

## How to change Plan Managers

Did you know that you are free to switch plan managers whenever you like — and it's often much easier than people expect.



### Some Easy steps outlined below:

- **Let your current plan manager know you are going to leave:**  
Check your service agreement first, as notice periods usually range from about a week to a month.
  - a. Send an email to your plan manager to let them know you are ending the service with them.
  - b. Request an end date from them in writing.
  
- **Choose a new plan manager who you feel comfortable with:**  
Do your research and explore online reviews, support groups, or ask your support coordinator or LAC.
  
- **If you have chosen Plan Manage Assist (PMA) please follow the steps below:**
  - a. Give notice to your current plan manager, please advise PMA of the date services are ceasing.
  - b. If the current plan is on **PACE** you can move over to Plan Manage Assist - **effective immediately.**
    - **STEP 1:** Please [click here](#), fill in all the details and upload the NDIS plan, if you are unable to do this please let us know and we will assist you.
    - **STEP 2:** Endorse Plan Manage Assist as your **Plan Manager & Provider** (this is a NDIS Requirement), by phoning the NDIS on **1800 800 110** and providing the following information

**(Our Company Name:** registered with the NDIS is: **Corcol Holdings Pty Ltd** trading as **Plan Manage Assist**. Our Provider number is: **4050027386**)

**For NON-PACE PARTICIPANTS-** If the current plan is not on PACE, we will require the Service Booking release date from your existing Plan Manager. Please ensure you obtain this date from them and notify PMA of the date.

Once the Service Booking is released from the previous plan manager, Plan Manage Assist will send a welcome email with all our details and will send you login details to access the budget.

### Need help or have a question?

 **Call us:** 1300 199 960  **Email:** [enquiries@planmanageassist.com.au](mailto:enquiries@planmanageassist.com.au)

 **Visit:** [www.planmanageassist.com.au](http://www.planmanageassist.com.au)



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