

Steps to Endorse Plan Manage Assist

You have decided you want to have Plan Manage Assist (**PMA**) as your Plan Manager, so what do I need to do?



If your NDIS Plan is on the new PACE system, you'll be asked to 'endorse' your plan manager. This is now a NDIS Requirement.

What do I need to do?

If you have signed up for plan management with **PMA**, the next important step is to endorse us as your plan manager. This gives us access to your NDIS Plan on the PACE system so we can process claims from the NDIS and pay your invoices on your behalf.

How to Endorse Plan Manage Assist?

To endorse us (**PMA**) as your **Plan Manager and Provider**, please **call the NDIS at 1800 800 110** and provide the following information:

- **Our Company Name:** Corcol Holdings Pty Ltd, trading as Plan Manage Assist
- **Our Provider Number:** 4050027386

You can endorse us if you're a nominee or guardian and are listed as such with the NDIS

What do I say when I call the NDIS?

I'd like to endorse a plan manager for my current NDIS plan.

- I'm a participant, nominee or guardian and my NDIS number is xxxxxx
- The plan manager is **Corcol Holdings Pty Ltd trading as Plan Manage Assist**
- Their **provider number is 4050027386**
- Could you please endorse PMA effective immediately
- Please ask the NDIS to please confirm that the endorsement is complete?
- Please notify PMA by phone **1300 199 960** or email enquiries@planmanageassist.com.au that endorsement is complete so we can continue set up, **we are unable to set you up until this has been actioned.**

If you have any queries or need further assistance, please don't hesitate to contact our team.

Need help or have a question?

 **Call us:** [1300 199 960](tel:1300199960)

 **Email:** enquiries@planmanageassist.com.au

 **Visit:** www.planmanageassist.com.au