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Australian Government
Services Australia

ACMPS access requests and user guide 065-13110040

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Background

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This document outlines how Service Officers request access to the Aged Care Management Payment System (ACMPS) and use the historical user guide. The historical user guide provides basic information about common tabs/screens displayed in ACMPS.

This document also contains information on how the carer status types, leave types and the departure reasons are displayed in ACMPS. This information is only for home care purposes.

The [Resources](#) page contains:

- the ACMPS User Guide
- a task card to request ACMPS access
- a task card to create or update an Aged Care Client Record
- information on how the carer status, leave types and departure reasons are displayed in ACMPS. These tables are relevant to home care only - pre 1 November 2025.

Related links

[Aged care systems and data exchange](#)

Resources

Note: the ACMPS User Guide and following task cards are historical documents providing basic information about the common tabs/screens displayed in ACMPS and historical processes.

User Guide + Twisty...

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Task card for requesting, changing and removing access to ACMPs + Twisty...

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[Requesting Access to ACMPs](#)

Task Card to create or update an Aged Care Client record + Twisty...

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[Create or update an Aged Care Client record](#)

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Training & Support

Add the course number to the **Search for Learning** field on the **s47E(d)** [> Learning page](#):

- **CLK00958** - ACMPS introduction and navigation