

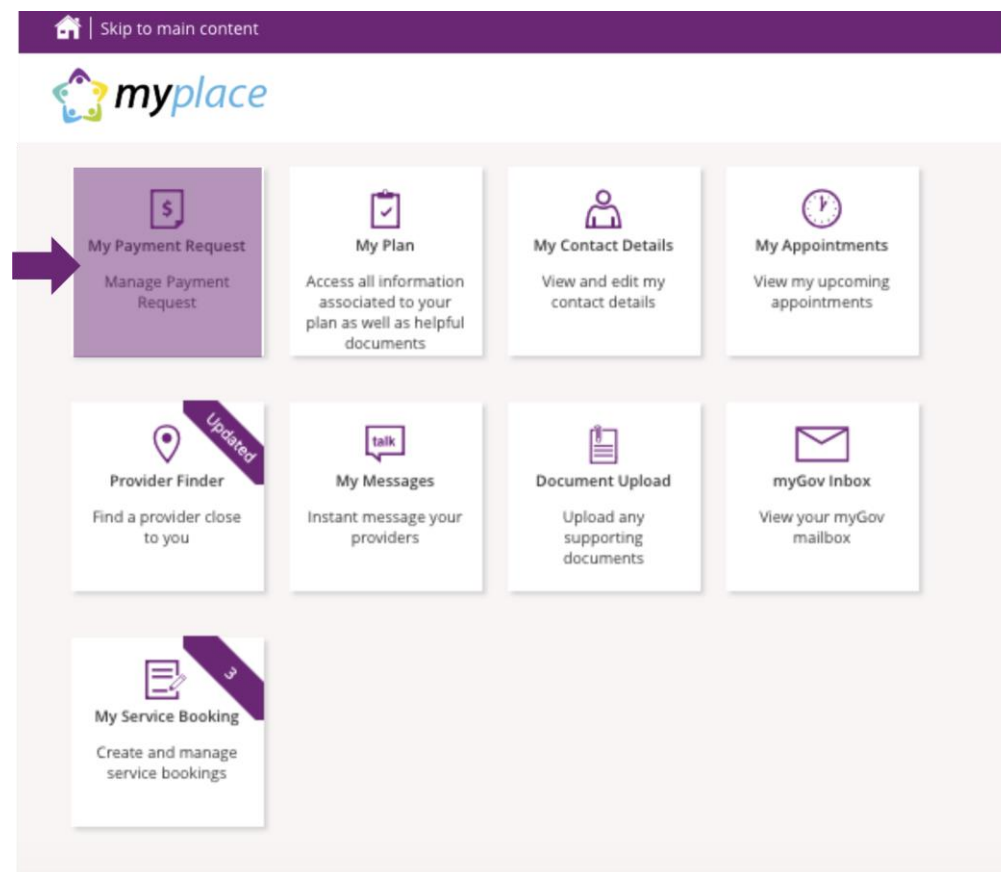
How to make a self-managed payment request.

STEP 1

Log on to the NDIS Participant Portal.

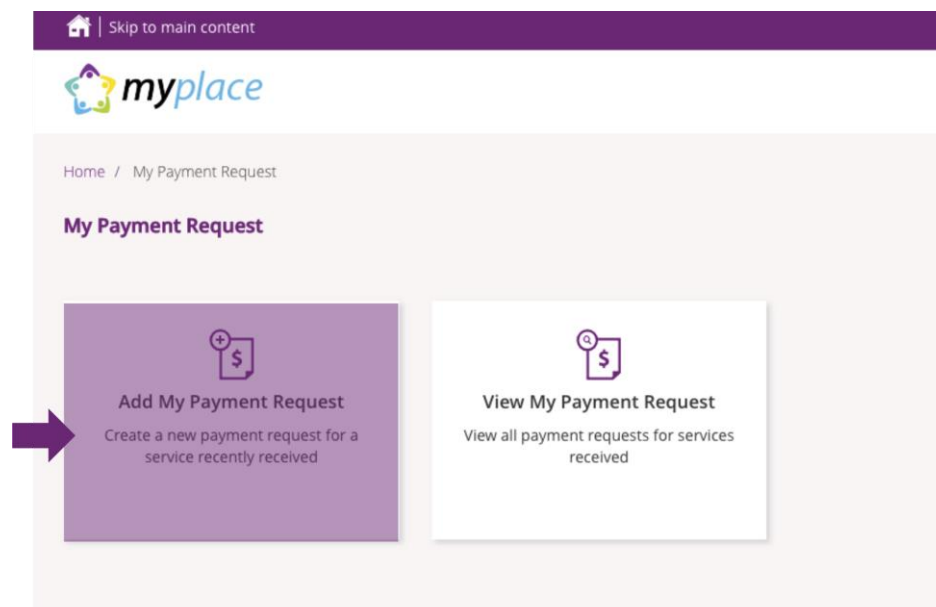
STEP 2

Select the tile titled 'My Payment Request' in the far-left corner of the screen.



STEP 3

Select the option 'Add My Payment Request'



STEP 4

Complete the support date and then choose 'Consumables' from the drop down box titled Support Category

Home / My Payment Request / Add

Add Payment Request

Please enter details of one or more Items you wish to request for

Required fields are marked with an asterisk (*)

Payment Request Details

New Payment Request - Help ?

To get started, enter the support dates in the DD/MM/YYYY format for the payment request you wish to submit for payment.

Support Start Date: * 19/03/2019 Support End Date: * 19/03/2019

Support Category: *

- ✓ Please Select Category
- CB Daily Activity(51815005)
- Consumables(51815005)
- Daily Activities(51815005)
- Social Community and Civic Participation(51815005)

Claim Type: Standard Cancellation Reason:

STEP 5

Complete the amount of your purchase

Home / My Payment Request / Add

Add Payment Request

Please enter details of one or more Items you wish to request for

Required fields are marked with an asterisk (*)

Payment Request Details

New Payment Request - Help ?

To get started, enter the support dates in the DD/MM/YYYY format for the payment request you wish to submit for payment.

Support Start Date: * 19/03/2019 Support End Date: * 19/03/2019

Support Category: * Consumables(51815005)

Claim Type: Standard Cancellation Reason:

Payment Amount: * 520.01

STEP 6

Tick the box titled 'Declaration' and then select the green button 'Submit' in the bottom right corner.

Preview
Please review your payment request before submitting

Payment Request Details

Support Start Date: 19/03/2019	Support End Date: 19/03/2019	Support Category: Consumables	Claim Type: Standard
Cancellation Reason:	Payment Amount: \$520.01		

Payment Request Amount Summary

#	Support Category	Total Amount
1	Consumables	\$520.01
Grand Total		\$520.01

Declaration*
 The support category listed on this payment request will be recorded on my NDIA plan. I understand that I may be audited by the NDIA to verify the amounts submitted in this payment request. I certify that the information provided on this payment request is true and correct.

STEP 7

Be sure to keep a copy of your invoice to substantiate your payment request

STEP 8

The NDIA will remit funds to your nominated account within 48-72 hours.

STEP 9

When the funds are received, pay your Inekards Invoice and forward remittance to admin@inekards.com.au

STEP 10

Your Inekards will be sent to you via Australia Post and delivered within 14 days of payment notification