

Consumer Direct Care Network (CDCN) uses the DirectMyCare web portal for Caregiver time entry. Below you will find helpful information about this tool.

# DirectMyCare Web Portal

#### What is it?

The DirectMyCare web portal is a secure website that provides payroll tools. It is also where you can find important reminders and notices. Your username for the DirectMyCare Web Portal is your email address that is on file with Consumer Direct.

### Who signs into the DirectMyCare web portal?

Both Caregivers and Participants can access the web portal. Caregivers and Participants have unique usernames and passwords.

### A Caregiver can use the DirectMyCare web portal to:

- Access pay information.
- Submit a shift.
- Correct or remove a shift.
- See important reminders and notices.

## A Participant can use the DirectMyCare web portal to:

- Approve or reject submitted time.
- Access important reminders and notices.
- Access authorization information and spending reports.

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