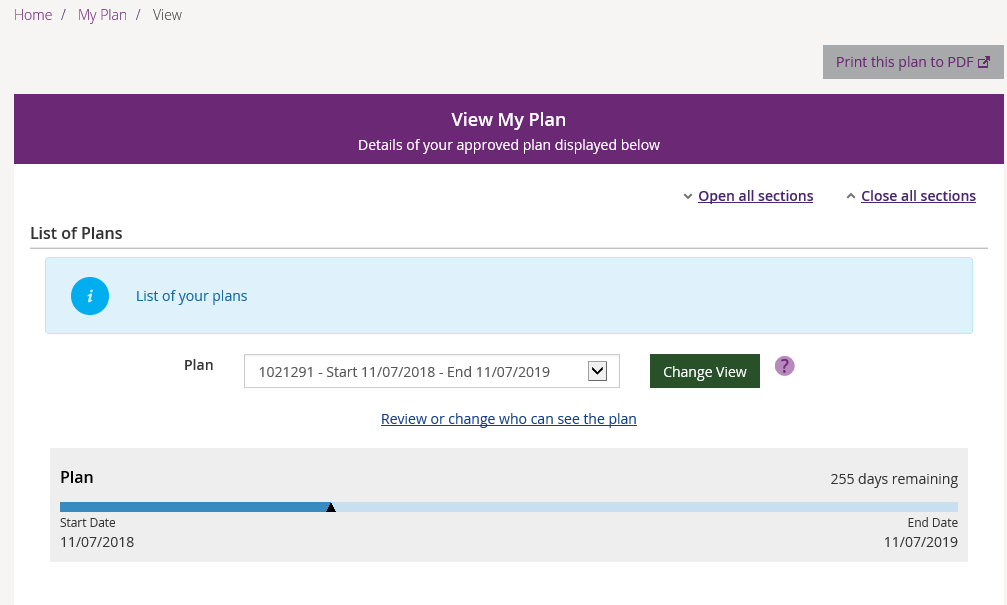


## View My Plan

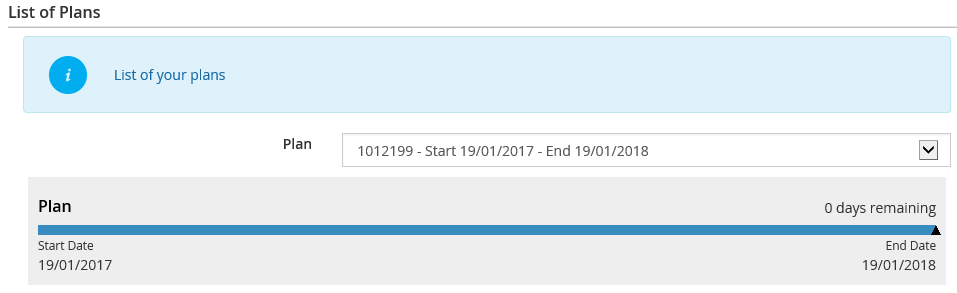
Selecting **View My Plan** enables you to view the details of your approved NDIS plan.

This includes the information you have discussed with the NDIA which was used to develop your plan.





1. A list of your current and previous plans are available at the top of this window, including the start and end dates of your plans.



1. Select the dropdown arrow dropdown arrow  to choose which plan you wish to display.
2. You can change how your current plan displays on the screen by selecting the **Change View** button.
3. To print a copy of your plan, select the **Print this plan to PDF button** in the top right hand corner of the screen.

## View My Plan: Personal Details

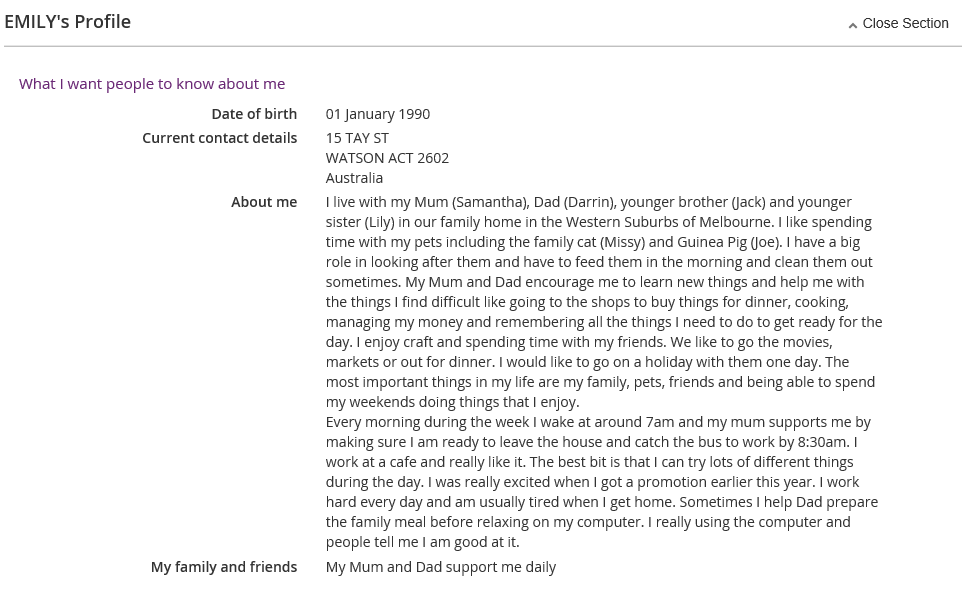
The **Personal Details** section of your plan displays your NDIS Number, the displayed plan start date, the plan review due date and the length of the plan in months.

A blue information message displays at the top of the screen advising you that the NDIA will be in contact with you about your plan review before the plan review due date. Please contact the NDIS if you have any changes to your circumstances, which could change the supports you need to be included in your plan.

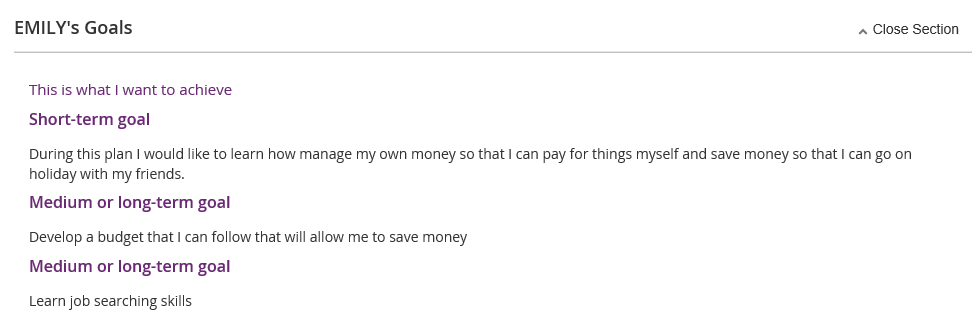
The personal details screen displays your NDIS number, NDIS plan start date, NDIS plan review date and the plan length in months.
 At the top of the screen is an information tab displaying information that an NDIA representative will contact the participant about their plan review before a due date.

Use the **Open Section** to view the selected plan’s details under each of the headings and **Close Section** to close.

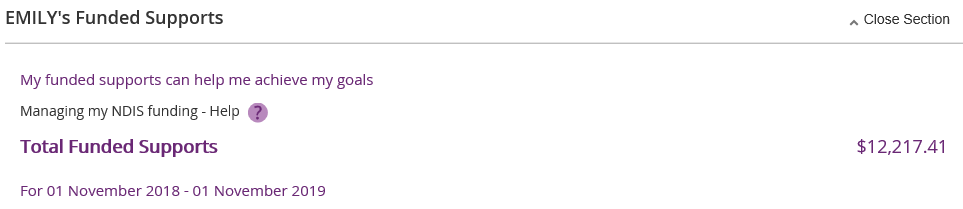
1. **The Participant Profile outlines key information about you, such as your date of birth, current contact details, your statement about yourself (About me) and My family and friends.**

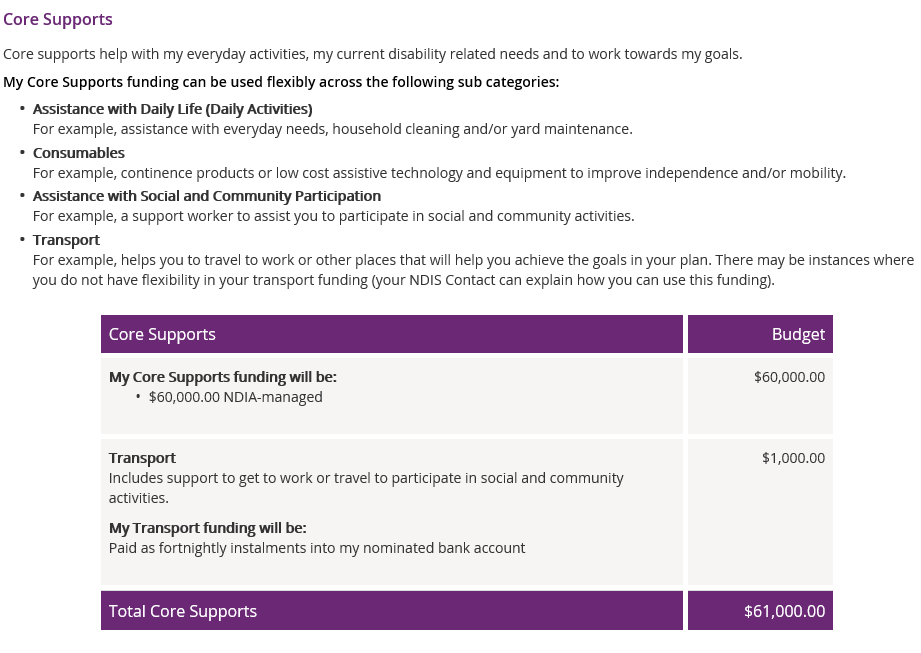


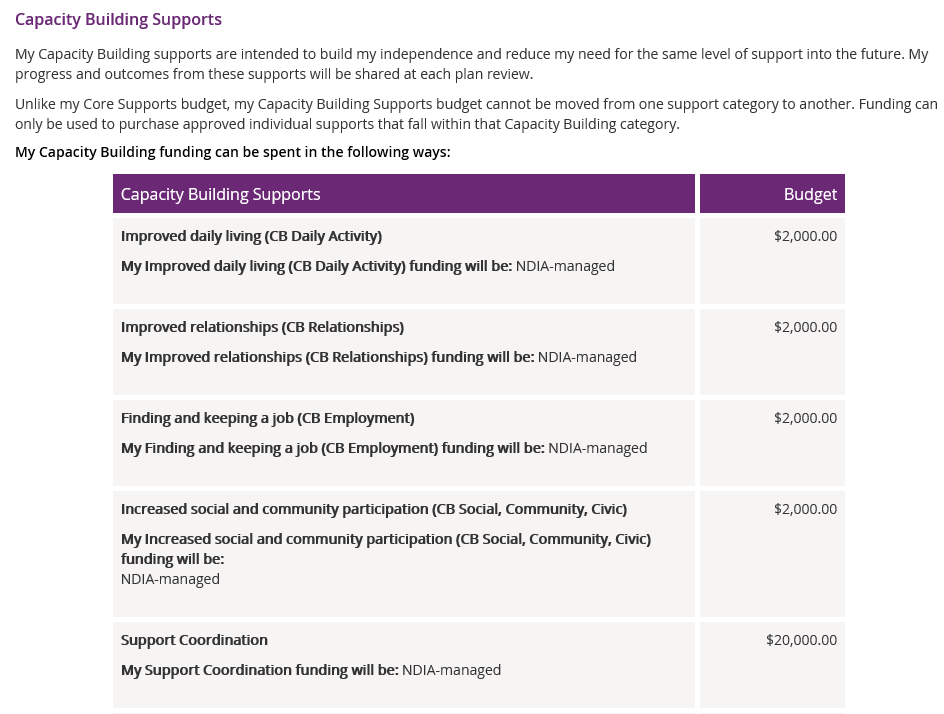
1. **The Participant Goals outlines the goals you have chosen to include in your plan.**   
   The funding in your plan is intended to help you to achieve these goals.

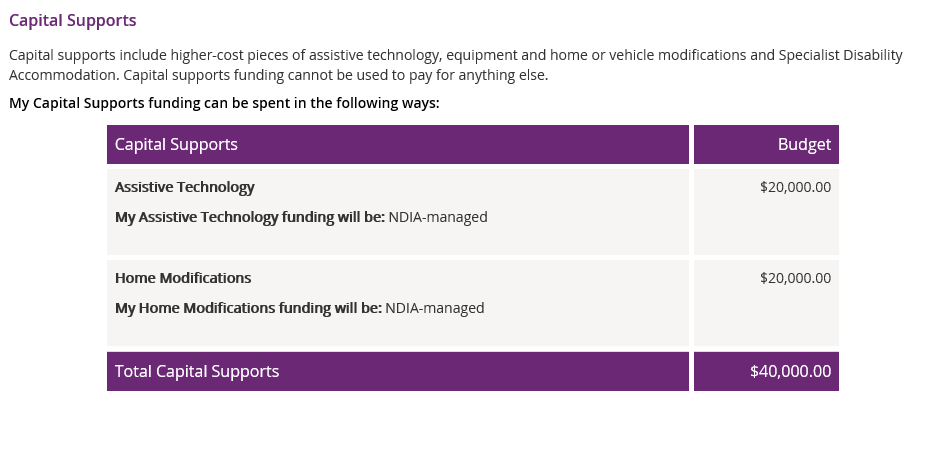


1. **The Participant Funded Supports** outlines the supports funded by the NDIS to help you achieve your goals. The total funded supports is displayed as well as how this funding amount is divided across the support categories (or budgets) in your plan.



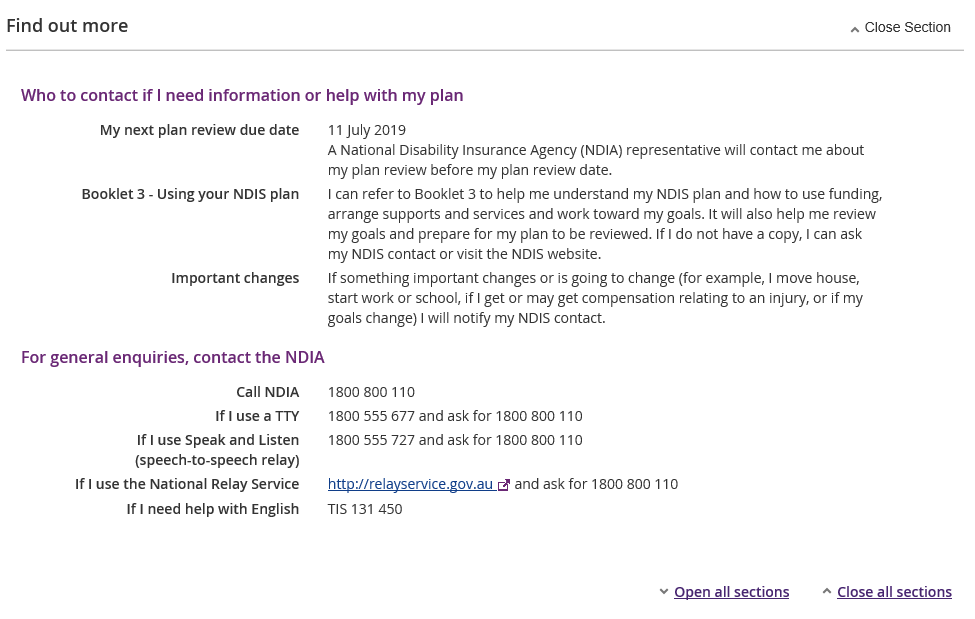






**Note:** Any items that require a quote will display as ‘Quote required’ on your plan until a quote is approved by the NDIA. Once approved, the final quoted amount will display.

1. The **Find out more** section displays information about who to contact if you need further information regarding your plan. Also outlined here is the due date of your next plan review, what to do if something important changes in your life that may impact your current plan and an explanation of [Booklet 3 – Using your NDIS Plan](https://www.ndis.gov.au/medias/documents/pathway-booklet3-pdf/NDIS015-Participant-Pathwa-y-Book3-20pp-A4-Accessible-.pdf); which is a booklet to explain your NDIS plan, how to use your funding and work towards your goals.



**Note:** the portal will display your plan in the default plan view, to change views Select Change View as discussed above.

1. Select **My Plan** to navigate back to the homepage.

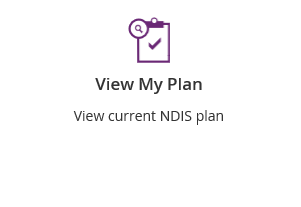
my plan option which can be selected to navigate back to the homepage

## View My Plan (Change View)

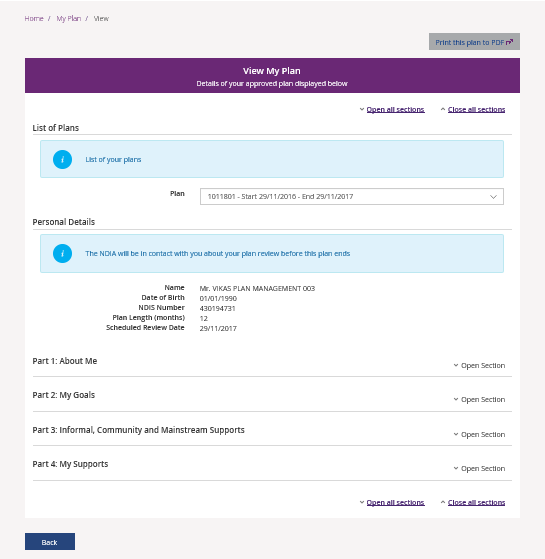
If you have selected the **Change View** button in **My Plan** the below screens will display.

Selecting **View My Plan** enables you to view the details of your approved plan.

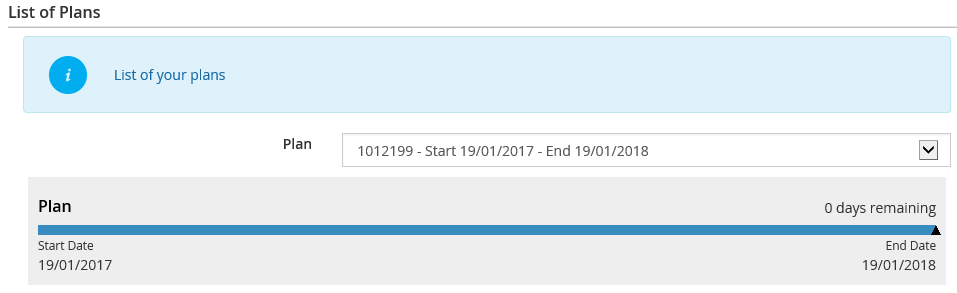
This includes the information you have discussed with the NDIS to develop your plan.



1. To print a copy of your plan, select the **Print this plan to PDF** button in the top right hand corner of the screen.



1. A list of your current and previous plans are available at the top of this window, including the start and end dates of your plans.



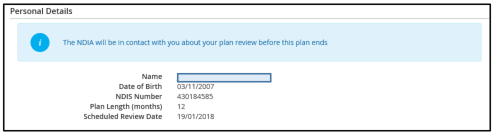
1. Select the dropdown arrow to choose which plan you wish to display. dropdown arrow 

## Personal Details

The **Personal Details** section confirms your name, date of birth, NDIS number, current plan length (calculated in months) and the scheduled review date of your plan.

There is an important note advising you the NDIA will be in contact with you about your plan review before your plan ends.

Please contact the NDIS if you have any changes to your circumstances, which could change the supports you need in your plan.



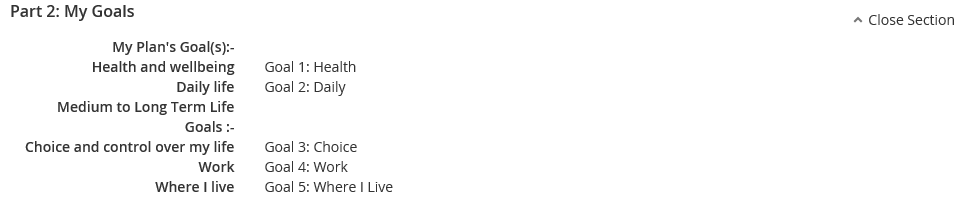
Use the **Open Section** to view details under each of the headings and **Close Section** to close.

1. **The Part 1: About Me outlines information from your plan that relates to your living arrangements, relationships, supports and daily life.**

****

1. **The Part 2: My Goals outlines the goals you have chosen to include in your plan and will be summarised under the My Goals** section.

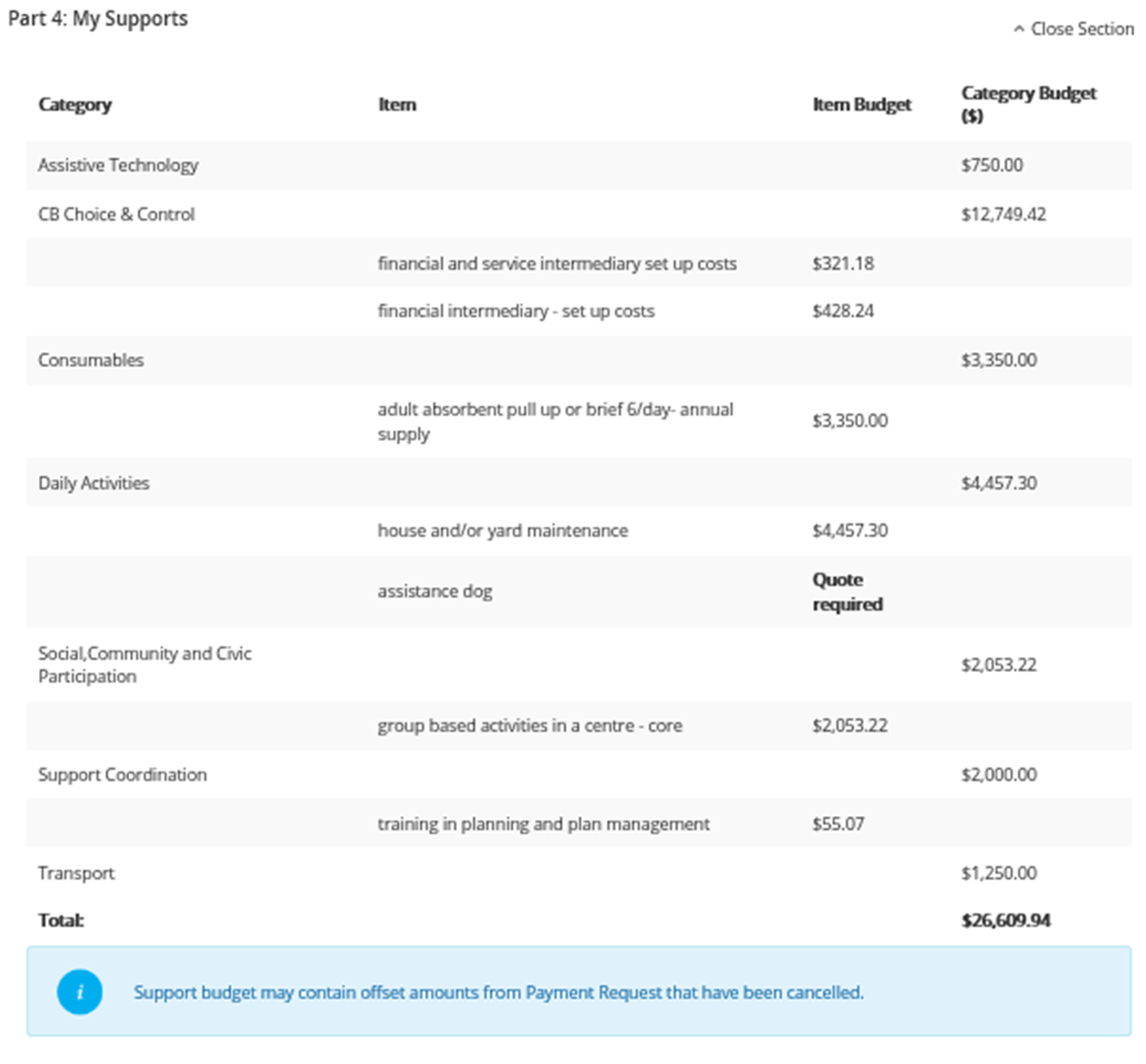
The funding in your plan is intended to help you to achieve these goals.

****

1. **The Part 3: Informal, Community and Mainstream Supports window shows detailed information about the support type, description, whether the support is current or new, the frequency, the related goal/s and the support categories. These details should reflect what you have discussed with your planner.**

****

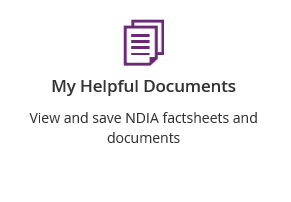
1. **The Part 4: My Supports** outlines all your funded supports against the support type or category.



**Note:** Quoted items will display as ‘Quote required’ on your plan until the quote is approved. Once the quote is approved the quoted amount will display on the plan.

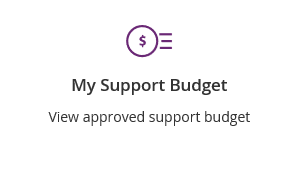
## My Helpful Documents

The **My Helpful Documents** function is currently under development and will be available soon.



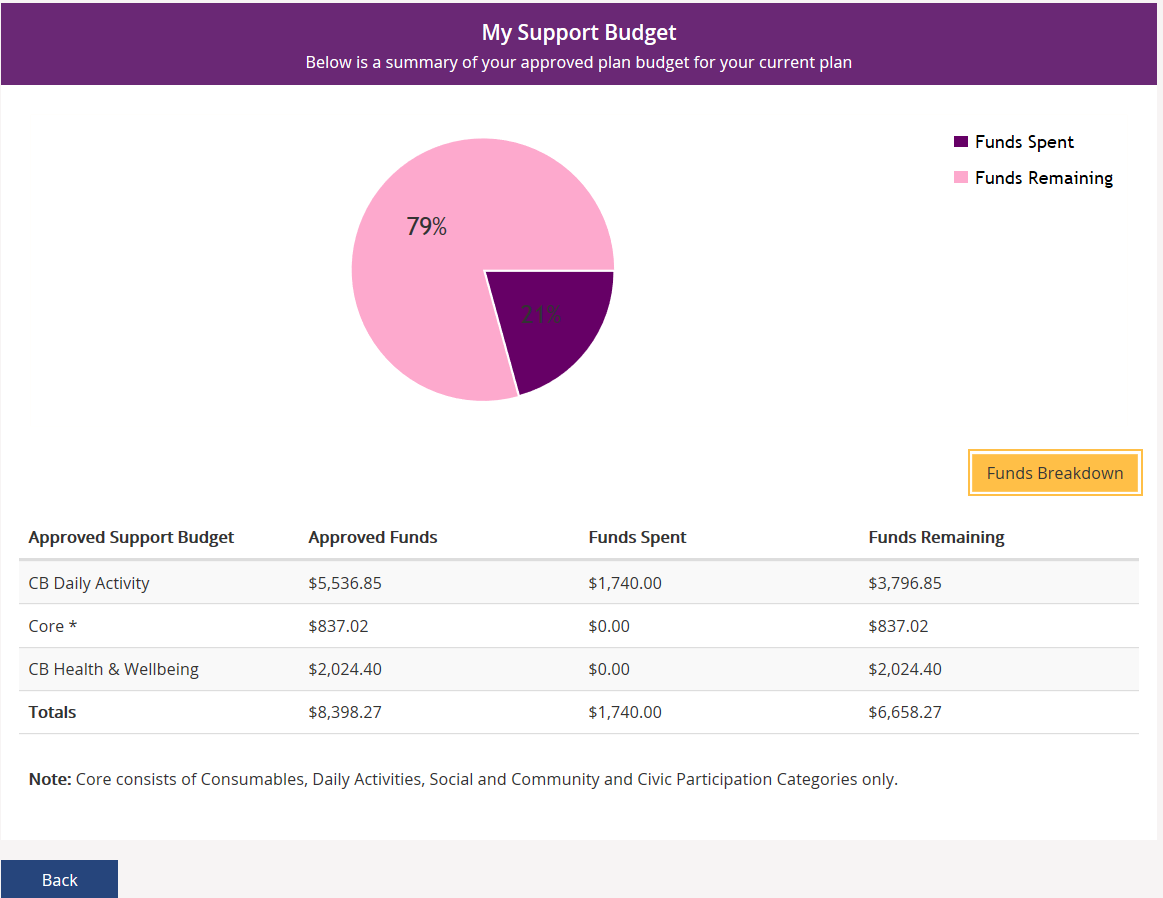
## My Support Documents

You can use this function to view a summary of your funded support budget. This is based on information in your current NDIS Plan and will show your approved funds, funds spent, and funds remaining.



This budget is for the entire duration of the plan. The table and chart only reflect payments which have been paid. These figures do not include Payment Requests which have been submitted, but not yet processed.

1. Select **My Support Budget** from the **My Plan** page.



1. When you Select **funds breakdown**  funds breakdown button  you will see a clearer summary of what funds you have spent and what funds are remaining in each category.



1. Select **My Plan** to navigate back to the main pagemy plan option which can be used to navigate back to the main page .

## My Referrals

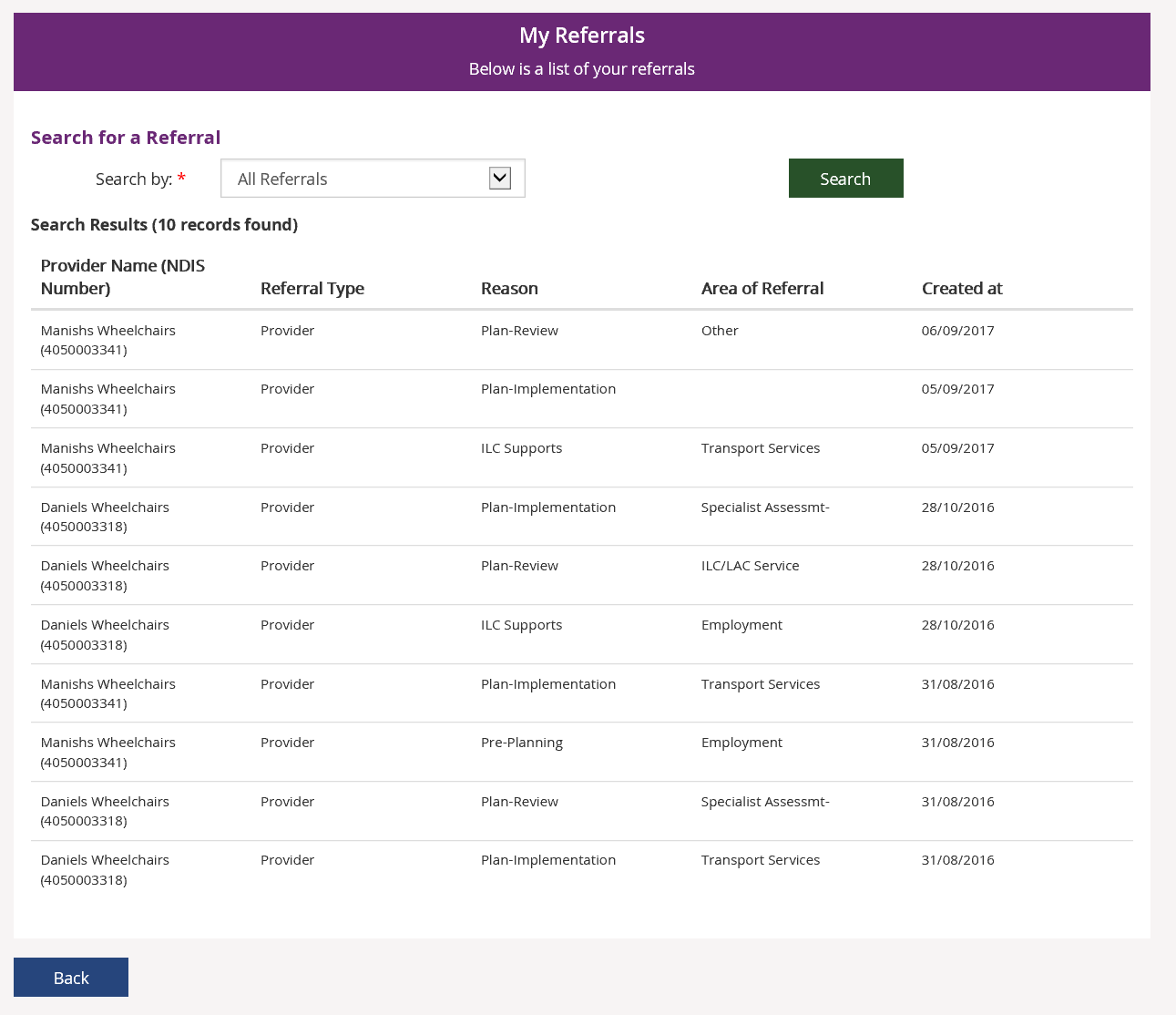
You can use this function to view any current referrals you have.

Referrals are entered during the planning process by the person developing your plan.



1. Select **My Referrals** on the **My Plan** page.

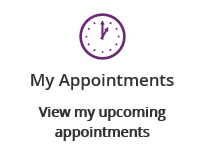
Any current referrals are displayed.



1. Select **Home** to navigate back to the homepagehome option which can be selected to navigate back to the home page .

## My Appointments

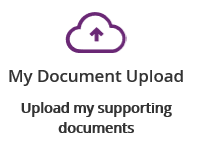
The **My Appointments** function is currently under development and will be available soon.



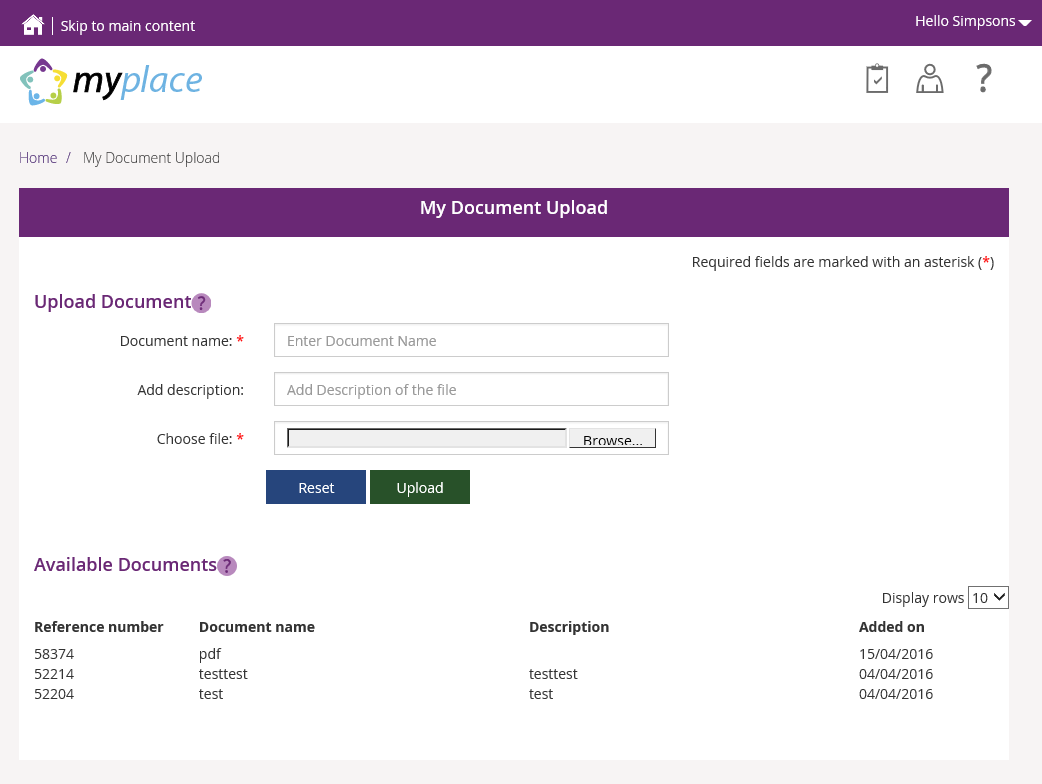
## My Document Upload

This is where you can send copies of documents to the NDIS.

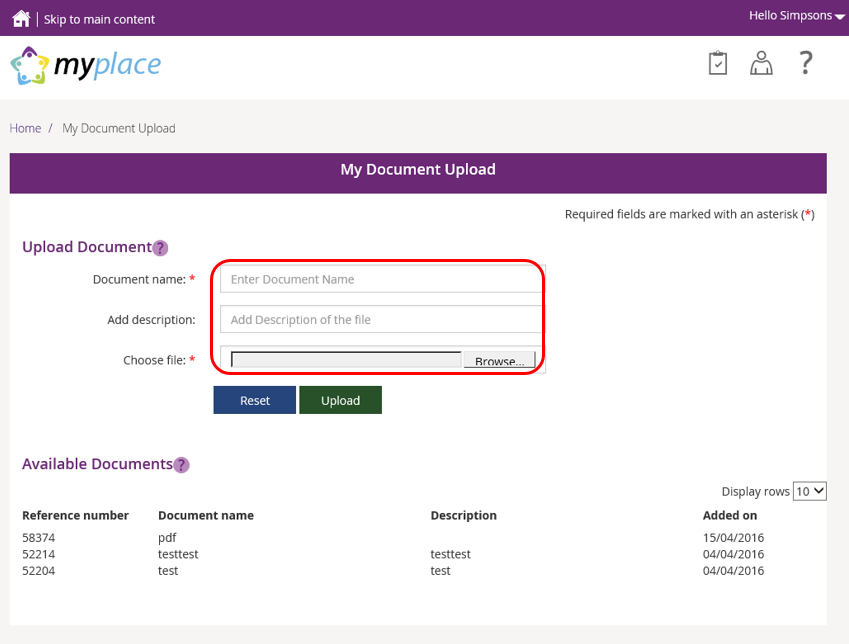
**Note:** Once you have uploaded a document it cannot be deleted from the system.



1. Select the **My Document Upload** tile on the homepage.
2. The **Document Upload** page displays.



1. At **Document name**, type the name of the document. Ensure the document name is meaningful and captures the main purpose of the document.
2. Type a description of the file in the **Add description** field. Ensure the description is connected to the content within the document.
3. Select **Browse** to find the file you want to upload off your computer.



1. Once you have selected the file, Select **Upload** to send the document to the NDIS.

The document is now available to view by NDIS Delegates in your secure file.

**Note:** If the matter relating to your document needs to be actioned urgently by an NDIA staff member or your Local Area Coordinator (LAC), please contact the NDIS on **1800 800 110** in normal business hours, to let us know you have uploaded the document(s), if possible.

## myGov Inbox

You can view all email messages from the NDIS in your myGov Inbox.



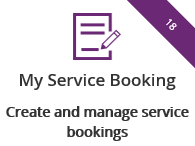
**Note:** You will only see emails here if you have requested email as your preferred method of receiving information from the NDIS. To update your preferred correspondence method, please go to [My Contact Details](#_My_Contact_Details).

1. Select the **myGov Inbox** tile.
2. Your inbox opens and displays your incoming messages.



## My Service Booking

**Note:** Any supports you are self-managing do not require a service booking.



As a participant you are able to choose who provides your supports and how they are provided. If you choose for the agency to pay your providers a service booking will be created to link the supports in your plan to your chosen providers.

You can create your own service bookings as a participant, or this can also be done by a nominee, or a provider with your consent.

The service booking will show the type of support you need and how long you need it for. It will also confirm there is funding in your plan to pay for these supports.

Your providers will request payment directly from the Agency for the supports outlined in your service bookings.

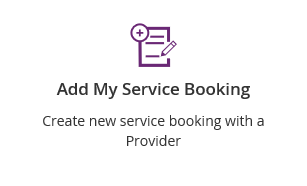
**Note:** A service booking is different to a service agreement. A service agreement is an agreement between a participant and a provider. All participants should have service agreements with their providers, as the agreement sets out the expectations for the service to be delivered. Service agreements will not appear in the NDIS myplace portal.

## What if I have a Plan Management Provider?

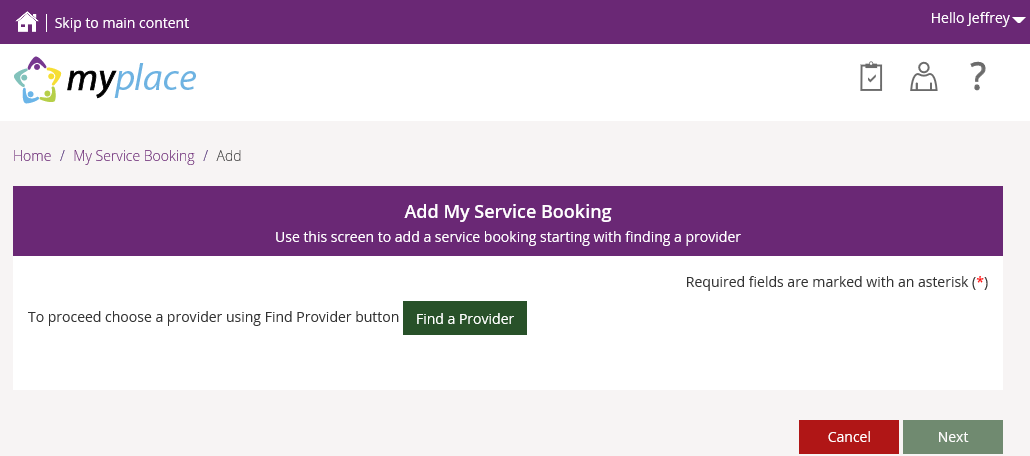
If you choose to have a Plan Manager to help you to pay your providers, a standard service booking will be created with the provider of the plan management supports. ‘Plan-Managed’ service bookings will be created for the supports that are Plan-Managed. The Plan Manager will then be able to pay your chosen providers.

## Create a Service Booking

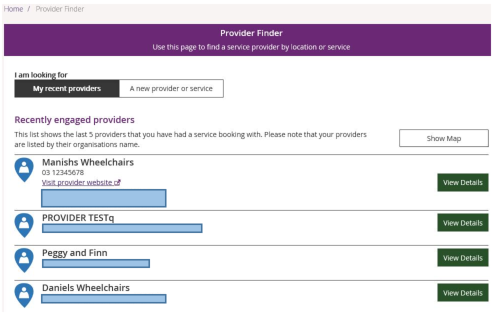
1. Select **My Service Booking** tile on the homepage.
2. Select **Add My Service Booking** tile on the **Service Bookings** page.



1. Select **Find a Provider**.



1. This opens the **Provider Finder** screen. You can also get here from the **Provider Finder** tile on the home page. The provider finder screen will show you a list of providers you have recently engaged with.



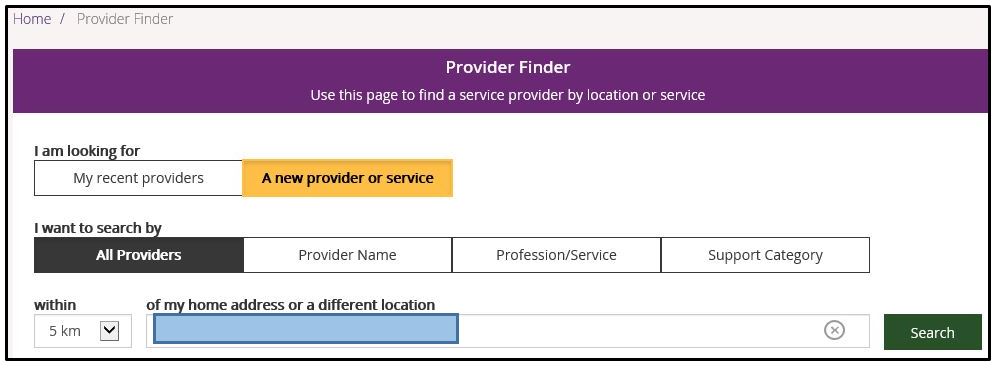
1. You can view the location of these providers by selecting **Show Map. an example of the show map tab **
2. You can view more details about these providers by selecting **View Details.**

an example of the view details tab 

1. You are able to search for a provider by selecting **A new provider or service**.



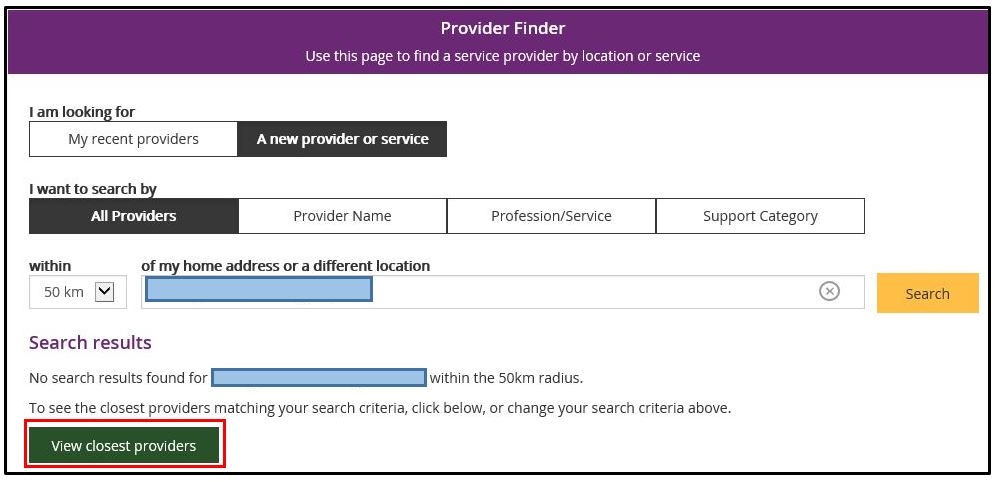
1. The search options will display.



You have the option to search by:

* **All providers-** all providers within the selected distance to your address will be displayed.
* **Provider name- when selecting this option you will be able to enter the name of the provider you are looking for, in a box that will appear under the provider name tab.**
* **Profession/service- when selecting this option you will be able to choose the profession/service you are looking for from a drop down menu. The profession/service options can be found by selecting the arrow in the right hand side of the box which will appear under the professional/service tab. You are also able to search based on an intuitive keyword search using this search option.**
* **Support Category- when selecting this option you will be able to choose the support category you are looking for from a drop down menu. The support category options can be found by selecting the arrow in the right hand side of the box which will appear under the support category tab.**

**If you live in a remote area** you are able to search for providers outside a 50km search area by selecting **View closest providers.**



**Note:** For participants living in populated areas.

If you search for a provider using **Address** and **within** fields, you may find there are limitations in the distance. The search only allows you to search up to 50 km in the **within** field, from the default participant address (populated under **address**). This may result in one of your preferred providers not being found.

This may arise if you are living more than 50km away from the provider or if the provider’s registered address is more than 50km away from the address in **Address** field.

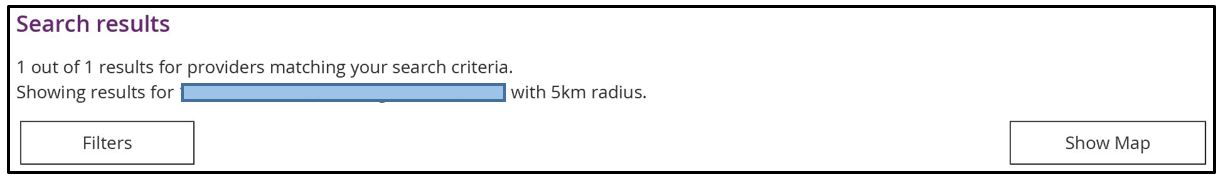
In these situations changing the **Address** to an address closer to the preferred provider location or checking with the provider and entering their registered address in the **Address** field will enable you to successfully find the provider.

**Remember to check the provider you select is registered with the NDIS to provide the type of support outlined in your plan.**

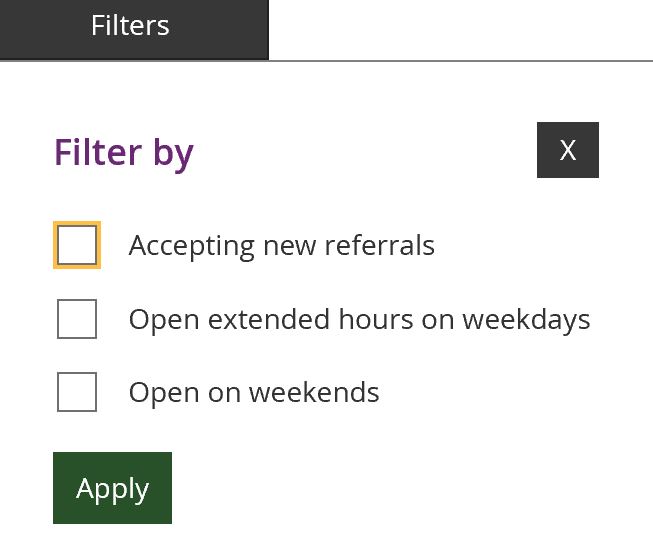
1. Select **Search**.

search button

1. The results of the search display.



1. You are able to apply filters to your search results, in order to narrow down your results.



The following filters can be applied to your search:

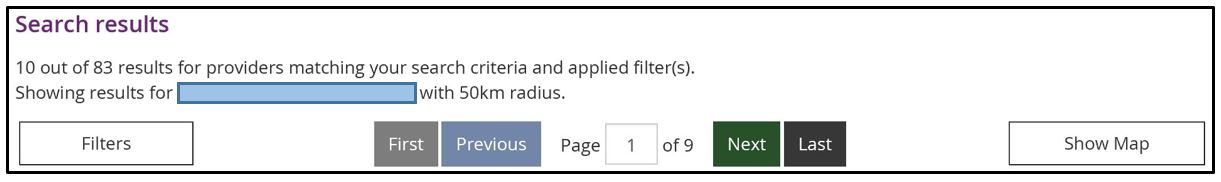
* Accepting new referrals
* Open extended hours on weekdays
* Open on weekends

1. Selecting **Show Map** will enable you to see where the provider is located in comparison to the address you have searched from.



1. If there is more than one page of results use the buttons to look at all the providers.

next and last buttons

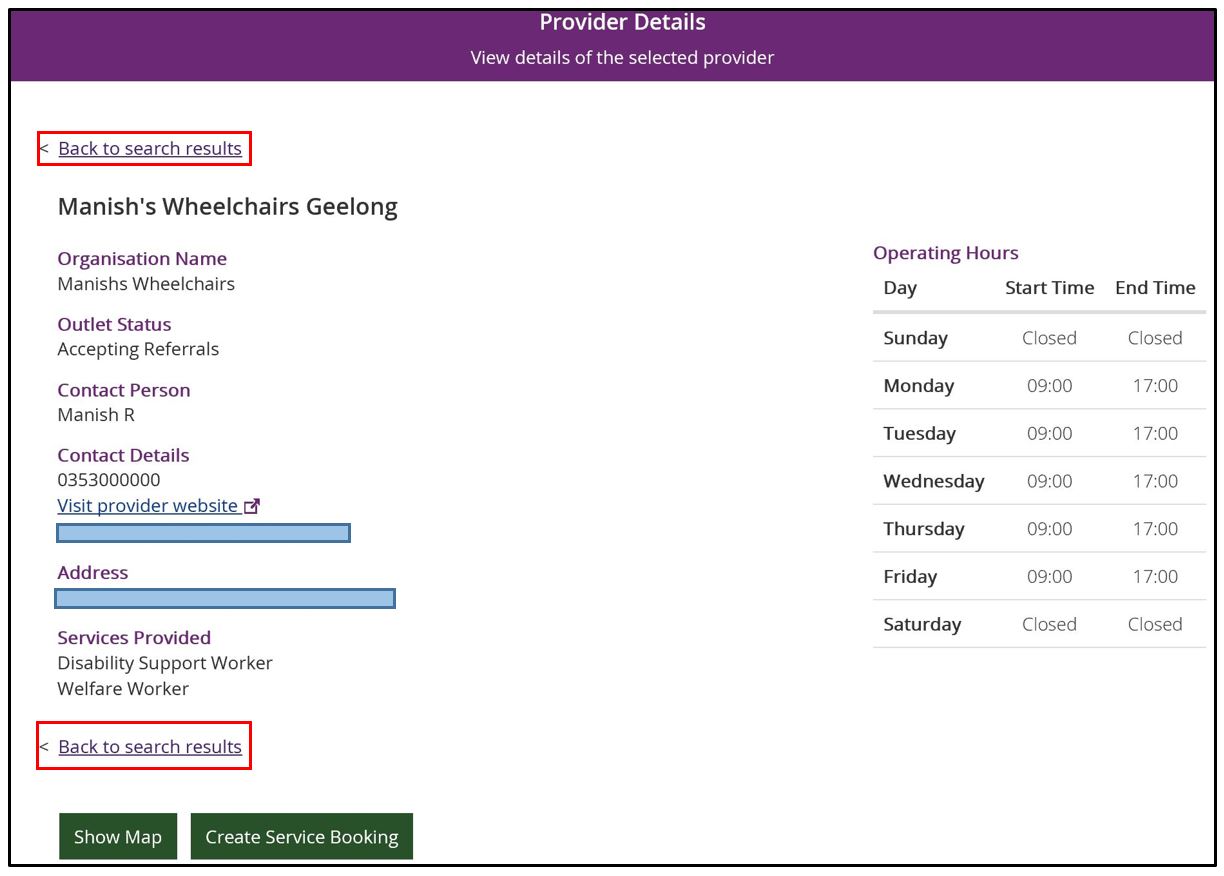


1. Select **View Details** to see more information about the provider and the type of support they can provide.

View details button

1. The details of the provider will display with the following:

* **Organisational name – the provider business name.**
* **Contact person -** the name of who you can speak within the organisation.
* **Contact details -** including contact phone numbers and email addresses.
* **Address – the street address of the provider.**
* **Outlet status** - this tells you if the provider is able to take referrals.
* **Services provided -** a list of all services provided is listed here.
* **Operating hours - details of the days and times the provider is open for business.**

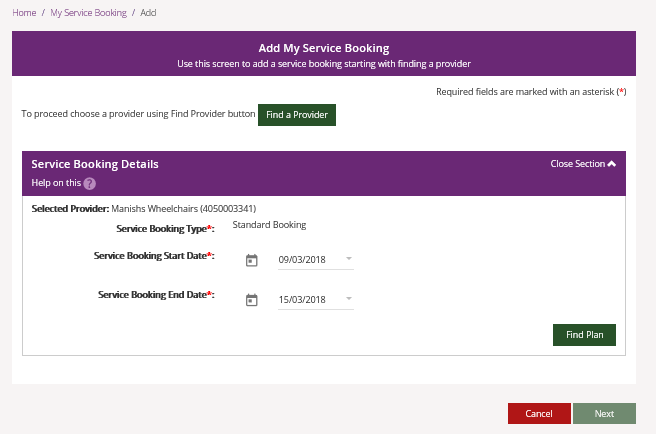


**Note:** If you would like to conduct another search, Select **Back to search results** at the top or bottom of the screen. This returns you to the **Provider Finder** screen, where you are able to complete another search.

1. Once you have found the right provider, Select **Create Service Booking** to make a booking with this provider.

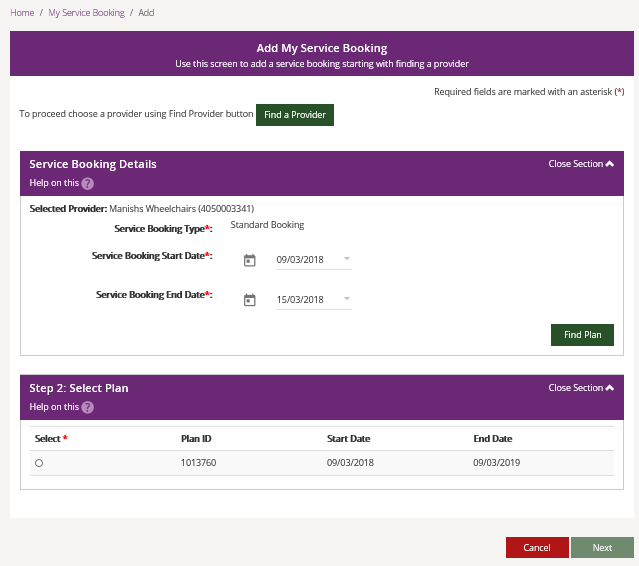
create service booking button

1. Type in the **Start Date** and **End Date**, or select them using the calendar.   
   **Note**: these dates must be within the start and end dates of the current plan.

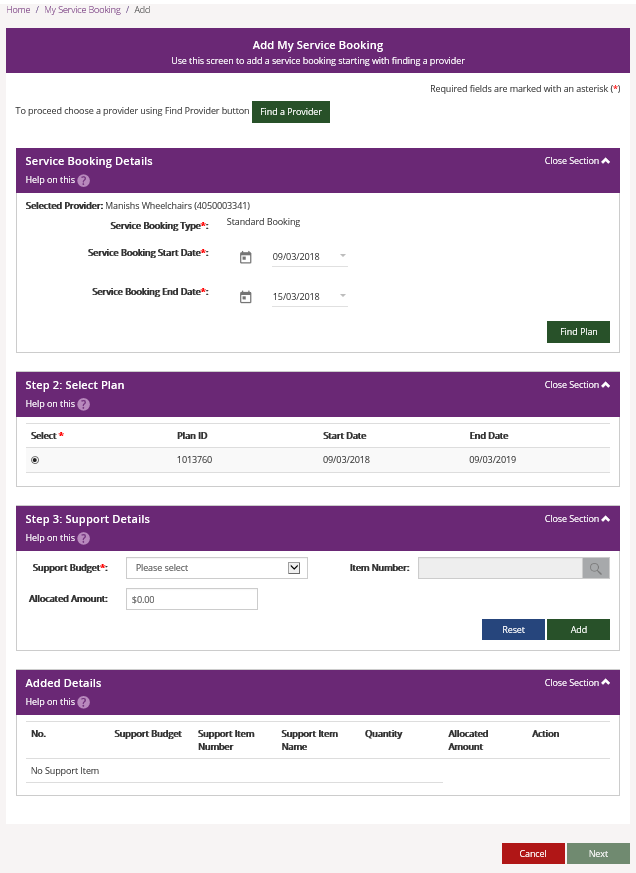


1. Select **Find Plan.**

**Find plan button**

1. Select the radio button next to the relevant plan under heading **Step 2: Select Plan.**
2. Select the **Support Budget at Step 3: Support Details**, shown under **Allocated Amount** and then Select **Add.**
3. The **Support Budget** displays the categories of funded supports in your NDIS Plan. The **Support Item Number** allows you to create the booking for a specific item within the support category selected.

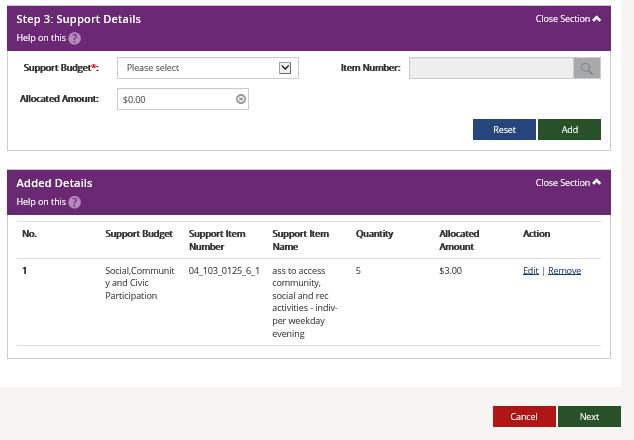
**Note:** If you want the one provider to manage all of your budget in the support category you do not need to point out the line item. Only one booking is required for the entire budget, or the portion you want that provider to manage. If you point at the **Item,** the **Allocated Amount** is the agreed rate. You will be asked to enter the quantity of services needed. If you have chosen to only enter the **Support Budget** or category, you can enter the overall budget you have agreed to pay in the **Allocated Amount** section.



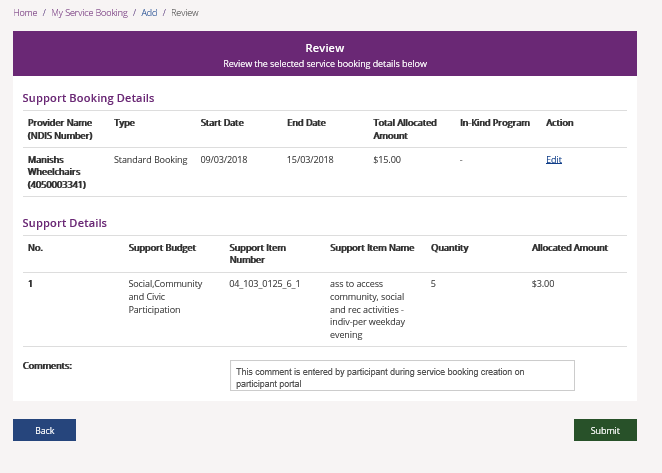
1. To add more supports, repeat the above step.
2. The booking will appear in the Added Details section.

If all the information is correct, Select **Next**.

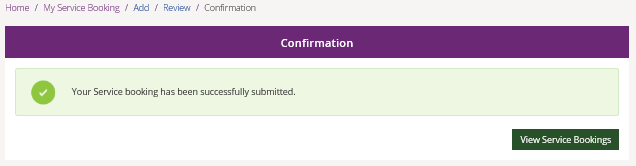
If not, Select the **Edit** link to amend it, or the **Remove** link to delete it and add it again.



1. A summary of supports are displayed. Notes may be added in the comments section.
2. Once confirmed all the information is correct, Select **Submit**.

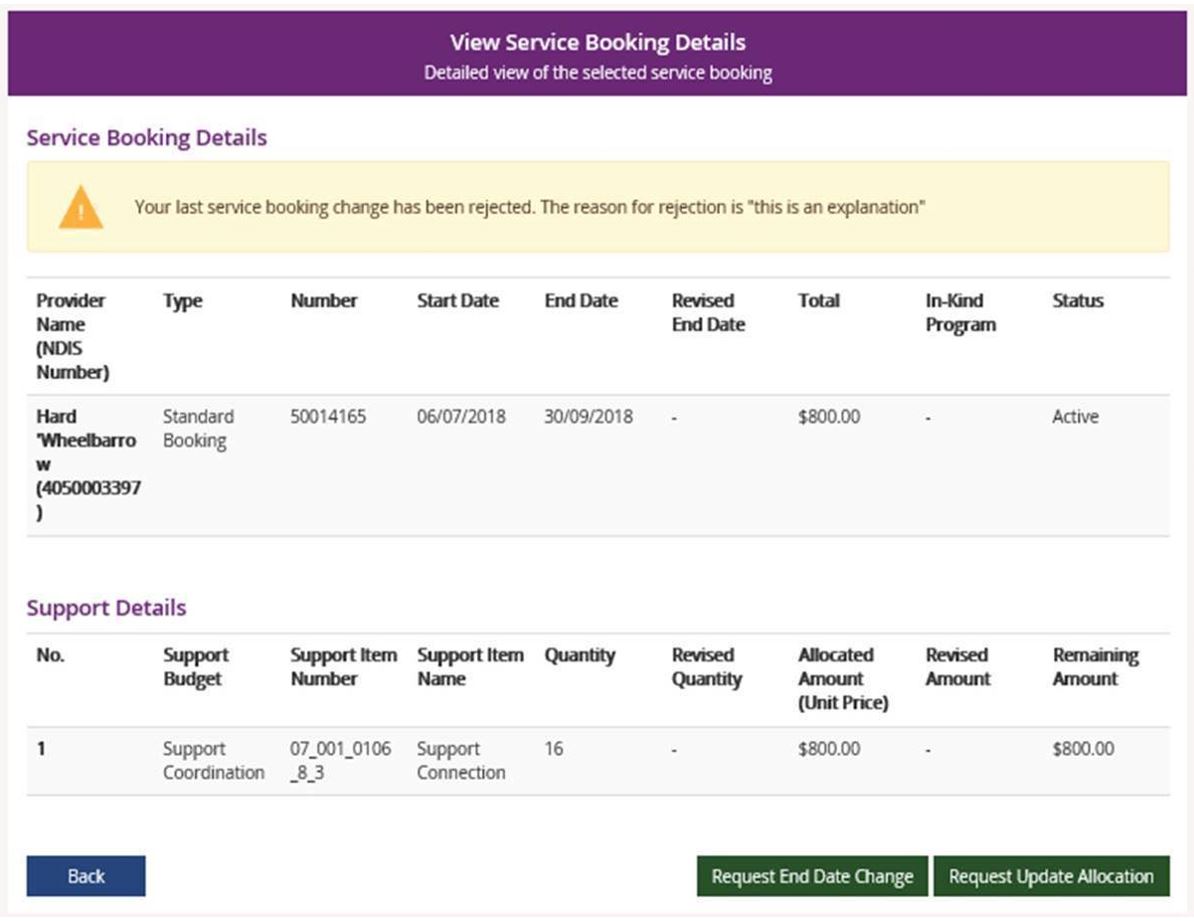


1. A service booking confirmation message appears, you can select **View Service Bookings** to see the details of any newly created service bookings.



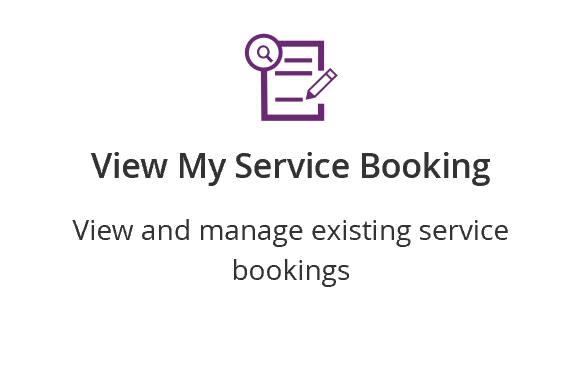
1. When the provider accepts the booking the status will show as **Active**.

**Note:** If the provider rejects the booking, the service booking status will show as **Rejected**. The rejection reason provided by the provider can be seen at the top of the **View Service Booking** **Details** screen.

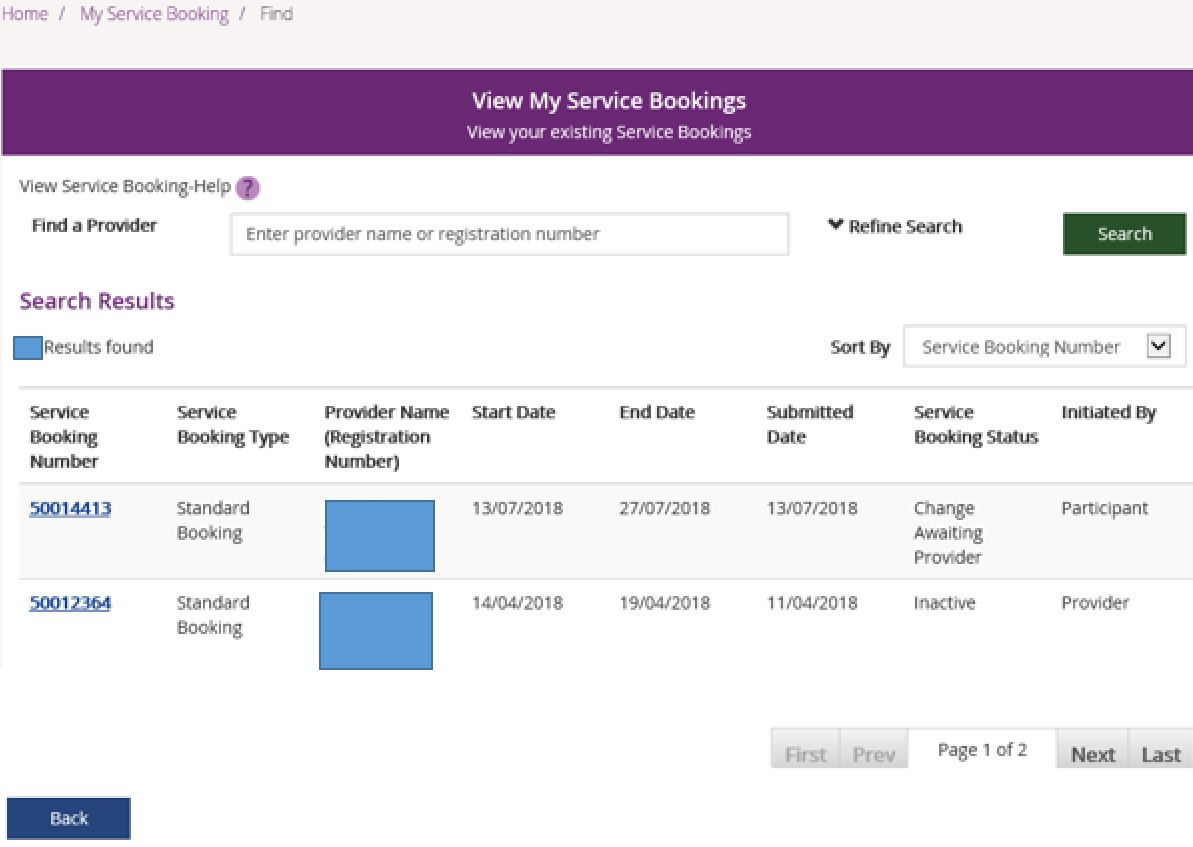
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## View Existing Bookings

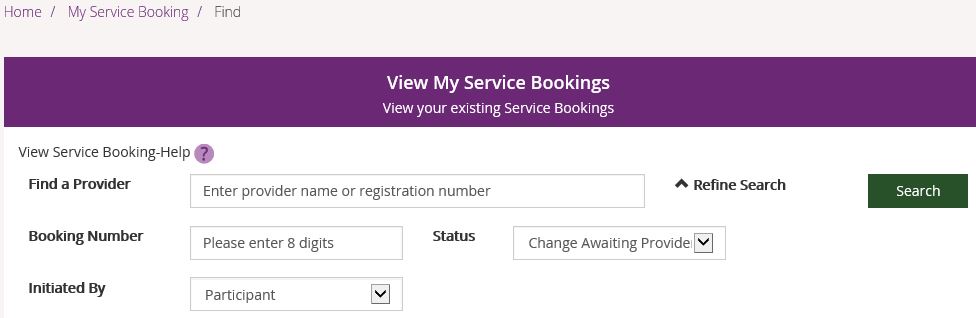
1. Select the **View My Service Booking** tile on the **Service Bookings** page.



1. The list of service bookings display.



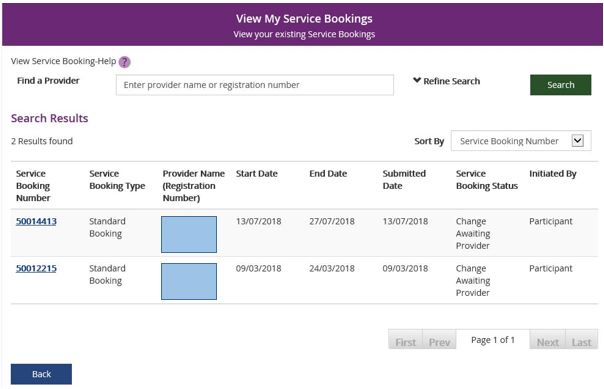
1. To expand the search criteria, Select the **Refine Search** drop down.



1. You have the option to include the following in your search:

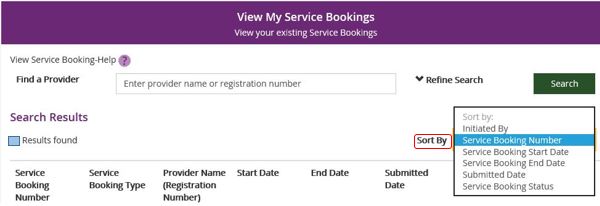
* **Booking Number** – refers to the 8 digit service booking number.
* **Status** – refers to the service booking status, for example active/inactive, awaiting review, awaiting provider review, change awaiting provider, review change or rejected.
* **Initiated by** –who initiated the booking, for example, all, participant, provider or staff.

1. Select **Search**, your search results will appear.

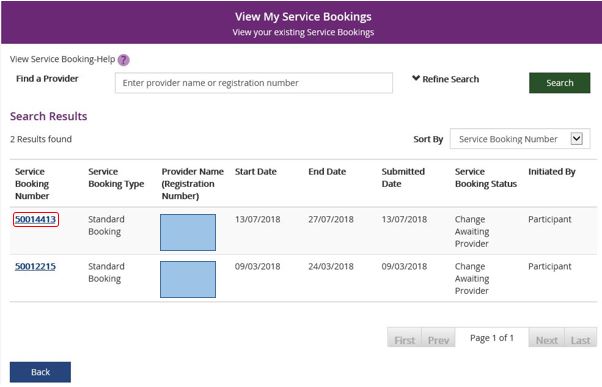


1. You can sort your search results by selecting the **Sort By** drop down arrow, your options are:

* **Initiated by**
* **Service Booking Number**
* **Service Booking Start Date**
* **Service Booking End date**
* **Submitted Date**
* **Service Booking Status**

****

1. To view details of any item, Select **Service Booking Number**.

******

1. You are able to delete the service booking before it is accepted by the provider, by selecting **Delete. Once a service booking has been accepted by the provider it cannot be deleted.**

![An example of the view service bookings details screen. It shows service bookings details for "manishs wheelchairs", it is a standard booking, showing the start and end date, total allocated amount and a status of awaiting provider review. The support details show the support budget social, community and civic participation, quantity one, allocated amount one dollar and remaining amount one dollar. 
The delete button is highlighted in a red box in the bottom right hand corner.  ](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAwADAAAD/4REERXhpZgAATU0AKgAAAAgABAE7AAIAAAATAAAISodpAAQAAAABAAAIXpydAAEAAAAmAAAQ1uocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFdBUlJFTiwgU2FsbHktQW5uZQAAAAWQAwACAAAAFAAAEKyQBAACAAAAFAAAEMCSkQACAAAAAzIwAACSkgACAAAAAzIwAADqHAAHAAAIDAAACKAAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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1. Once the **Delete** button has been selected you will receive the following warning message.

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](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAwADAAAD/4REERXhpZgAATU0AKgAAAAgABAE7AAIAAAATAAAISodpAAQAAAABAAAIXpydAAEAAAAmAAAQ1uocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFdBUlJFTiwgU2FsbHktQW5uZQAAAAWQAwACAAAAFAAAEKyQBAACAAAAFAAAEMCSkQACAAAAAzI2AACSkgACAAAAAzI2AADqHAAHAAAIDAAACKAAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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1. If you Select **Yes, you will receive the following message confirming the service booking has been deleted.**

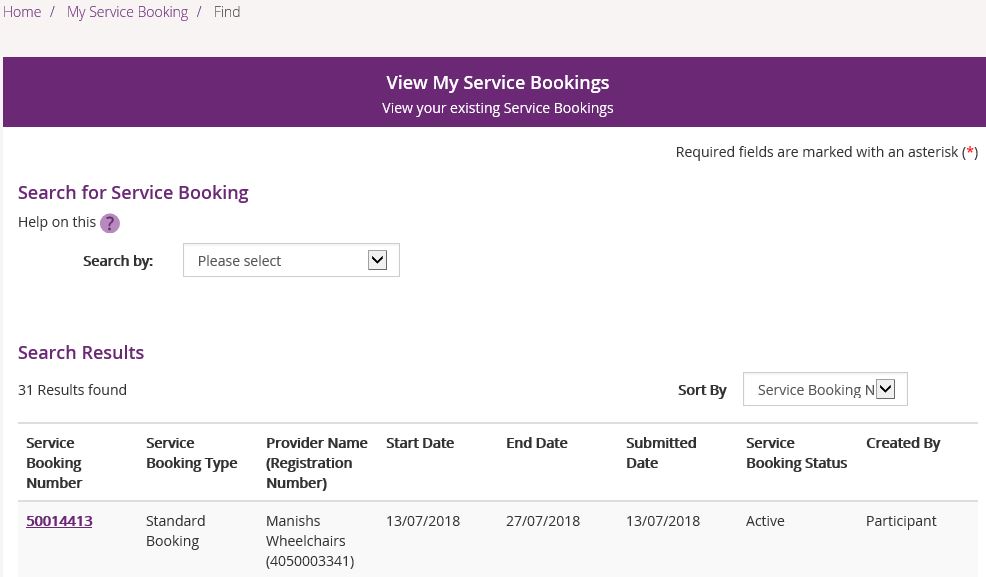
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1. Select **My Service Booking** to navigate back to the main **Service Booking** page.

## Edit a Service Bookings

You can change or end a service booking (with the status **Active**) if it was created by yourself or by your provider.

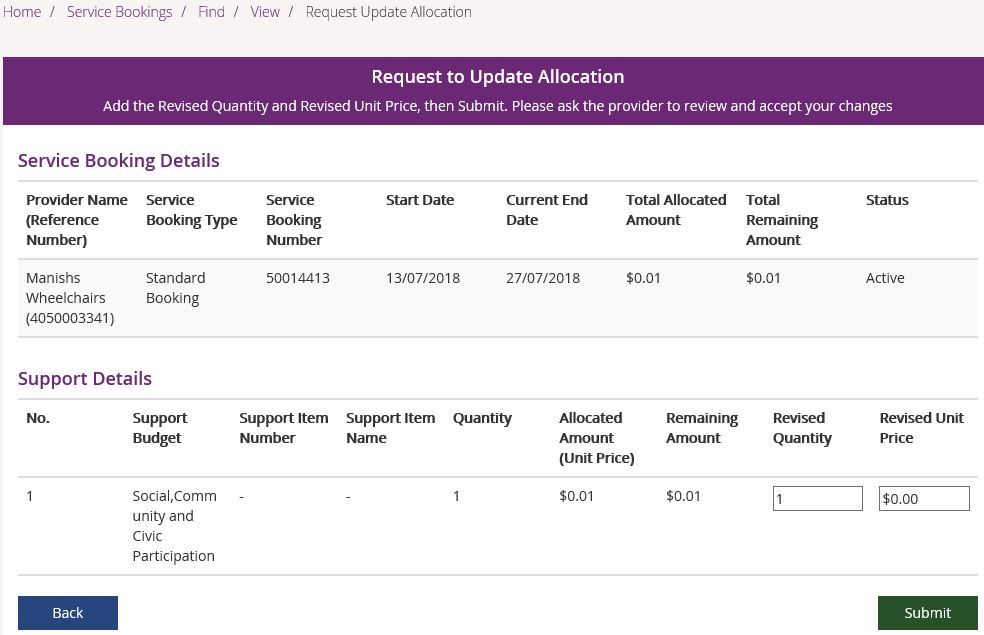
1. Select **View My Service Bookings** tile on the **Service Bookings** page.
2. Select **Service Booking Number of the booking you want to edit**.



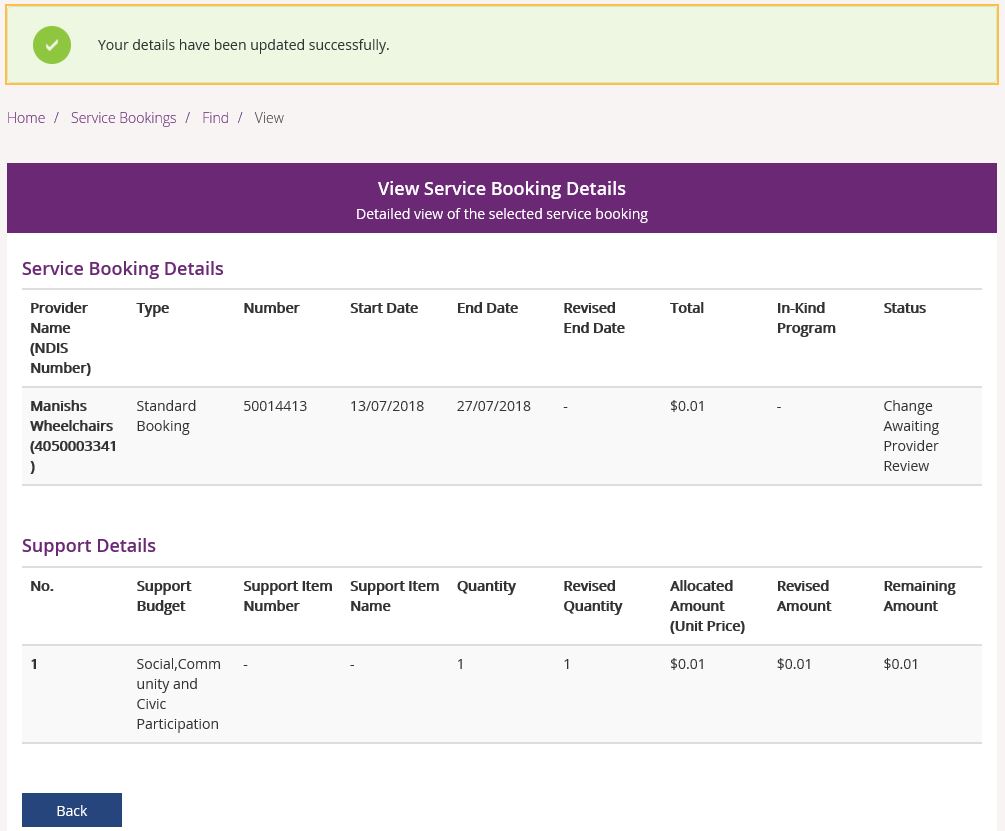
1. Select **Request Update Allocation.**

**Request Update Allocation button**

1. The **Request** **Update Allocation** page displays.



1. Add the **Revised Quantity** and **Revised Unit Price**.
2. Select **Submit**.
3. A message displays at the top of the screen stating the details have been updated successfully.



1. Select **Back** to return to the **View My Service Bookings** page.

Back Button

The status of the service booking has changed to **Change Awaiting Provider Review**. This means the provider can accept or reject the changes you have made. If the provider accepts the changes, the status returns to **Active**.

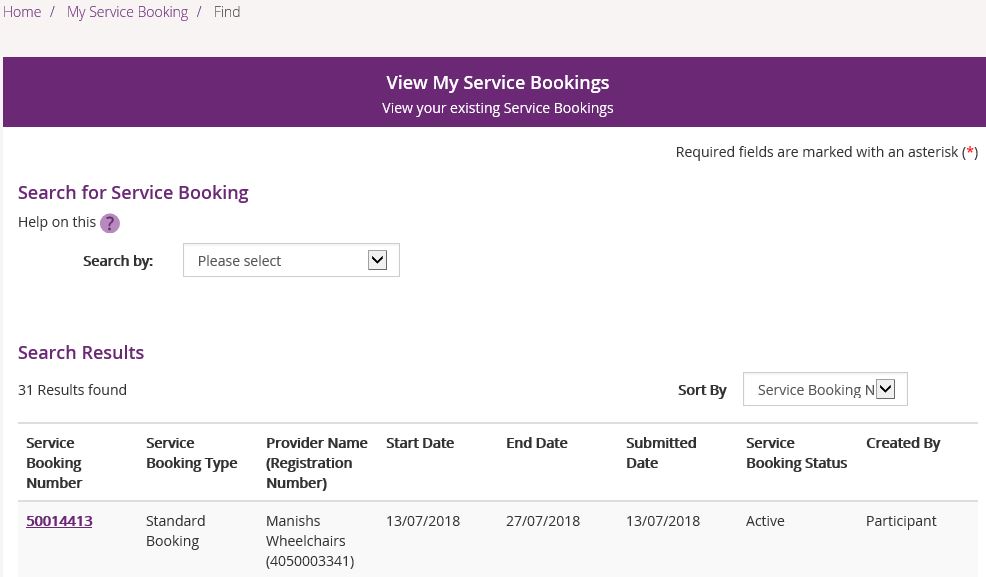
If your NDIS provider makes a change to your service booking, the following SMS notification will be sent to you:

*“Your NDIS Provider has updated your service booking (number). Please review the change and discuss with your provider if necessary. Do not reply by SMS”*

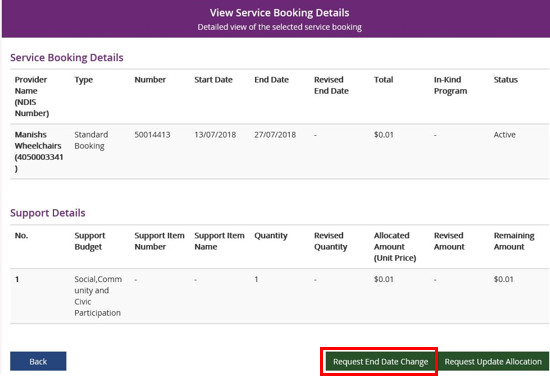
## Edit Service Booking

You can end a service booking with an active status that was created by the NDIS, your provider or yourself. As the participant, the portal will allow you to immediately end a service booking so the current status of the services being delivered by the provider is reflected.

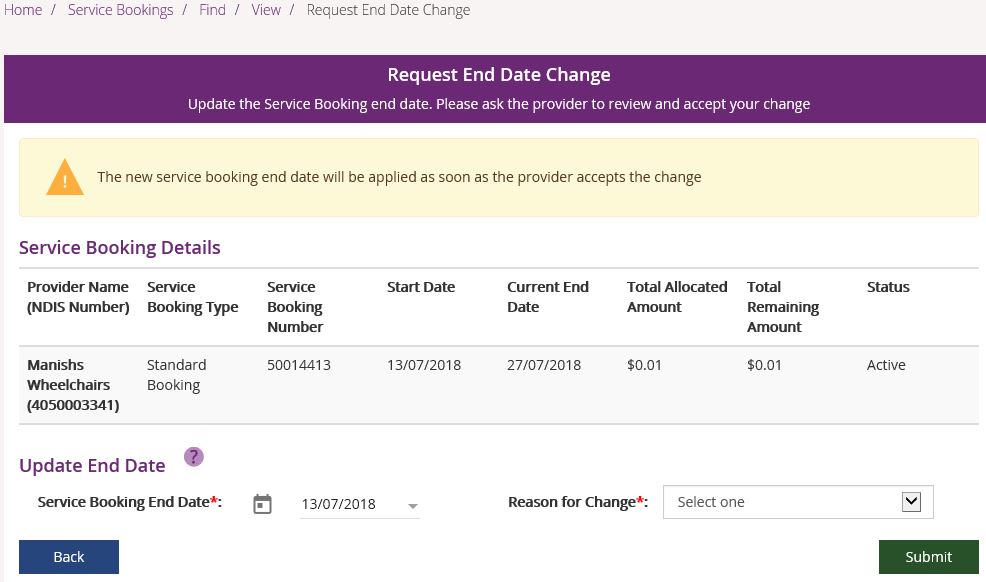
1. Select **View My Service Bookings** tile on the **Service Bookings** page.
2. Select the Service Booking Number of the booking you wish to end.



1. Select **Request** **End Date Change** to end the service booking.

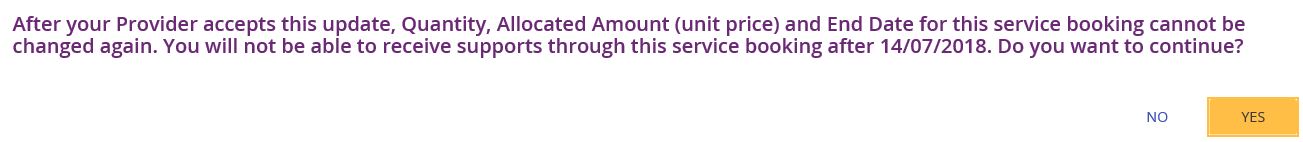


1. Enter the **Service Booking End Date** and Select a **Reason for Change** from the drop down options.

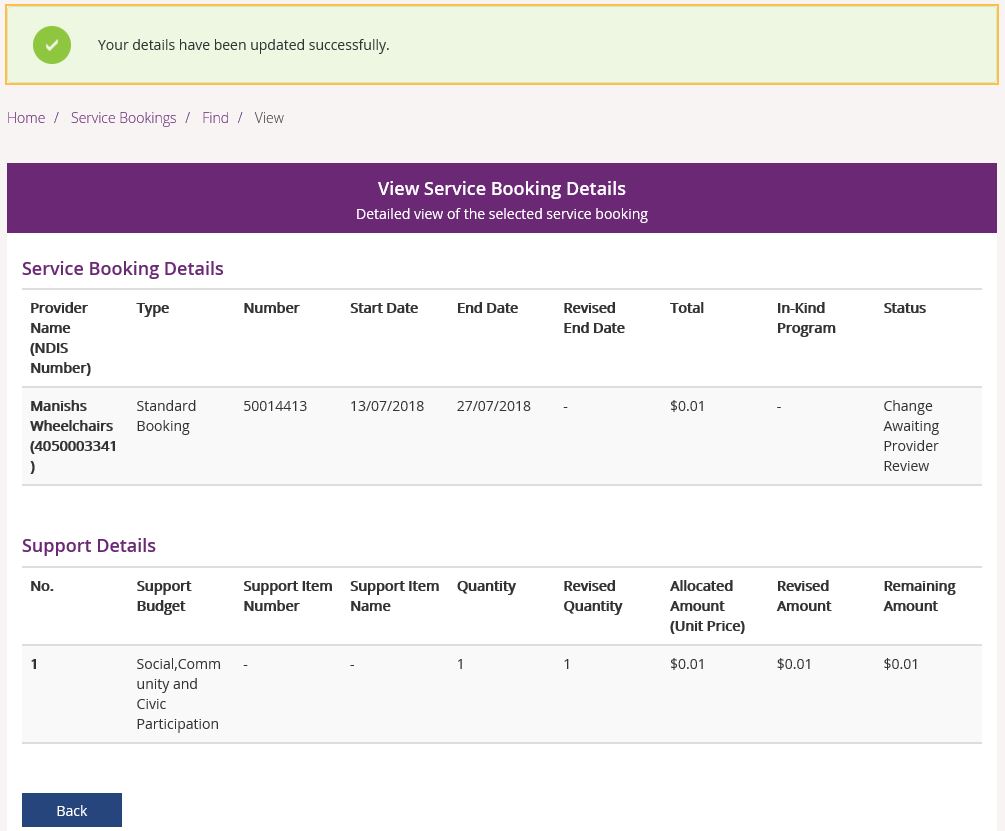


1. Select **Submit**.

You will receive an alert message confirming your understanding of ending the service booking. If you want to proceed with ending the service booking Select **Yes**, if not Select **No**.



1. You will receive a message at the top of the screen confirming the details have now been successfully updated.



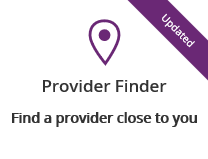
1. Select **Back** to return to the **View My Service Bookings** page.

Back Button

The status of the service booking has changed to **Change Awaiting Provider Review**. This means the provider can accept or reject the changes you have made. If the provider rejects your change for whatever reason, the status will show as **Active** and you will need to contact the provider directly to discuss. **When** the service booking ends the status will show as **Inactive**.

## Provider Finder

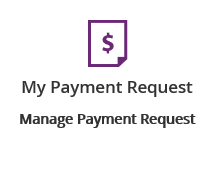
The function of the **Provider Finder** was outlined in detail in the previous tile called [My Service Booking.](#_My_Service_Booking)

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## My Payment Request

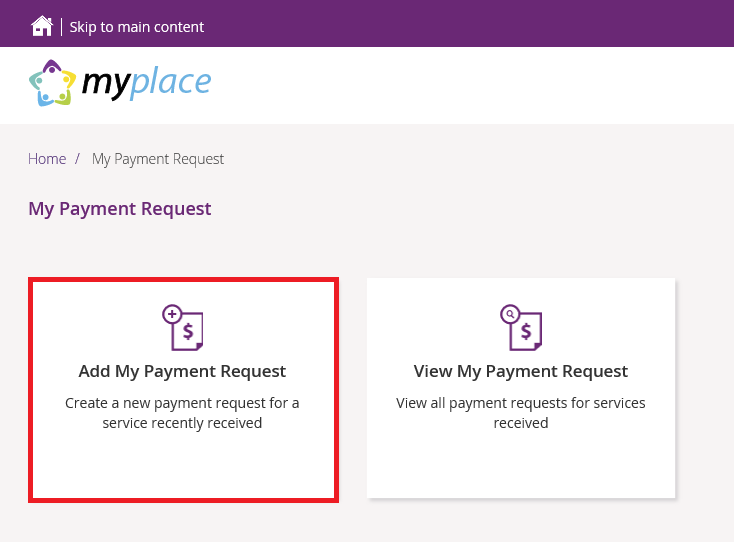
You will need to create **Payment Requests** only if you are self-managing the funded supports in your NDIS Plan and you have an active bank account recorded by the NDIA.

1. Select **My Payment Request** on the myplace homepage.



## Create a Payment Request (Claim)

1. Select **Add My Payment Request**.

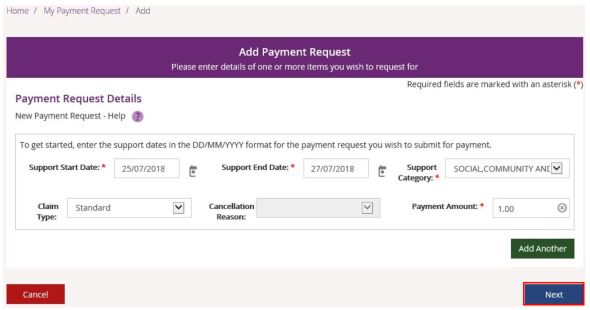


1. The **Add Payment Request** screen displays.

Type in the details of your payment request, including the support start date, support end date, support category and the payment amount.

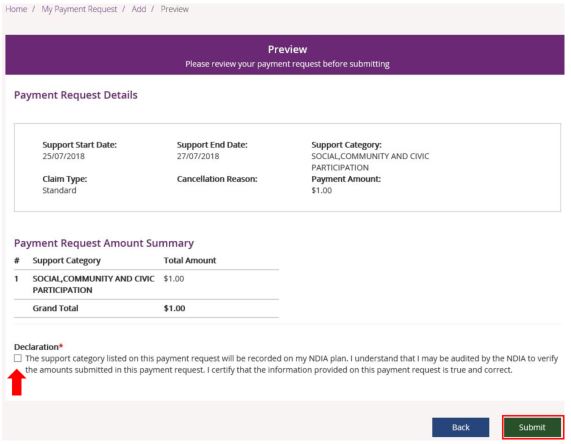
For more than one payment request, select **Add Another**.

Once you are complete, Select **Next**.

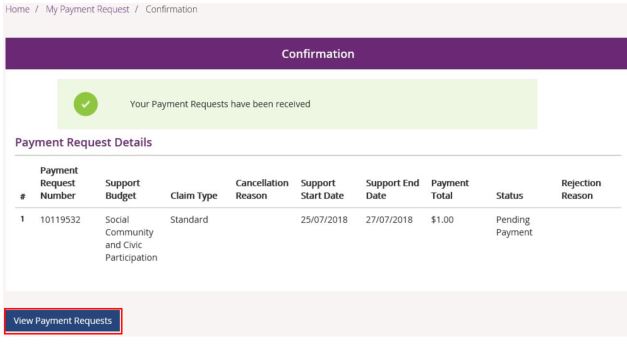


1. On the Preview screen, check the details displayed are correct.

Tick the declaration box and then Select **Submit**.



1. The **Confirmation** screen displays, showing the details you entered.



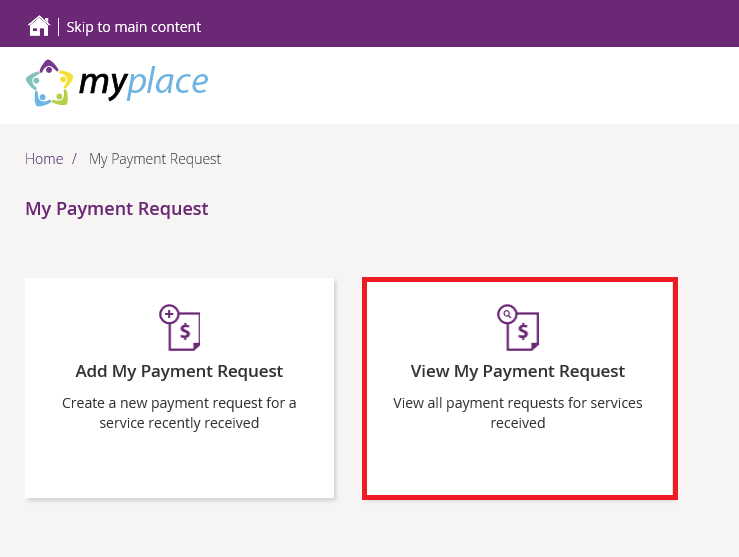
1. Your Payment Request has been submitted.

You can now either return to the Home page or go to **View Payment Requests**.

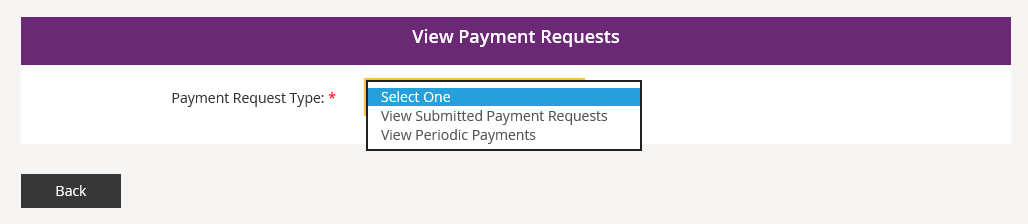
## View Payment Requests (Claims)

You can view the **Payment Requests** (claims) you have submitted, and also any periodic payments. Check here regularly to monitor the progress of your claims.

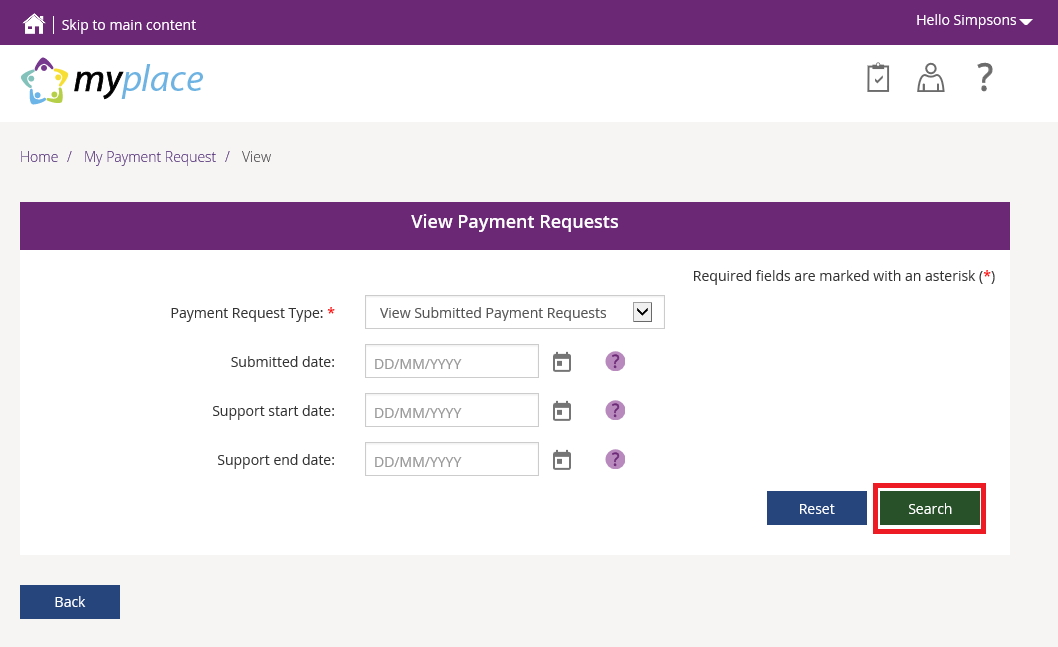
1. Select **My Payment Request** on the home page.
2. Select **View My Payment Request** on the **My Payment Request** screen.



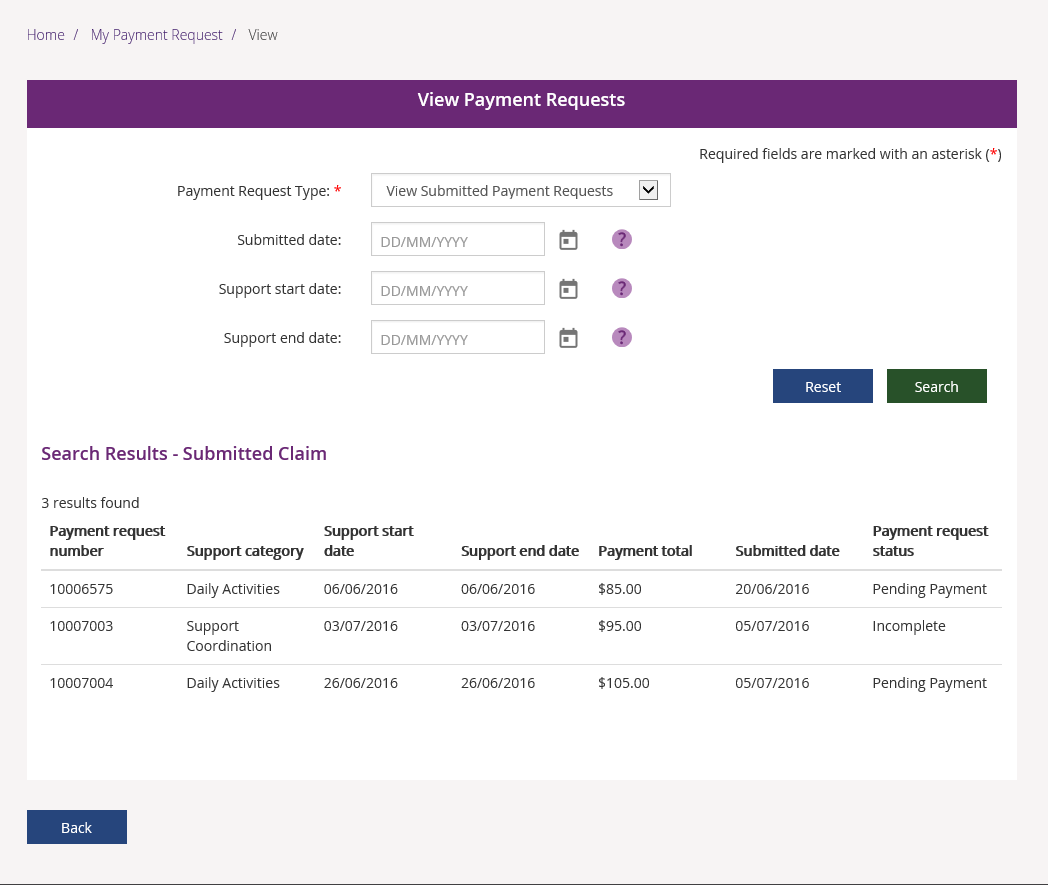
1. Choose the **Payment Request Type** from the drop down menu. The following steps are an example for submitted payment requests.



1. For **View Submitted Payment Requests**, the following screen displays.



1. Select **Search** for a full list of all requests, or type in the relevant dates to view payments only within the selected time period. A list of your requests will be displayed.



## Cancel Payment Requests

You can cancel payment requests if they have the status of **Pending.**

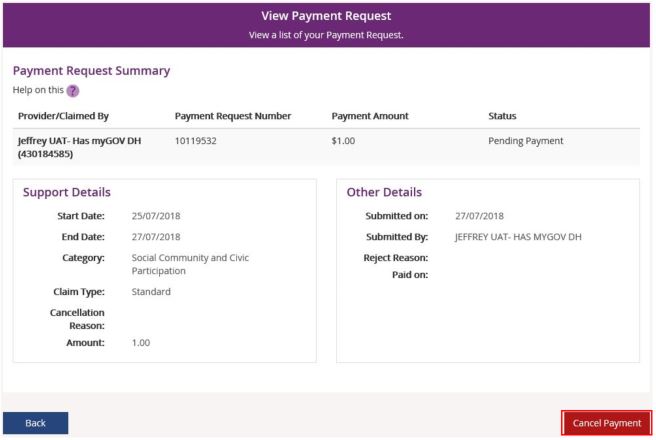
1. Select **View My Payment Request** on the **My Payment Request** screen.
2. Search for the payment you wish to cancel, by entering either the submitted date, or support start date, or support end date or all of this information and Select **Search**.

The search results will display.

1. Select the **Payment Request Number**.

![View payment requests summary page, where you can view a list of your payment requests search results. In this example the payment request number has been highlighted. 
](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAwADAAAD/4REERXhpZgAATU0AKgAAAAgABAE7AAIAAAATAAAISodpAAQAAAABAAAIXpydAAEAAAAmAAAQ1uocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFdBUlJFTiwgU2FsbHktQW5uZQAAAAWQAwACAAAAFAAAEKyQBAACAAAAFAAAEMCSkQACAAAAAzQ5AACSkgACAAAAAzQ5AADqHAAHAAAIDAAACKAAAAAAHOoAAAAIAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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uMrjbMUwPfhRRTEf/2Q==)

1. A summary of your selected payment requests display.



1. Select **Cancel Payment**. A message will display.
2. Select **Yes** to cancel the payment request.



1. A confirmation message will display, confirming the payment request has been cancelled successfully.



1. Select **Home** to return to the main homepage.

The Home tab highlighted which can be used to navigate back to the main home page. This tab sits next to the tabs My payment request and view.

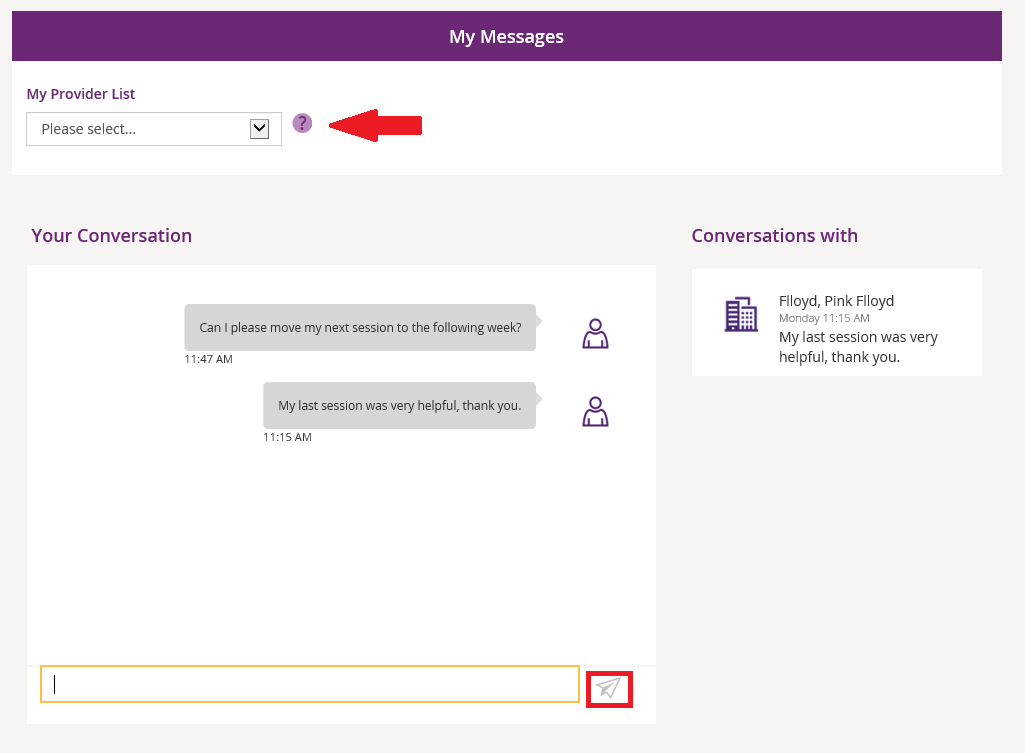
## My Messages

You can send instant messages to your providers as long as they have been linked with your portal via a service booking.

1. Select the **My Messages** tile on the myplace home page.



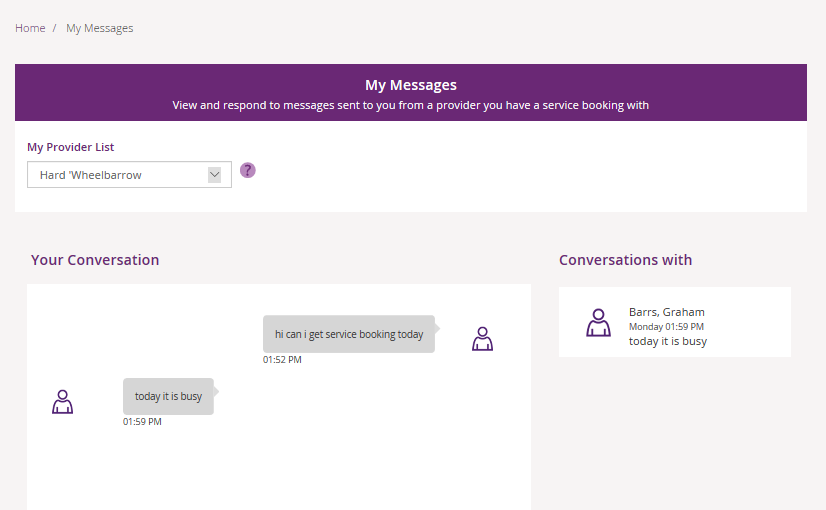
1. The **My Messages** page opens.



1. Select the provider from the drop down under **My Provider List**.

Type your message in the yellow box and Select the paper plane icon paper plane icon to send.

**Note:** Conversations (messages) will appear under the **‘Conversations with’** tab. You can continue a conversation by selecting the providers’ name.



## Logging out of myplace

Once you have completed all your tasks within **myplace** you can log out by selecting the down arrow next to your name at the top of the screen and Select **Logout**.



This will return you tothe **NDIS website** if you signed in from there or your myGov home page if you had signed in from there.

**Need more help?**

Please direct any queries to the NDIS on **1800 800 110** or visit your local NDIS office.