

## HOW TO ENDORSE FUTURE PLAN MANAGEMENT

The NDIS is undergoing some changes, including a new computer system called PACE.

If you're an existing participant, you'll switch to PACE at your next plan review, but if you are very new to the scheme, your first plan is likely created in the new PACE system. If this is the case, you will need to request that the NDIA endorse Future Plan Management as your authorised plan management provider using the following details:

NDIS Number: 4050158330  
Trading Name: Future Plan Management  
Company Name: The 3P People Pty Ltd  
ABN Number: 96672313530  
Email: [jodiecox@futureplan.net.au](mailto:jodiecox@futureplan.net.au)  
Phone: 0460 357716



## ENDORSEMENT OPTIONS

### NDIS Plan Meeting

The best way to endorse providers is to request this during the planning phase, with the NDIS Planner or Local Area Coordinator.

### Contact us! 0460 35 77 16

We will arrange a three-way phone call between yourself, the NDIS Contact Centre and us. This is usually the fastest way to arrange endorsement after the plan has been finalised. [insert call us link]

**NDIS My NDIS Participant Portal** - if you have not yet set up access to the new portal via MyGov, follow this link to help you get started:

<https://improvements.ndis.gov.au/participants/my-ndis-participant-portal-and-app#watch-our-video-on-the-my-ndis-participant-portal>

You can log in to MyGov (<https://my.gov.au/>) and access the My NDIS tile. Select the Relationship tab on the top right of screen and endorse us as your plan manager. We will then appear in the Active Relationships page.

You can also approve request from providers in this same area of the portal. If you would like us to send a request for you to approve, please let us know. This option is not done automatically as is it can confuse some participants.

## Online Chat:

The NDIS provides a web chat service where participants can connect with support staff to discuss their plan and endorse providers. You can access the chat HERE (link is: <https://www.ndis.gov.au/contact>)

## NDIS National Contact Centre:

**By PHONE:** Call 1800 800 110, Monday to Friday 8am to 8pm (your local time).

**By EMAIL:** You can send a request to [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)

Suggested Wording:

Hello,

My name is [your name] and I am contacting you in regard to NDIS number [your NDIS number]. *(IF YOU ARE NOT THE PARTICIPANT, INCLUDE YOUR NAME AND RELATIONSHIP TO THE PARTICIPANT)*

This NDIS plan is in the new PACE system and I would like to request that you endorse my plan to allow my plan manager as follows;

- endorse Future Plan Management (NDIS # 4050158330) as my plan manager AND
- as a provider of services in my plan

Other details to assist with endorsement:

- Company Name: The 3P People Pty Ltd
- ABN Number: 96672313530
- Email: [jodiecox@futureplan.net.au](mailto:jodiecox@futureplan.net.au)
- Phone: 0460 357716

I would like this endorsement to commence as soon as possible and would appreciate a response to advise this has been done.

Regards,

[your name]

*Tip: You can 'cc' us into the email - [hello@futureplan.net.au](mailto:hello@futureplan.net.au) – so that we can keep an eye out for the endorsement.*

## Local Area Coordinator (LAC) / Early Childhood Coordinator (ECC) / NDIS Planner

You can contact your NDIS representative (view their contact information in your NDIS plan or online in the participant portal).

## Support Coordinator

Your Support Coordinator may be able to assist you to arrange the endorsement