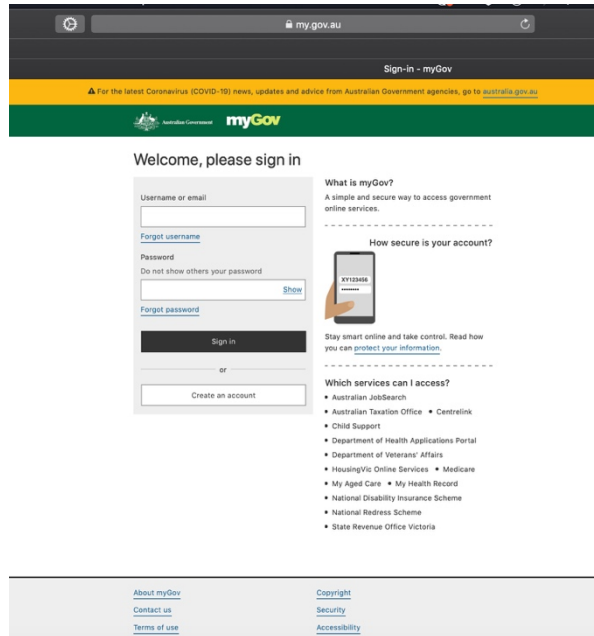


Step by step guide to Registering with MyGov

Accompanying the Web Story 'Setting up a MyGov account to make your life less of a chore'



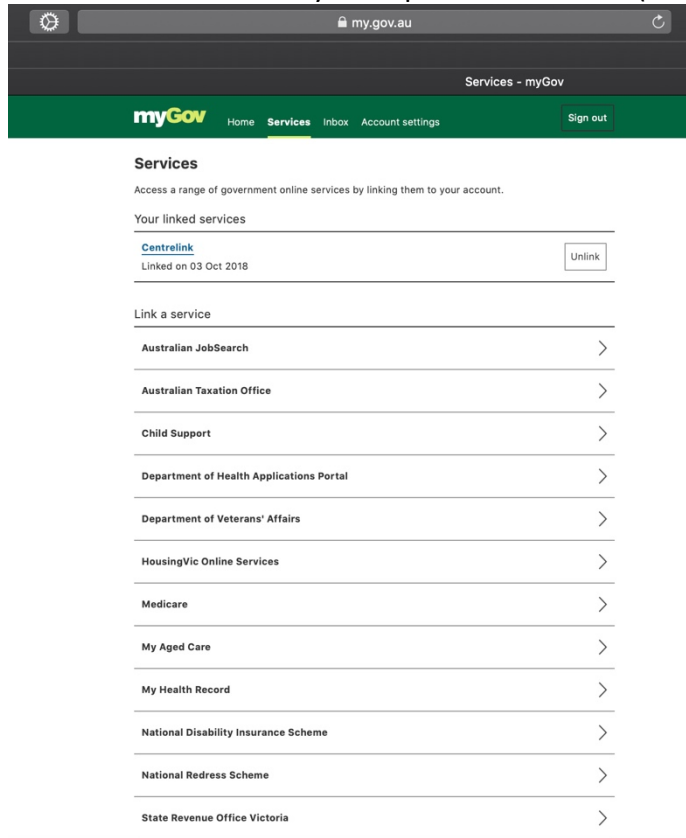
There are 25 steps from start to finish

1. Go to my.gov.au
2. Click on Home Page
3. You will find the 'Welcome, please Sign in' prompt. Click 'create an account' (shown above as the white button under the black 'sign in' button).
4. If you share an email address with others who are registered with MyGov you will have to create an alternate email address as MyGov will only assign one username to each email address
5. Read and accept the MyGov 'Terms of Use' by ticking the box.
6. Select 'next'
7. A confirmation code will be sent to your email address
8. Enter the code in the area provided (case sensitive)
9. Select 'next'
10. Enter a password of at least seven characters, include at least one number
11. You will then be required to set up three secret questions and answers from the drop-down list or you may make your own up.
12. Select 'next'
13. It is recommended that you register your mobile phone number so you can receive MyGov security codes to sign in to your account
14. Select 'next'
15. Follow the prompts
16. Enter your mobile phone number and click 'GET CODE'
17. The security number will be sent to your phone

18. Enter the code

19. Select 'next'

20. Select services that you require CONTINUED (see illustration below)



21. Select NDIS green link on the far right. When you go back in at a later date, the icon will be blue to indicate that you have already used this service before

22. This will take you to the "Participants' Portal." It will then ask you for an 'Activation Code' or to enter Surname and Date of Birth. You should have received the Activation Code via mail from the Department of Human Services

23. If you haven't received a code in the mail you need to ring 1800 800 110 to obtain one

24. This will allow you to access the NDIS Myplace

25. Your activation code is valid for 10 days only. If the code has expired, phone 1800 800 110