

Adding Time & Mileage in the DirectMyCare Web Portal

Time Entry

1. Go to DirectMyCare.com and sign in to the web portal by entering your email address and password. Select **Log In** and you will be taken to the home page.
2. Select **Time/Mileage Entry**. (Fig. 01)

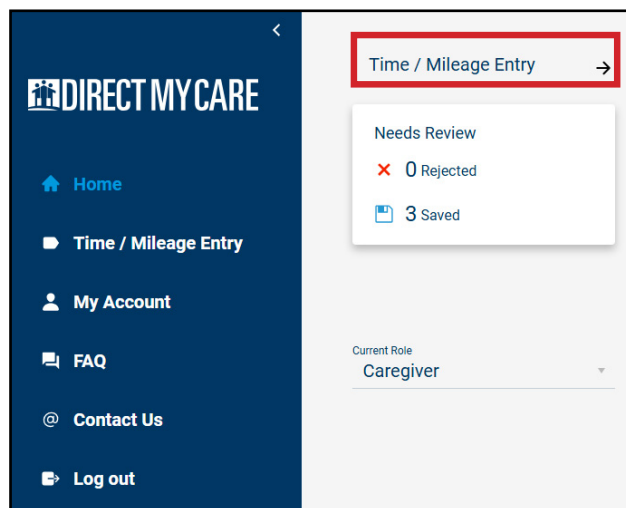


Fig. 01

3. Use the calendar to choose the date, (Fig. 02)
4. Choose **Time Entry** from the dropdown menu.
5. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.
6. Select **+ADD ENTRY** for the chosen service type.

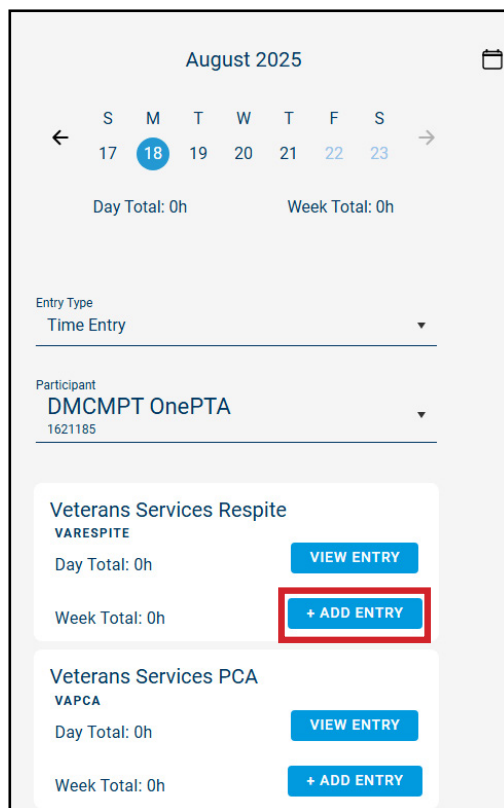


Fig. 02

7. Verify that your Participant and Service Code are correct. If not, you can change them by using the dropdown menu. (Fig. 03)

8. If tasking is required, use the dropdown menu to choose the tasks you performed.

9. Enter time-in and time-out in 15 minute intervals.

10. Select **SUBMIT** to immediately send your entry for approval.

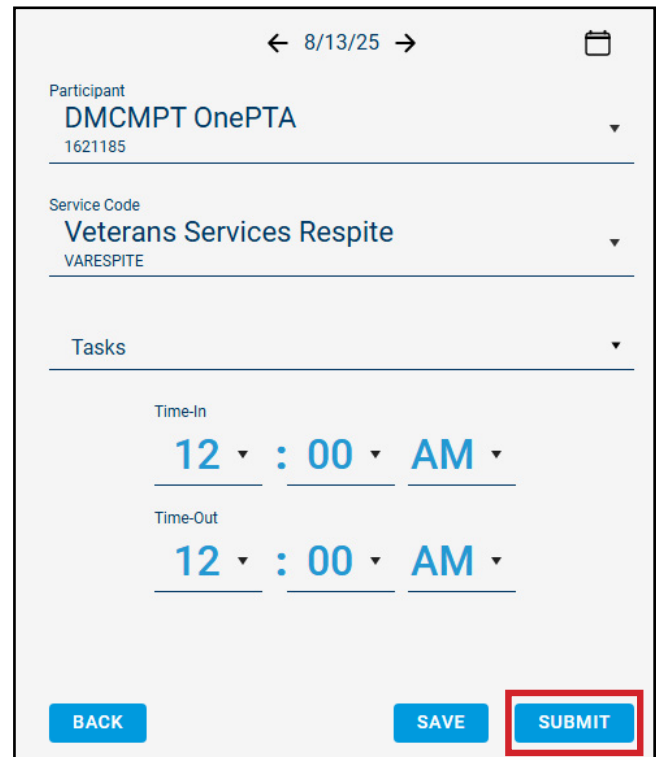


Fig. 03

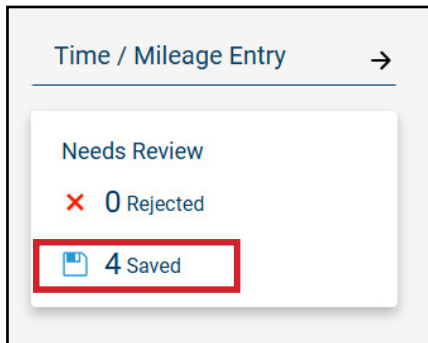


Fig. 04

By selecting **SAVE** you will be able to see it again on your home page. **SAVED** entries will **NOT** be submitted for approval and payment. (Fig. 04)

11. Once your entry is submitted, review the **Attestation** popup then select **OK**. You will receive confirmation of the time submitted.

12. You will see the entry added to your daily total, as well as your running weekly total. (Fig. 05) This will help you track your work week limits.

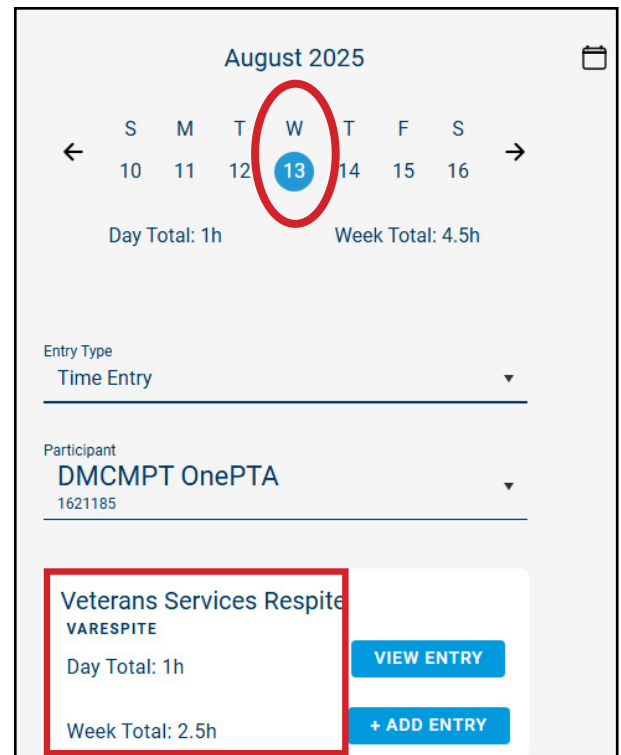


Fig. 05

Mileage Entry

1. Use the calendar to choose the date, (Fig. 06)

2. Choose **Mileage Entry** from the dropdown menu.

3. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.

4. Select **+ADD ENTRY** for the chosen service type.

Fig. 06

Fig. 07

5. Use the up/down arrows to enter the accurate number of miles. (Fig. 07)

6. Select **SUBMIT** to immediately send your entry for approval. **SAVED** entries will **NOT** be submitted for approval and payment.

Admin Time Entry

1. Use the calendar to choose the date, (Fig. 08)
2. Choose **Admin Time** from the dropdown menu.
3. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.
4. Select **+ADD ENTRY** for the chosen service type.

August 2025

← S M T W T F S →

17 18 19 20 21 22 23

Day Total: 0h Week Total: 0h

Entry Type
Admin Time

Participant
DMCMPT OnePTA
1621185

Paid Time Off (PTO)
PTO
Day Total: 0h Week Total: 0h

VIEW ENTRY

+ ADD ENTRY

Fig. 08

4. Enter the amount of admin time in 15 minute intervals and any comments needed. (Fig. 09)
5. Select **SUBMIT** to immediately send your entry for approval. **SAVED** entries will **NOT** be submitted for approval and payment.

← 8/19/25 →

Participant
DMCMPT OnePTA
1621185

Service Code
Paid Time Off (PTO)
PTO

Additional Information

Total Time Worked
03 : 00

BACK SAVE SUBMIT

Fig. 09

Viewing Entries

ATTENDANT SERVICES

ATT

Day Total: 1h

Week Total: 1h

VIEW ENTRY

+ ADD ENTRY

By selecting **VIEW ENTRY**, you'll see all shifts for the week for that service, along with each shift's status and the total hours (Fig. 03).

Total hours or mileage entered for the week.

To see more details, select the **VIEW** link.

Instead using the back button, you can add a time entry directly from this screen by using the **+ADD** button.

September 2025

S

M

T

W

T

F

S

21

22

23

24

25

26

27

Week Total: 8.5h

MON 9/8

+ ADD

1.5h

READY TO BE PAID

DMCMPT OnePTA

Attendant

VIEW

SUN 9/7

+ ADD

2h

SUBMITTED

DMCMPT OnePTA

Attendant

VIEW

FRI 9/5

+ ADD

1h

READY TO BE PAID

DMCMPT OnePTA

Attendant

VIEW

Fig. 06