

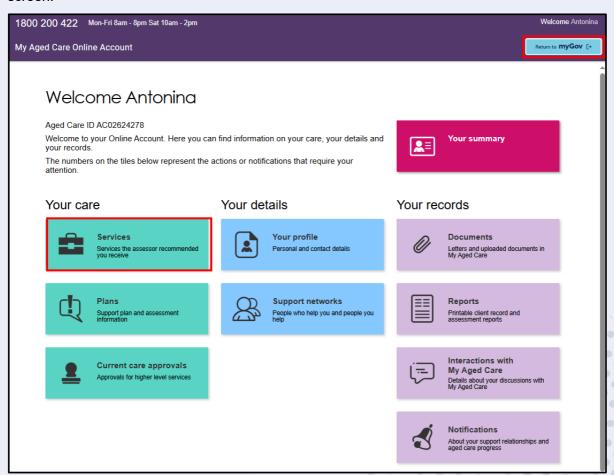


Your Online Account Guide: Services

In the *Services* section of your Online Account, you can see a list of your aged care services. This includes services you are currently receiving and those you may have received in the past. You can also find or reactivate referral codes to give to any new service providers.

Sign in to your Online Account

1. Sign in to your Online Account via <u>myGov</u> and select the **Documents** tile from the home screen:



When you are done using your Online Account, remember to select 'Return to myGov' in the top right corner and then click on the 'Sign out' button in myGov. Doing this keeps your information safe and protects your privacy.

Your services page

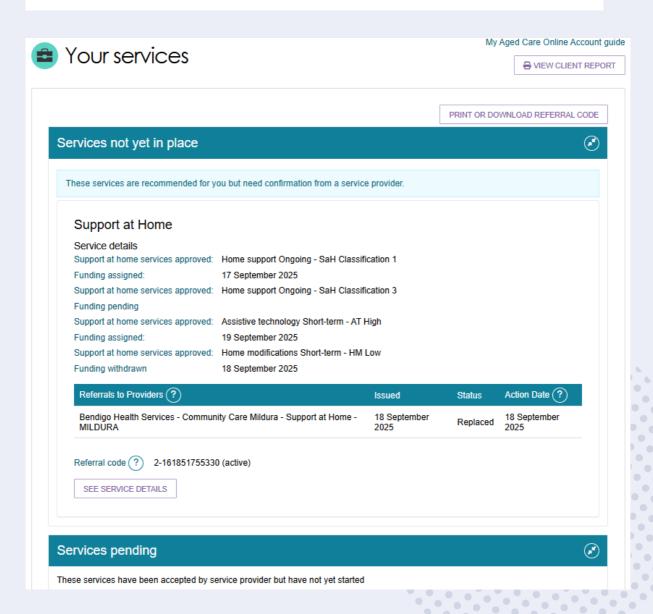
The services page contains:

- Services not yet in place
- Services pending
- Services in place
- Previous services

On this page you can:

- View current and past services and details
- Get referral code for new services
- Reactivate referral codes
- Withdraw (cancel) a referral

In the Home Care Packages Program (HCP) Program is now the Support at Home program. On 1 November 2025, the HCP Program transitioned to the Support at Home program. Learn more at: www.myagedcare.gov.au/support-home-program



Services not yet in place Services not yet in place	The services in this section are recommended for you but need confirmation from a service provider
Services pending Services pending	These services have been accepted by service provider but have not yet started
Services in place Services in place	These services have been accepted by a service provider and have already started.
Previous services Previous services	These services have been completed and are no longer being delivered.
Referrals to Providers Referrals to Providers ?	These are the providers that you have been referred to for service/s, and the referral results (i.e. if it has been accepted)
Reactivate referral code REACTIVATE REFERRAL CODE	The reactivated referral code can be given to a service provider so they can access information on your aged care needs.
Withdraw one or more referrals WITHDRAW ONE OR MORE REFERRALS	Allows you to cancel your referral to a service provider.
View client report ☐ VIEW CLIENT REPORT	View and print a client record summary.
Print or download referral code PRINT OR DOWNLOAD REFERRAL CODE	Print out a referral code letter (you can give this to service providers)
Previous services	This section details previous services that have been completed or ceased and are no longer being delivered

About referral codes

Referral codes can be used to request government-funded aged care service provider services.

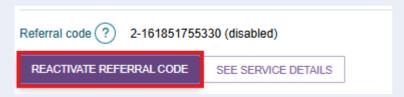
You can only reactivate referral codes for services where an assessment has recommended that service for you.

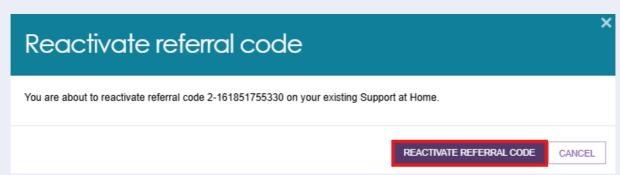
You can find service providers and the services they offer in the Find a Provider tool.

Service providers may or may not accept your referral. Their response will be shown in this section of your Online Account.

How to reactivate a Referral Code

If your provider ceases a service, you can reactivate a referral code so that the service recommendation becomes active again. If it's your account or you are a supporter guardian and it is within your active, decision-making authority:





- 1. Click on the Reactive Referral Code button.
- 2. Your referral code will display as active.

How to generate a Referral Code

There may be a situation where an assessor has recommended service(s) for you and a referral code for the service(s) has not been generated.

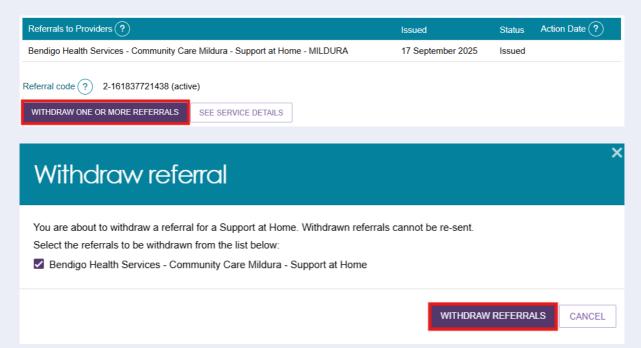
By clicking on the generate a referral code function for a recommended service it can be given to a service provider so they can access information about you and your recommended aged care services.

GENERATE REFERRAL CODE

- 1. Click on the Generate Referral Code button.
- 2. Your referral code will display.

How to withdraw (cancel) a referral

You can cancel the referral to a specific service provider.



- 1. Select Withdraw One or More Referrals directly under the referral you want to cancel.
- 2. Select the Service Provider you no longer want services from.
- 3. Select Withdraw Referrals.

More Information

For information on how to set up your Online Account, visit Access your information online.

Learn more about How to use your Online Account.

For further assistance, you can contact My Aged Care:

Phone (domestic) 1800 200 422 (free call)	My Aged Care is open: Monday to Friday: 8am - 8pm Saturdays: 10am - 2pm Closed: Sundays and national public holidays
Phone (international) +61 2 6289 1555	Monday to Friday: 8.30am - 5.30pm AEST Ask for My Aged Care
In Person Services Australia service centres	Visit any Services Australia service centre for general My Aged Care support Book an appointment with an Aged Care Specialist Officer in selected locations or calling 1800 227 475 (free call) Monday to Friday: 8am - 5pm AEST

If you have difficulty speaking or understanding English, have a hearing or speech impairment, or want support from someone who understands your situation, go to <u>Accessible for all</u> website page.

If you would like more information on contact details, support services for contacting us, tips on how to share documents with My Aged Care, and important things to keep in mind to help you protect your personal information go to <u>Contact us</u>.

Updated November 2025