

1. Get the Leap in! app



iOS

Search for **Leap in! NDIS Planning** in the App Store on your iOS device. Select **GET** to download and then select **OPEN**.



Android

Search for **Leap in! NDIS Planning** in the Google Play Store on your Android device. **DOWNLOAD** and **OPEN** the app.



Desktop

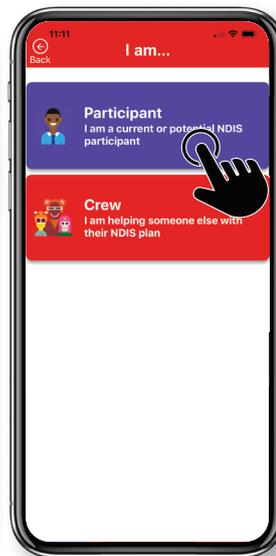
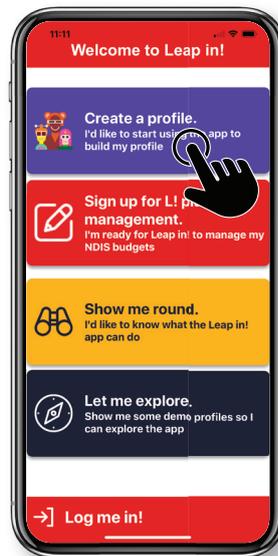
Go to leapin.com.au in your browser. Click on **Log in** in the top right hand corner.

2. Create a profile

Select **Create a profile** from the welcome screen.

If you're an NDIS participant select **Participant**. If you're helping someone else with their NDIS plan select **Crew**.

Fill in your details and choose a password. You'll also need to agree to the **Terms of use**. Then click on **Create**.



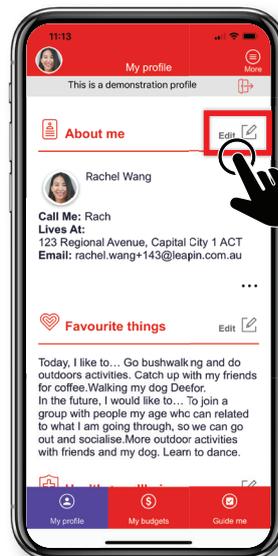
3. Complete your profile

Now you're ready to complete **My profile**. You can enter in all the information relevant to your NDIS plan in one secure place:

- **About me**
- **Favourite things**
- **Health + wellbeing**
- **Home**
- **Crew**
- **Supports**
- **Goals**

Click on **Add** to open that section. Once you have added in your information click **Save**. Click **Edit** to change the information you have entered.

If you get stuck, click on the **Guide me** tab in the bottom right hand corner for helpful hints.



Top tip: At any stage you can see everything you've entered by clicking on **My plan summary** in the **More** menu in the top right-hand corner.

For further assistance please contact one of the Leap in! Crew on **1300 05 78 78** or email crew@leapin.com.au.