

♥ How to Set Up Your NDIS Provider Profile on EasyAs Invoicing ♥

Welcome to EasyAs Invoicing!

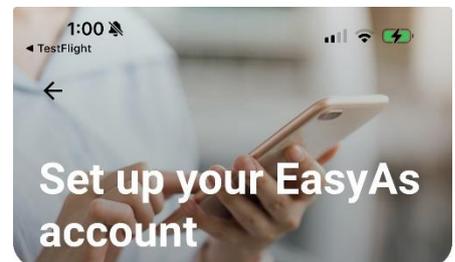
Follow this step-by-step guide to set up your NDIS provider profile and start invoicing with EasyAs Invoicing.

Step 1: Create a Provider Account

1. Go to the EasyAs Invoicing website or open the app on your Smart Device.
2. Click on **Register New Account**

Step 2: Enter Your Provider Details

1. **Provider Name** – Enter your NDIS provider name to appear on your invoices
2. **ABN (Australian Business Number)** – Ensure this is correct for compliance, an incorrect or inactive ABN number on your invoice will be rejected by NDIS plan managers



Provider Name* *Required*

All Good Supports Group

ABN* *Required*

5555555555

Email* *Required*

mcinnestricia@gmail.com

Mobile Number* *Required*

042377777

Password* *Required*

.....

Confirm Password* *Required*

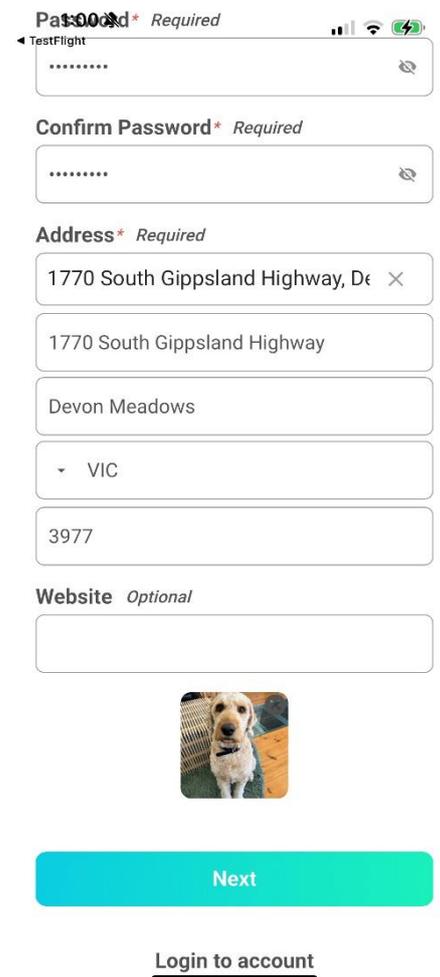
.....

Address* *Required*

.....

3. **Email address** – this email address will appear on your invoices, this will allow NDIS plan managers or participants to email you back with any invoice queries
4. **Mobile number** – Add your phone number, this will allow NDIS plan managers or participants to call you about any invoice queries
5. **Enter your Password and Confirm** – your password must contain Uppercase Letter, Lowercase Letter, Number and a Symbol
6. **Enter your Provider Address**
7. **Enter your Website (optional)**
8. **Logo (Optional)** – Upload your business logo for a professional touch

Click **Next** to save your Provider details.



TestFlight

14:00

Password* Required

Confirm Password* Required

Address* Required

1770 South Gippsland Highway, De ✕

1770 South Gippsland Highway

Devon Meadows

VIC

3977

Website Optional

Next

[Login to account](#)

Step 4: Set Up your Bank Account Details to Appear on Your Invoices

1. Add your **Bank, Account Name, BSB, and Account Number** for your invoices
2. Please note that these account details aren't used for any other purpose, other than as information on your invoices to allow NDIS plan managers and participants to pay your invoices to your bank account
3. Tick to Read and Accept EasyAs [Privacy Policy](#)
4. Tick to Read and Accept EasyAs [Terms & Conditions](#)
5. Tick to Read and Accept EasyAs [End User Licence Agreement](#)
6. Confirm the information and click **Register**.



Enter your bank info to appear on invoices.

This can be updated later in "Invoice Settings"

Bank Name* *Required*

BankSA

Account Name* *Required*

All Good Supports

BSB Number* *Required*

105087

Account Number* *Required*

999999

Accept our [Privacy Policy](#)

Accept our [Terms & Conditions](#)

Accept our [End User Licence Agreement](#)

Register

Step 5: An email will be sent to your provider email address

1. Please check your emails for the 4-digit verification code and enter the code into EasyAs and tap the **Verify** button



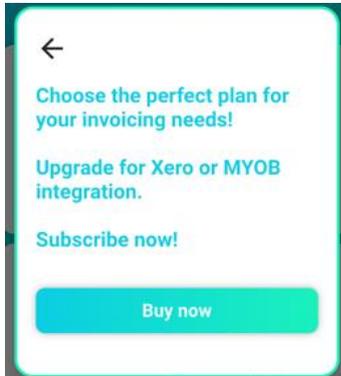
You have requested to change bank details. Please use the code to unlock it. Code is send on your Mail diya.saurabhinfosys@gmail.com

Verify

118 Did not receive code? [Resend](#)



Step 6: Next you will asked to select your Plan Subscription, select the 'Buy Now' button:



Step 7: Select your Subscription

Here are the subscriptions and pricing for EasyAs Invoicing, follow the prompts to set up your chosen subscription.



EasyAs Pricelist

Simple, Transparent Pricing for Stress-Free Invoicing

With EasyAs App, you only pay for what you need. No hidden fees, no complicated tiers, just straightforward pricing designed for NDIS providers who want to save time, reduce stress, and get paid faster. Whether you're just starting out or managing a growing participant base, EasyAs App has a plan that fits your needs.

EasyAs Small Plan	EasyAs Medium Plan	EasyAs Large Plan
Up to 60 invoices per month	Up to 120 invoices per month	Over 120 invoices per month
No Lock-In Contracts: Cancel anytime, no commitments, no hassles.	No Lock-In Contracts: Cancel anytime, no commitments, no hassles.	No Lock-In Contracts: Cancel anytime, no commitments, no hassles.
\$19.95 / month Standard plan	\$29.95 / month Standard plan	\$39.95 / month Standard plan
\$24.95 / month With Xero or MYOB Integration	\$34.95 / month With Xero or MYOB Integration	\$44.95 / month With Xero or MYOB Integration



♥ Now you are all set up and ready to start invoicing using EasyAs Invoicing ♥

If you need to change any of your Provider details, please use the [Account](#) button on the bottom right-hand side of the app screen to go to your account details.

In the [Account](#) section you will be able to update all your provider information including your paid Subscription.

(Please refer to the [User Guide 'Edit our Provider Profile'](#) for more information)