

## INTRODUCTION

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Welcome to MOIRA's FPM Portal! The portal aims to provide you with full transparency of your NDIS plan spending, tools to assist you with budgeting your NDIS plan, the ability to approve or reject provider invoices, as well as making sure you and your nominated representative's details are all up to date.

We hope the FPM Portal provides you with the visibility you need to stay informed of your NDIS plan spending to assist in building your capacity to manage your NDIS plan.

If you require assistance at any point, please do not hesitate to contact us on 1300 666 472 or [fpm@moira.org.au](mailto:fpm@moira.org.au)

## Creating an Account for a Participant

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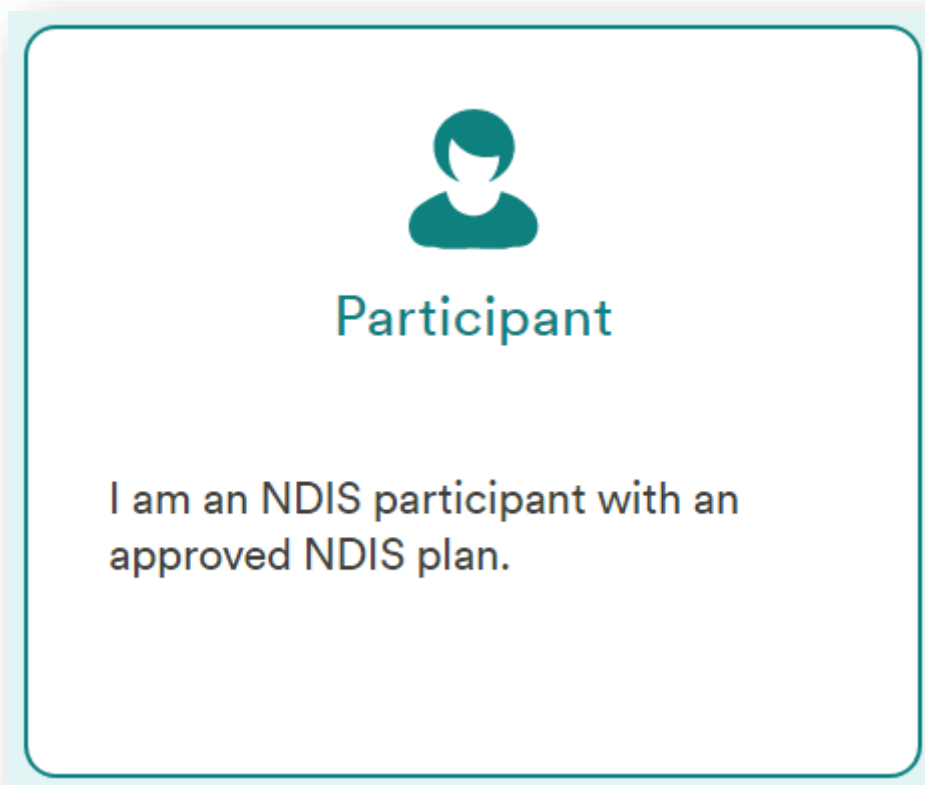
1. Visit the MOIRA FPM Portal link here: <https://fpmportal.moira.org.au/login>
2. If you haven't created an account on our portal before, please click the "Create an Account" button, located toward the right side of our FPM Portal.

**Join us today**

If you don't have an account with us, you can create one now.

[Create an account](#)

3. As you are a participant of the NDIS, please click the “Participant” tile.



4. You will be taken to a screen where you must fill in your personal details.

Please fill in all personal details on this screen. This includes your First & Last name, your preferred email address, your preferred password, your NDIS number and your date of birth (DD/MM/YYYY).

Your first name

Your last name

Your email address

Create a password

Confirm your password

Your NDIS number

Your date of birth

## FPM Portal Guide – Creating a Participant Account

- Once you have filled in your personal information, please read the FPM Portal “Terms of Use” by clicking the “Terms of Use” link.

By ticking this box:

- I confirm that the information I provide is true and correct
- I also confirm that I have read, understood and agree to the [Terms of Use](#)

Once satisfied, please check the box to the left of “I have read and agree to the Terms and use” message.


By ticking this box:

- I confirm that the information I provide is true and correct
- I also confirm that I have read, understood and agree to the [Terms of Use](#)

- Please tick the “I’m not a robot” checkbox to verify your identity and click the “Create my account” button.

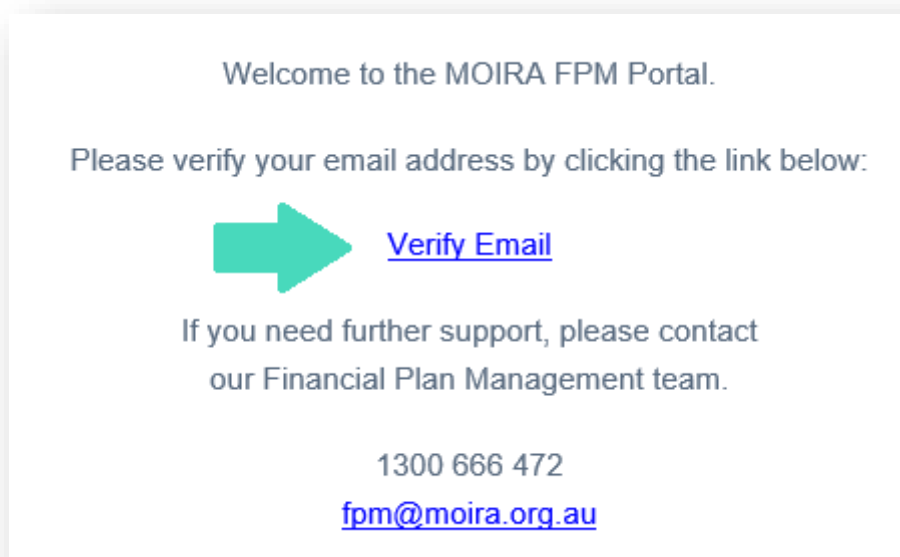
Please prove you are not a robot

I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Create my account

7. Once created, you will receive an email which contains an account activation link. Please click on the “Verify Email” button in this email.



Doing this will take you back to our MOIRA FPM Portal on your internet browser.

If successful, you should get a message which reads “Your e-mail address is successfully confirmed” and you will be taken back to the FPM Portal login screen.

8. Login to your newly created FPM Portal account using your e-mail address and password, located toward the left side of our Portal homepage.

**Welcome back**

Log into your account using your email and password.

Email address

Password

Remember me

Welcome back

[Forgotten your password?](#)

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