# Paying your Avivo invoices

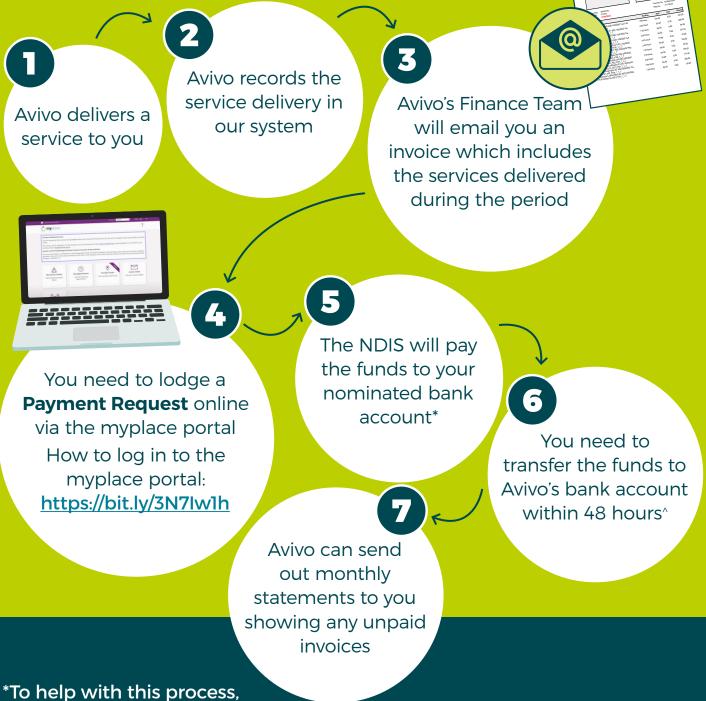


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To make sure your self-managed NDIS plan runs smoothly, there are some important things to keep in mind when claiming and paying for Avivo supports.

### How it works



\*To help with this process, we recommend you use a bank account that is only for managing your NDIS plan.

^Avivo's bank account details are:BSB: 066 000 Account: 1730 2944





#### I have a question about the services on my Avivo invoice - who do I speak to?

Call Avivo's Credit Controller on 9204 7815 or email <u>accountsreceivable@avivo.org.au</u>

### I have never accessed the myplace portal – what should I do?

First, you need to have a myGov account which links to the myplace portal. Review the step-by-step guide for using the myplace portal on the NDIS website <u>https://bit.ly/3JxQOso</u>

Or call the myGov helpline on 13 23 07 or NDIS on 1800 800 110 if you have any questions about set up.

## How do I make a claim on the myplace portal?

Use the My Payment Request option on the myplace portal to make a claim.

### I am having trouble lodging my payment request on the portal – who can help me?

Call NDIS on 1800 800 110 if you have any questions.

### I have lodged my payment request on the portal – when can I expect my funds?

Funds are normally paid within 48 hours of lodging the payment request online.

### I have received my funds from NDIS - what should I do?

You should transfer the funds to Avivo's bank account within 48 hours of receiving the funds.

