How to agree to your Job Plan or Participation Plan

If you have a Job Plan or Participation Plan you can view and agree to it from your dashboard.

Two ways to agree to your Job Plan or Participation Plan

The way you agree to your Job Plan or Participation Plan depends upon what type of employment services you get. Use the links to go to the section that applies to you.

IMPORTANT: The images in this guide are for illustration purposes only. The text in your Job Plan or Participation Plan could look different on the website.

I am in jobactive, including Digital and Online Employment Services – Page 1 to 4
I am not in jobactive – Page 5 to 9
How to agree to a jobactive Job Plan, including Digital and Online Employment Services

Step 1
Click **Sign in / Register** and select **Job seeker**.

Then click **Sign in to myGov** on the pop up and complete the myGov sign in process to go to your dashboard.
Step 2
There are two ways you can agree to your Job Plan.

a) Through Job Plan in the top menu.
b) Through Your tasks to do.

a) Job Plan from the top menu
Click on Job Plan from the top menu and you will go to the Job Plan page. Here you will see if you have a pending job plan to agree to. If you have an existing or older Job Plan, you will see it on this page, too.

Click Agree to Job Plan to start the process.
b) Your tasks to do

Click on View Details to start the process.

Step 3

After you click Agree to Job Plan from the Job Plan screen, or View Details from Your tasks to do, you will launch a step-by-step process that includes:

- an information page
- a list of your mutual obligations requirements
- assistance your employment services provider will give you to meet your requirements*
- a declaration you make that you understand your requirements and agree to meet them to get your Centrelink payment

*If you are in Digital Employment Services or Online Employment Services, your Job Plan does not include the Assistance page because you do not have an employment services provider. You will also see more information on the About Job Plan page.
Step 4
After you complete your declaration, you will see a success message and a list of the mutual obligation requirements you agreed to in your Job Plan.

You can download a PDF version of your Job Plan for your own records.

Step 5
Review your Job Plan regularly. Click on Job Plan from the top menu any time you want to see your Job Plan. If something in your life changes that makes it difficult to meet the requirements you agreed to, talk to your provider or call us on 1800 805 260 (if you are in Digital Employment Services, press 9).
How to agree to a Job Plan or Participation Plan

This guide is for people in:

- Disability Employment Services (DES)
- ParentsNext
- CDP
- Transition to Work

Step 1

Click **Sign in / Register** and select **Job seeker**.

Then click **Sign in to myGov** on the pop up and complete the myGov sign in process to go to your dashboard.
Step 2
There are two ways you can agree to your Job Plan or Participation Plan.

a) Through **Job Plan** in the top menu.

b) Through **Your tasks to do**.

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a) Job Plan from the top menu

Click on **Job Plan** from the top menu and you will go to the Job Plan page. Here you will see if you have a pending Job Plan to agree to. If you have an existing or older Job Plan, you will see it on this page, too.

Click **Agree to Job Plan** to start the process.
b) Your tasks to do

Click on View Details.

You will get a pop up that gives you more information about your Job Plan or Participation Plan. Click the Job Plan link to start the process.
Step 3
After you have clicked **Agree to Job Plan** from the Job Plan page, or the **Job Plan** link from Your tasks to do pop up you will be able to read and agree to your Job Plan.

There are 3 things you need to do:

a) Click on **View Job Plan** (or Participation Plan) to download it and read it.

b) Tick the **declaration checkbox**.

c) Click **Agree**.
Step 5
Review your Job Plan (or Participation Plan) regularly. Click on Job Plan from the top menu any time you want to see your Job Plan. If something in your life changes that makes it difficult to meet the requirements you agreed to, talk to your provider or call us on 1800 805 260.