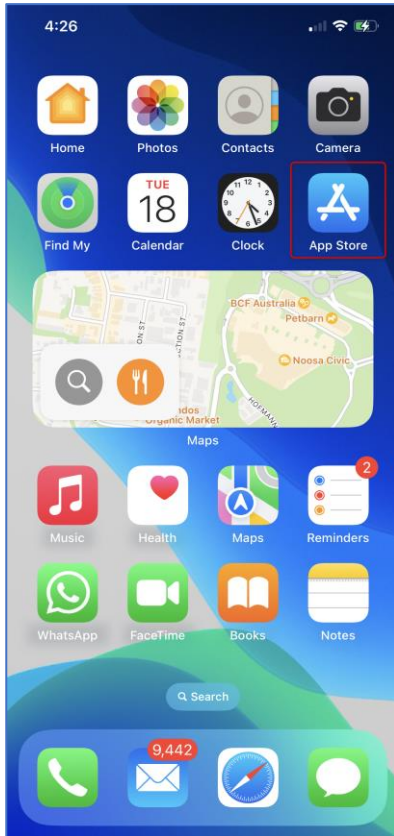
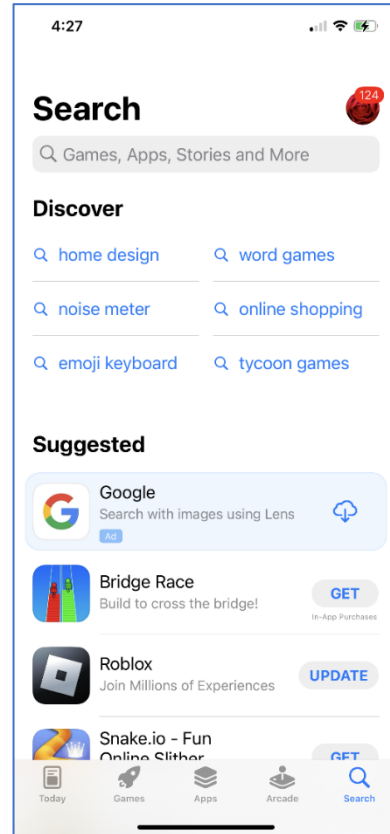


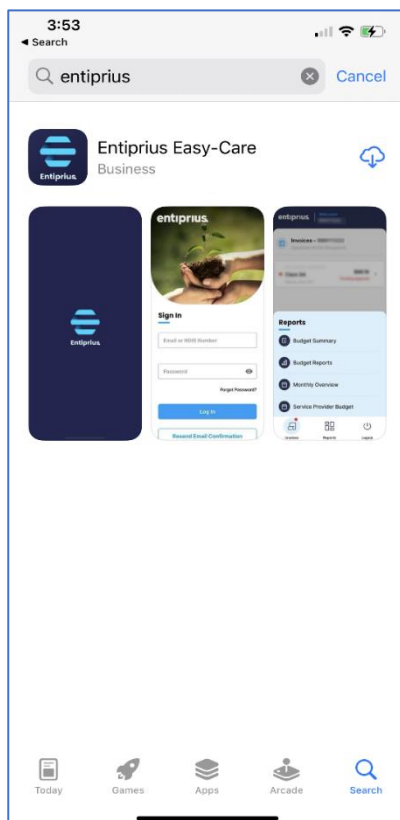
On the iPhone go to the **App Store** on an **Android** go to the **Google Play Store**



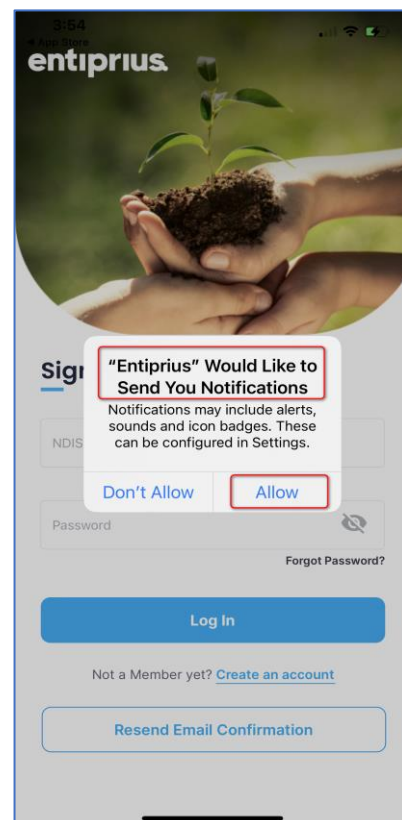
Tap in the **Search** field to search for app...



... and type in **Entiprius**. Tap **Download**, then **Open**



Important – when you first open, select **Allow**



If it's your **first time** signing into **Enti** & you have received your **Pin Code** email, select **Create an account to Register**

The screenshot shows the 'Sign In' screen. It has two input fields: 'NDIS Number' and 'Password or Unique PIN' with an eye icon. Below these are links for 'MPIN Login' and 'Forgot Password?'. A blue 'Log In' button is present. At the bottom, it says 'Not a Member yet?' followed by a blue link 'Create an account' which is circled in red with a red arrow pointing to it. The footer shows 'v 4.0.110102 - 382'.

Enter **NDIS No., Password or Pin Code to Register**

The screenshot shows the 'Register' screen. It has two input fields: 'NDIS Number' and 'Pin Code'. Below the 'Pin Code' field, it says 'If available, enter 5-digit pin code to validate'. A blue 'Register' button is at the bottom. Below the button, it says 'Already have an account?' followed by a blue link 'LOGIN'. The footer shows 'v 4.0.110102 - 382'.

After you create an account, you can sign in with **NDIS No. & Password or your Unique Pin.**

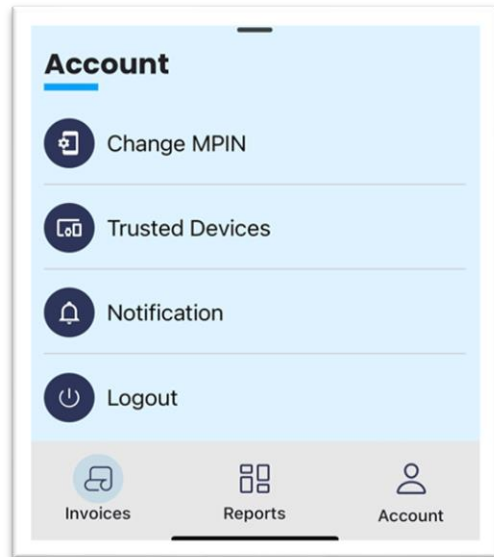
The screenshot shows the 'Sign In' screen. It has two input fields: 'NDIS Number' and 'Password or Unique PIN' with an eye icon. Below these are links for 'MPIN Login' and 'Forgot Password?'. A blue 'Log In' button is present. At the bottom, it says 'Not a Member yet?' followed by a blue link 'Create an account'. The footer shows 'v 4.0.110102 - 382'.

You will be prompted to create a **4-digit MPIN** for easier access

The screenshot shows the 'MPIN Log In' screen. It has one input field: 'MPIN' with an eye icon. Below the field is a blue 'Log In' button and a white 'Back' button with a blue border. The footer shows 'v 4.0.110102 - 382'.

You will notice **Accounts** on the bottom right.
 If **Notifications** are **enabled** the **Account Icon** will be **green**. If **Notifications** are **disabled**, the **Account Icon** will be **red**

In the **Accounts Menu** users can **Change their MPIN, view Trusted Devices, enable/disable notifications and log out**



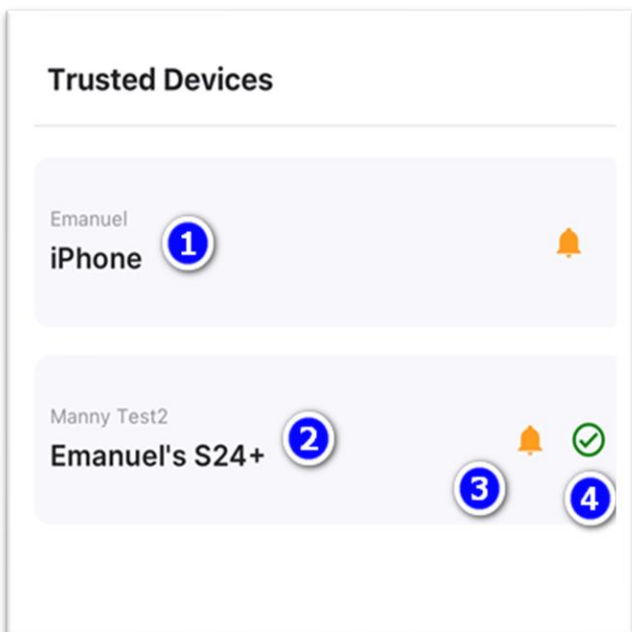
Trusted Devices – The Master Account Holder (usually the participant) can manage and control which users can access their account

Features Include:

1. Master Account Name and device name
2. Other users' Names and device names
3. Notifications (yellow if on, grey when off)
4. Access status (green ticked access allowed, grey cross access not allowed)

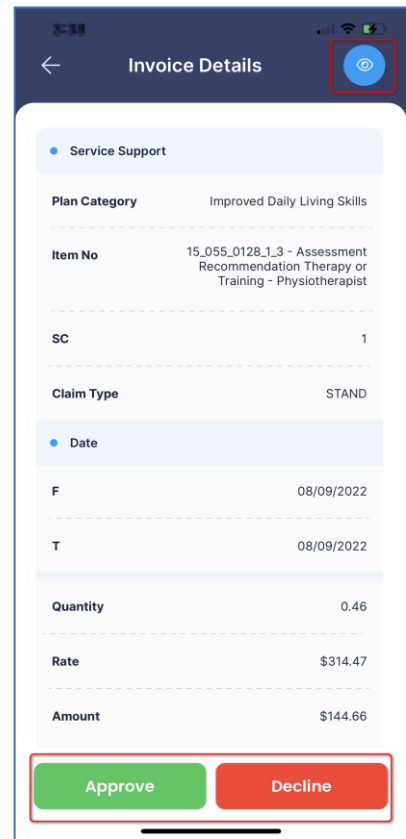
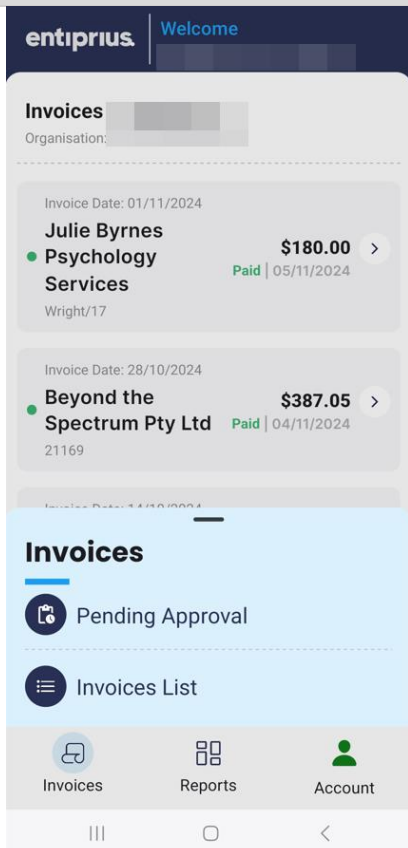
Auto Updates

When a new update is available the user will be prompted to update and



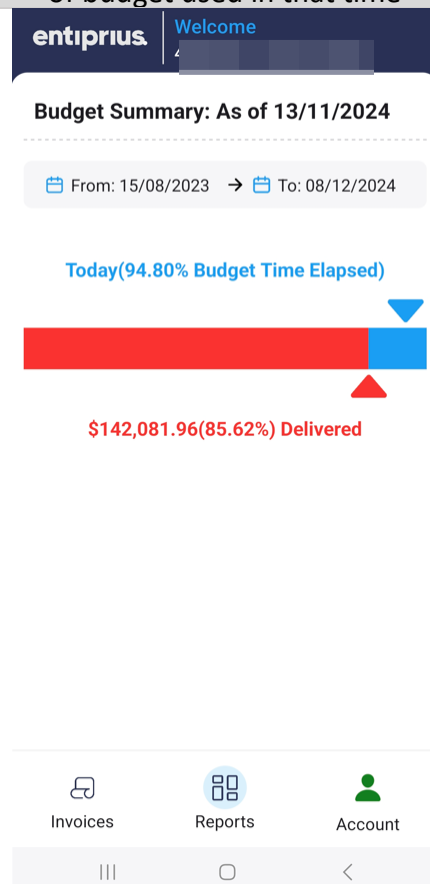
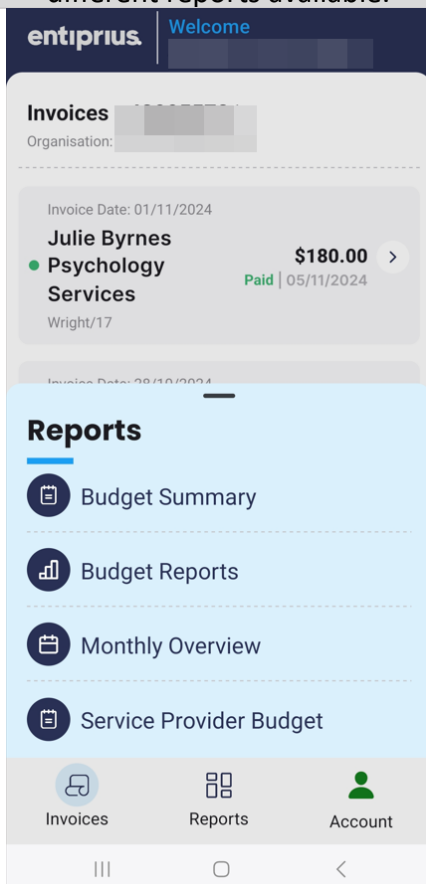
To view Invoices, tap **Invoices Menu**, you will then have two options, **View Invoices or Pending Invoices**.

To **view and approve** an invoice click on **Pending Approval** choose the invoice and then you can view the invoice and **Approve or Decline**

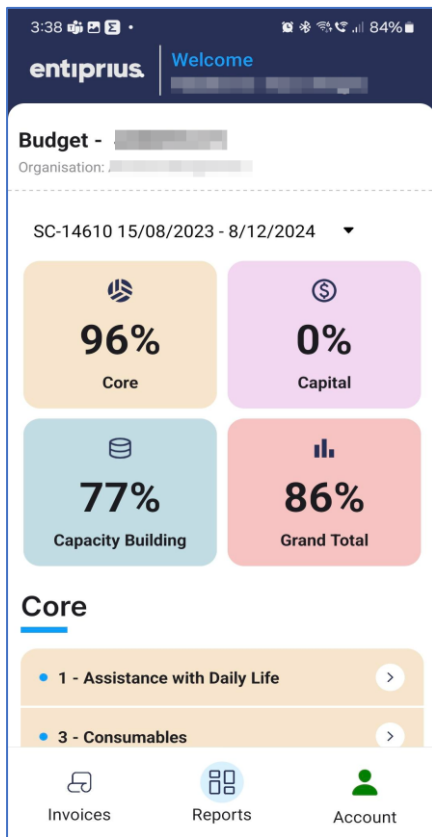


For reports Tap **Reports** menu. There are four different reports available.

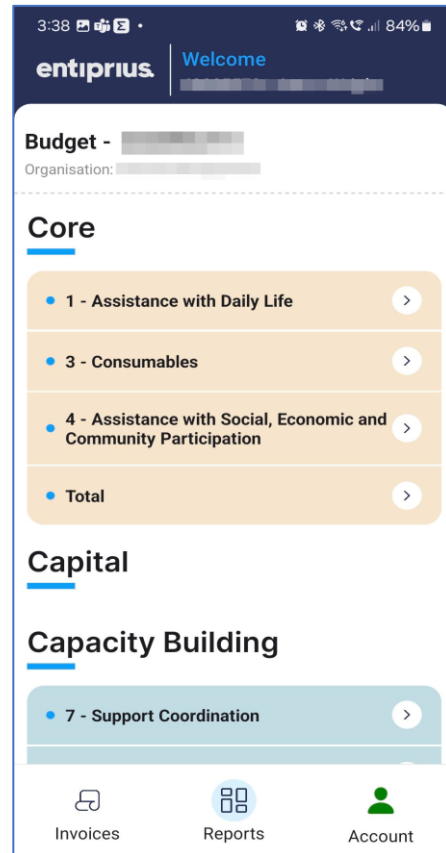
Budget Summary screen time of plan elapsed and % of budget used in that time



Budget Reports screen



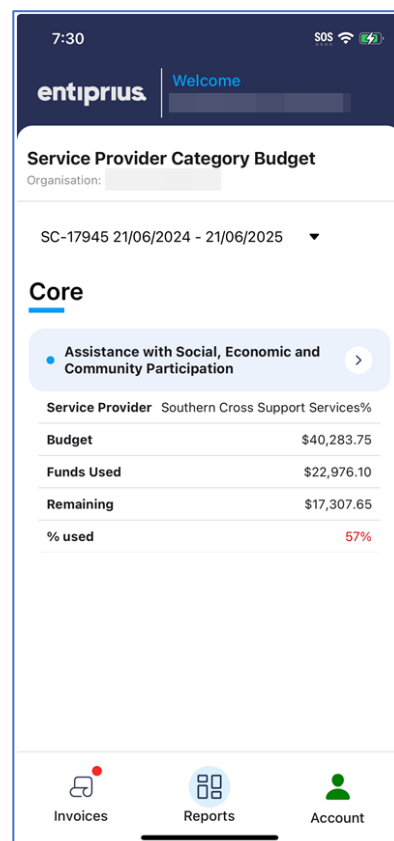
Budget Reports screen - continued



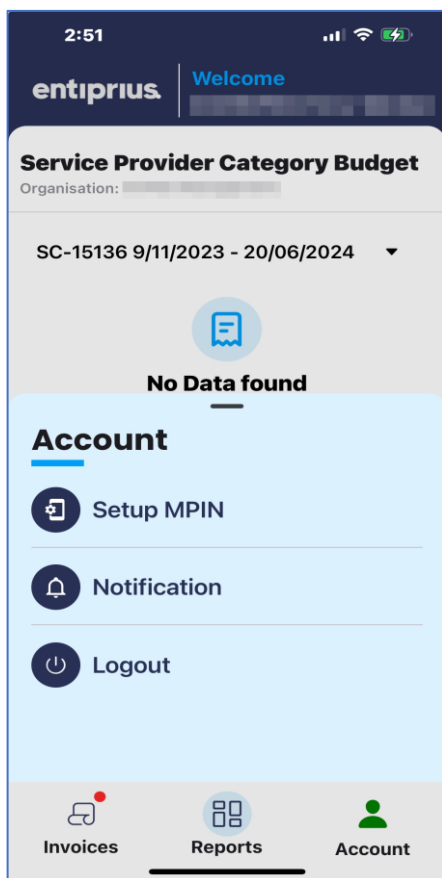
Monthly Overview screen



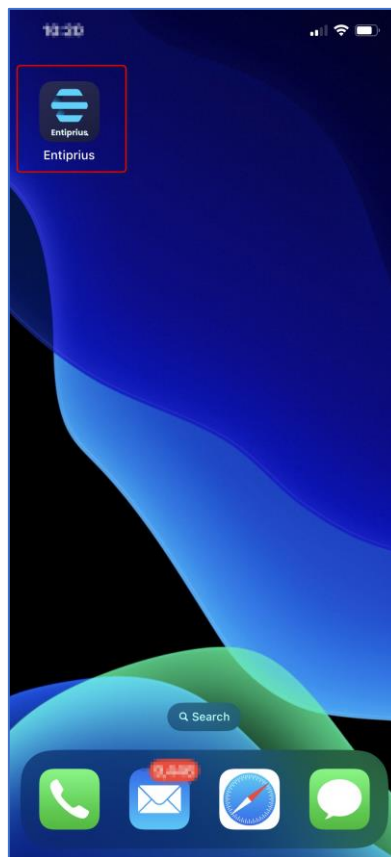
Service Provider Budget screen



To exit the app, tap **Logout** and tap **Yes**



To relaunch, tap **Entiprius** app and sign in



Participant Web Access, please go to <https://www.easy-care.com.au>

1. You should have received an Email from Plan Manager

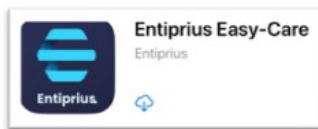
You should have received an email from your Plan Manager like the example below, with your **NDIS Number** and a **Pin Code** to register on the Entiprius Easy-Care Web Portal.

Follow the link in the email to get the phone app for Apple or Android.

To register via a web browser [Click Here](#) to open the registration page.

Hi [REDACTED]

To access your participant account, we recommend downloading the [Entiprius Easy-Care App](#) from your [App Store](#).



For Apple - [Click Here](#)
For Android - [Click Here](#)

NDIS Number: [REDACTED]
Unique Pin Code: [REDACTED]

1. Select "Create an Account".
2. Enter your NDIS Number and the Unique Pin Code provided above.
3. Upon successful registration, click "LOGIN".
4. Enter your NDIS Number and Unique Pin Code.

To access your account on the web, use your NDIS Number and Unique Pin Code.

Entiprius Easy-Care: <https://www.easy-care.com.au>

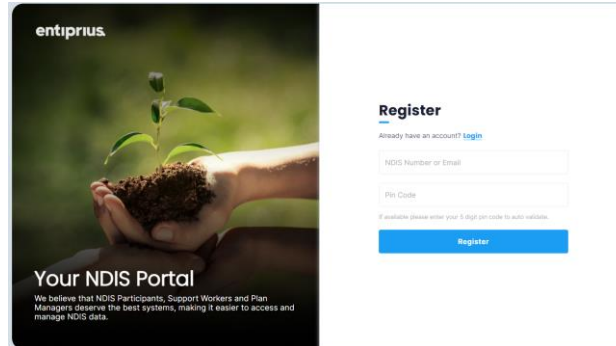
For security purposes, please do not disclose your NDIS Number or Unique Pin Code to anyone else.

Please save this email in a safe place as you will need it in the future.

Clear

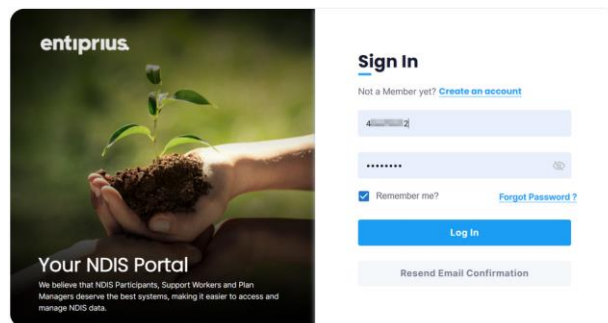
2. Entiprius Easy-Care Registration & Sign in Pages

If you haven't registered via the Mobile App, you will need to register first. Click on **Create an Account, Choose Participant**. Enter your NDIS number and your unique PIN code that was in the registration email then click **Register**



If you have previously registered, you can log straight in by following the instructions below.

If it auto loads details in Sign In page, click **Log In**. *If not*, first enter NDIS number and unique Pin Code.



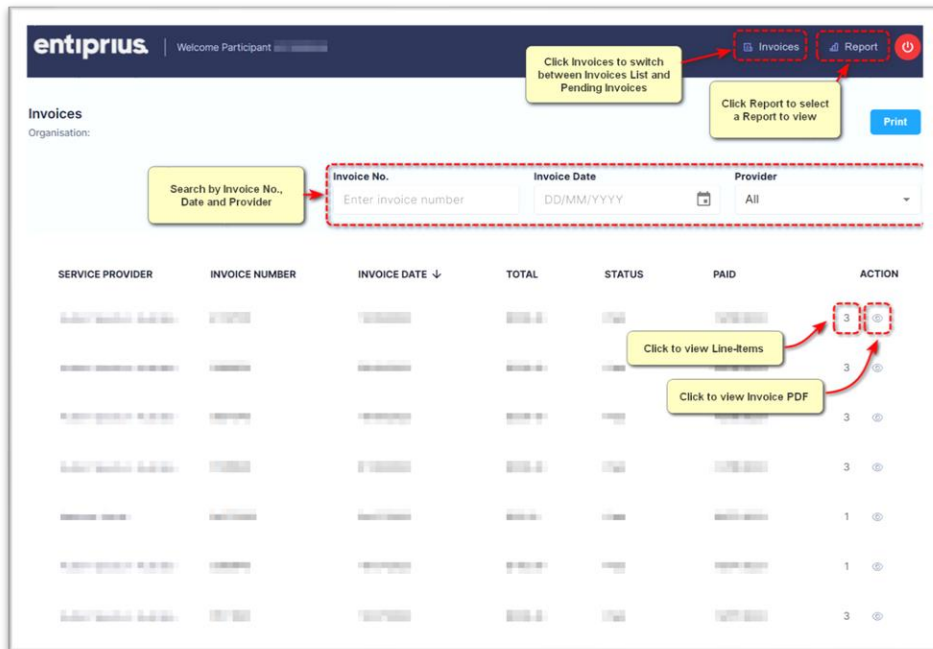
Note: Participants must use their *NDIS Number* to Sign In. Email address Sign In is just for Support Coordinators.

3. Entiprius Web Portal – Invoices Page

After you Sign In, the first page you will see is the Invoices page.

You can search for an invoice by the Invoice No, Invoice Date and Provider name.

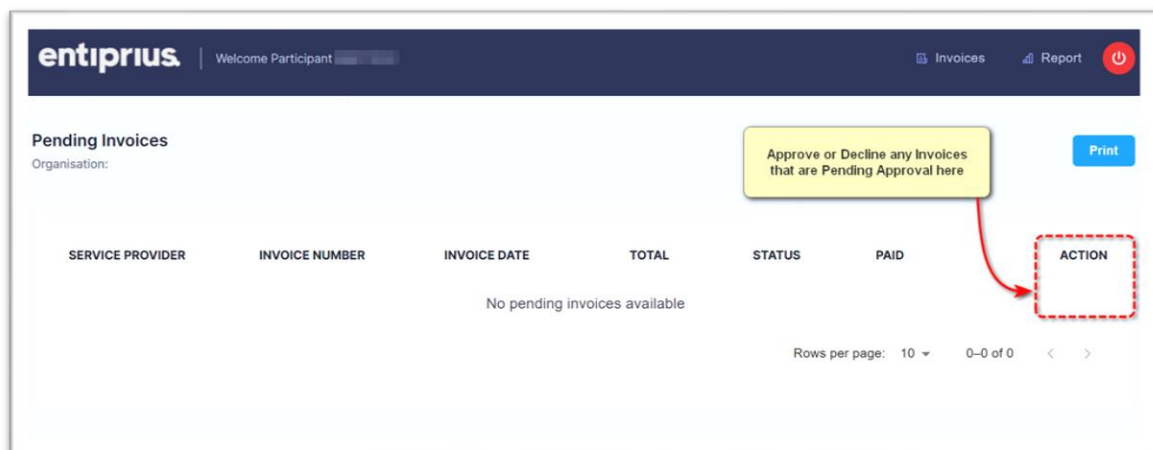
At the end of the Invoice line you can click on the number to see the individual Line-Items as well as on the eye symbol to see the actual Invoice PDF.



4. Entiprius Web Portal – Pending Invoices Page

If you have requested to approve invoices, then any invoice that is Pending Approval will appear on the Pending Invoices page.

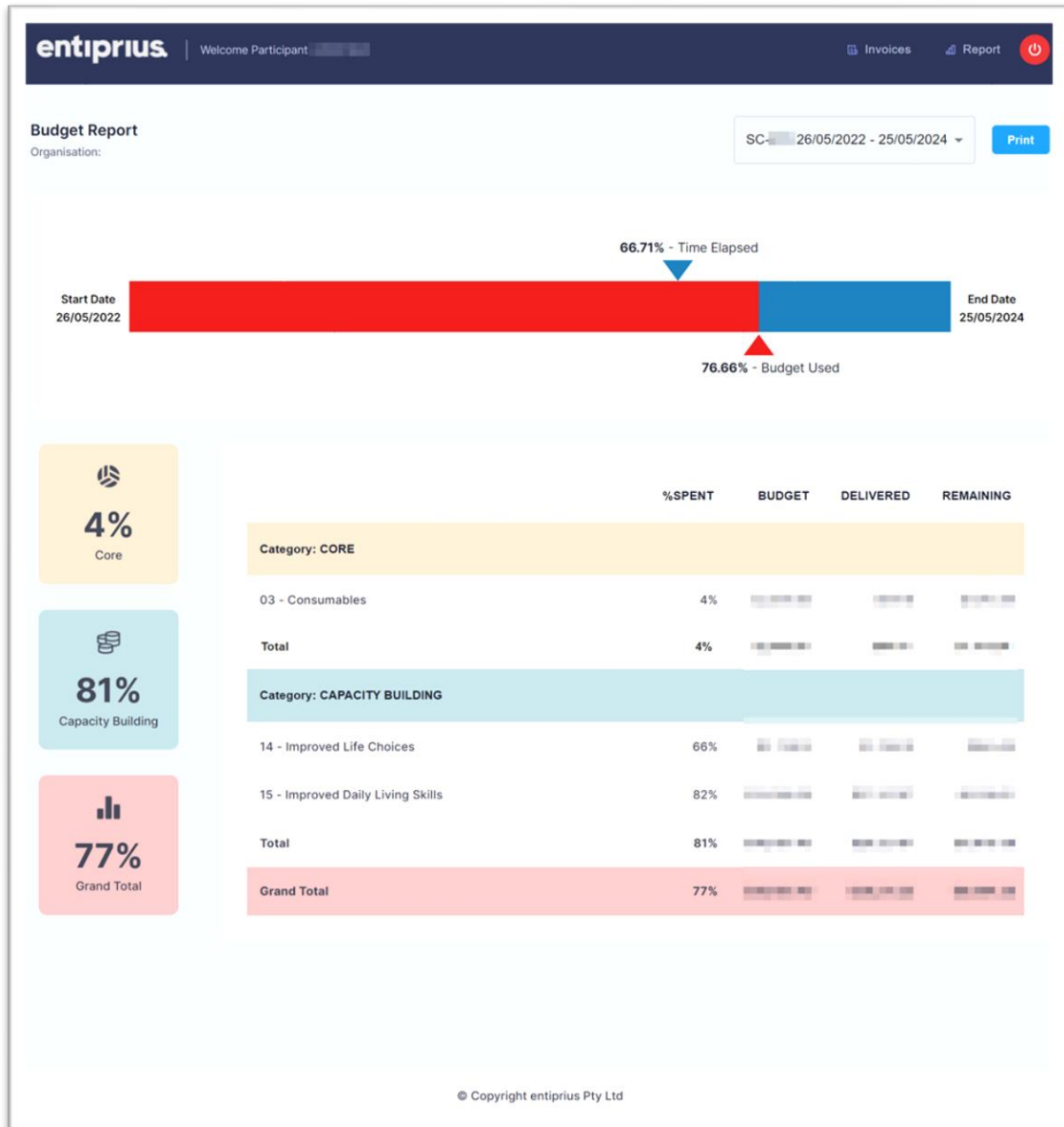
You can Approve or Decline a Pending Invoice by clicking on the action column this will ask for a reason if you are declining the invoice.



5. Entiprius Web Portal – Budget Report Page

On the Budget Report page, you will see a graphical representation of the Budget Used and the Time Elapsed on the Service Contract.

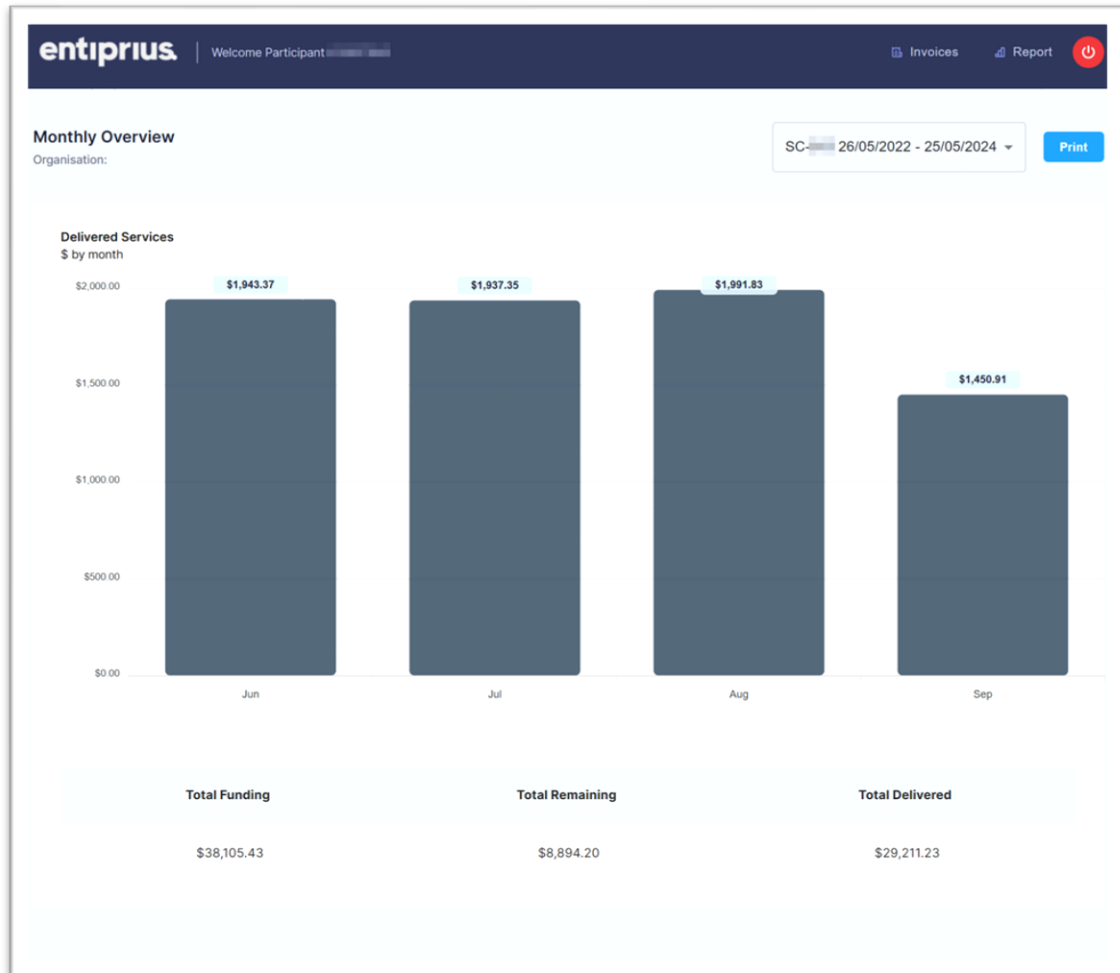
You will also see the % Spent, Budget, Delivered and Remaining amounts, and Totals for the various Categories.



Click on the drop-down Service Contract list (SC) at the top, to select a previous Service Contract to view.

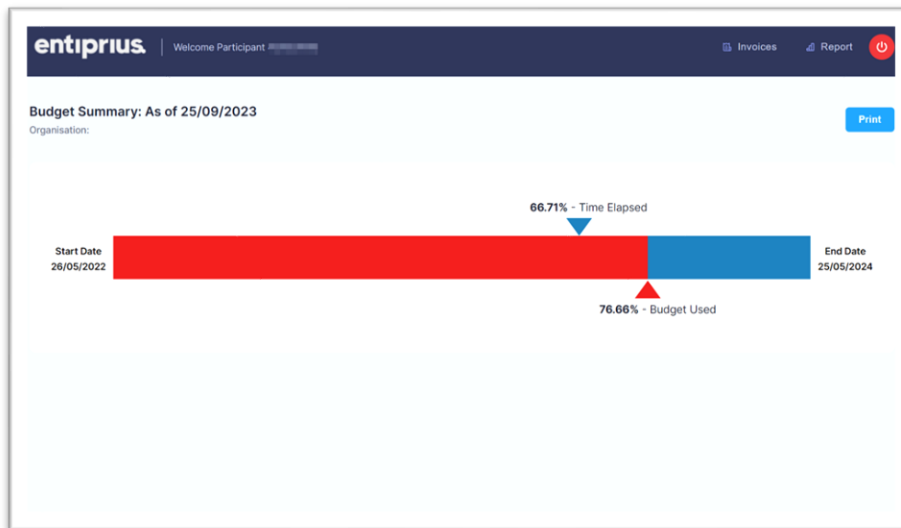
6. Entiprius Web Portal – Monthly Overview Page

On the Monthly Overview page, you will see a graph of the dollar amount of Delivered Services for the current month and previous months since the start of the Service Contract or since your Plan Manager started using Entiprius.



7. Entiprius Web Portal – Budget Summary Page

On the Budget Report page, you will see a graphical representation of the Budget Used and the Time Elapsed on the Service Contract.



8. Entiprius Web Portal – Category Budget Page

On the Category Budget page, you will see a summary of the Budget amounts pertaining to Quarantined Category and Stated Items.

The screenshot shows the 'Services Provider Category Budget' page. It includes a table with the following data:

SERVICE PROVIDER CATEGORY BUDGET	SERVICE PROVIDER	BUDGET	FUNDS USED	REMAINING	% USED
CAPACITY BUILDING					
Coordination of Supports	Services Pty Ltd	\$4,801.42	\$0.00	\$4,801.42	0.00%

Additional details from the screenshot include a date range of 26/05/2022 - 25/05/2024 and a 'Print' button.