Reports and Documents in the DirectMyCare Web Portal

Go to DirectMyCare.com and sign in. Sign in with your email and password. Press **Log In** to go to the home page.

Accessing Reports

1. If you are the Member, press **My Account** on the left menu.

2. From the drop-down list, choose the report you want to see. (Fig. 01).
   - **Note**: The choices may be different depending on your program.
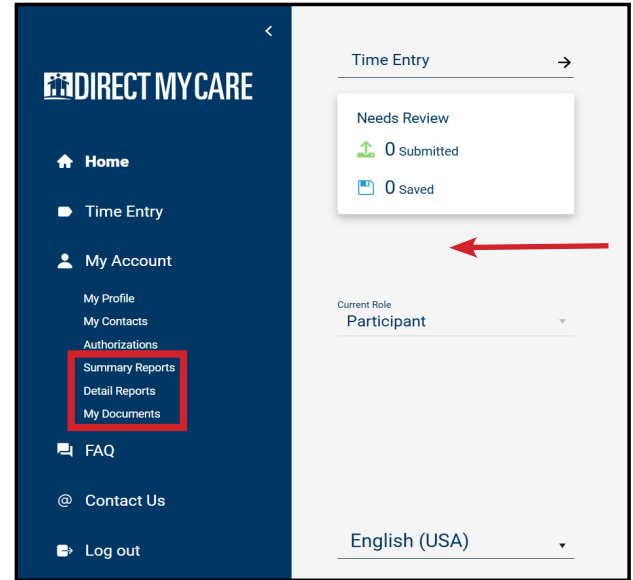

Fig. 01

Fig. 02

3. If you are the Employer of Record or a Representative, press **My Contacts** under the **My Account** menu. (Fig. 02).
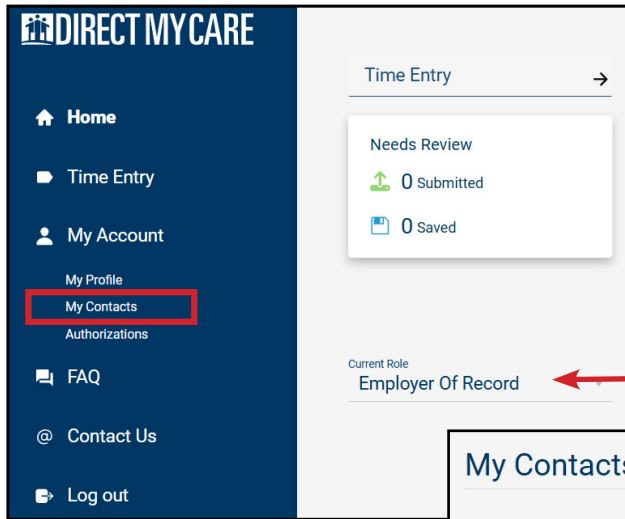
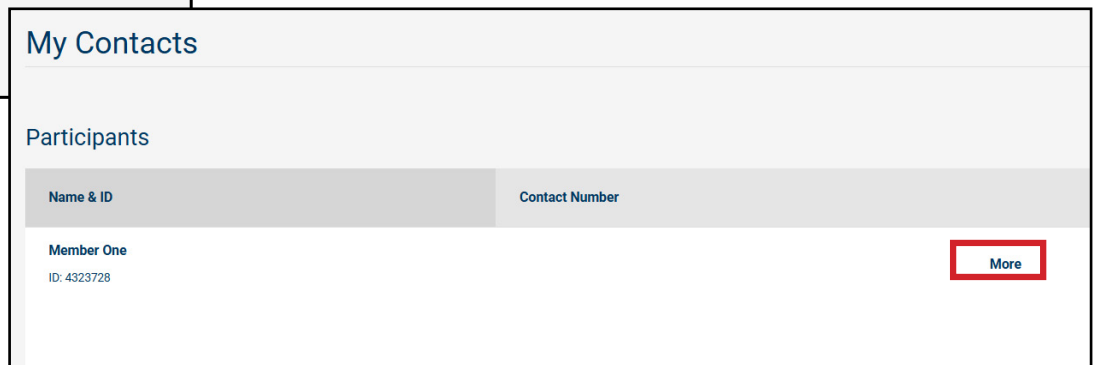

4. Find the correct person and press **More**. (Fig. 03).

Fig. 03

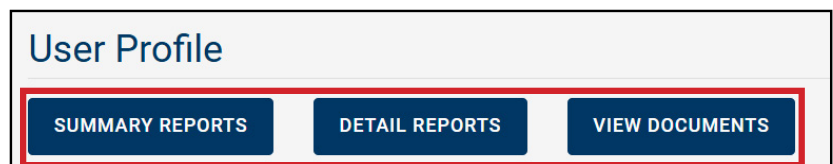5. At the top of the page, choose thereport you want to see. (Fig. 04).

Fig. 04

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Summary Reports

- This report shows approved services, how much time has been used, and how much is left (Fig. 03).

- It helps you see if services are being used too little, too much, or are on track within the approved amount.

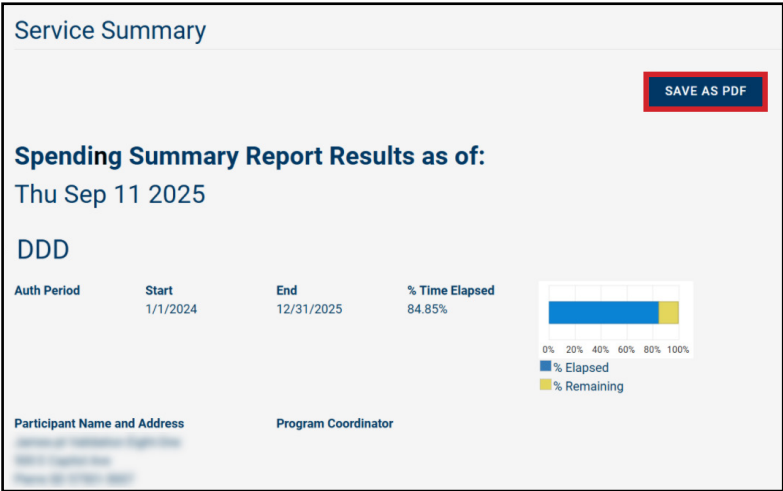- Press **Save as PDF** (Fig. 03) to save the report on your computer. You can then open it, print it, or email it.

Fig. 03

Detail Reports

- This report shows each service provided. It lists the hours, pay rate, and total pay (Fig. 04).

- Press **Save as PDF** (Fig. 04) to save the report on your computer. You can then open it, print it, or email it.

Fig. 04

My Documents

- If your program has **My Documents** in the menu, you can open them as shown below (Fig. 05).

Fig. 05

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