

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.

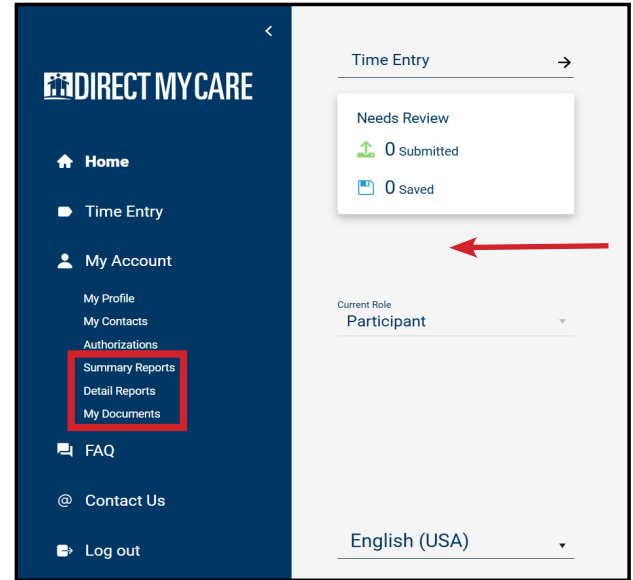


Fig. 01

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

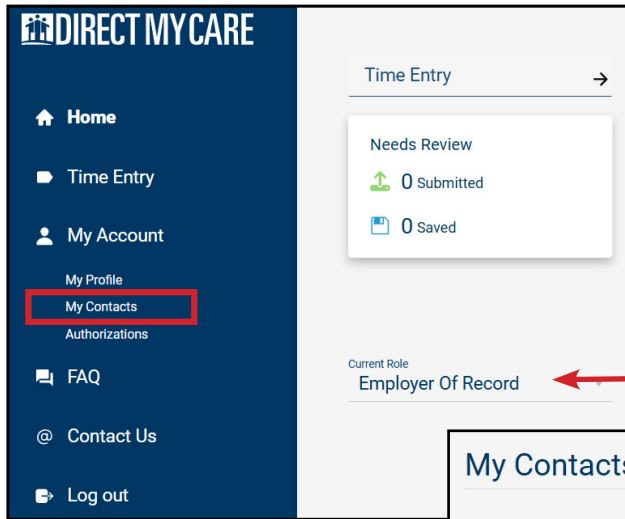


Fig. 02

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

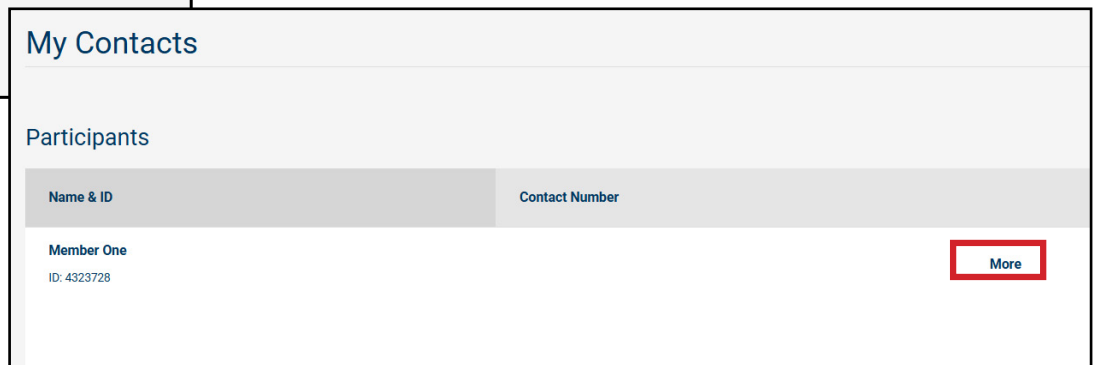


Fig. 03

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

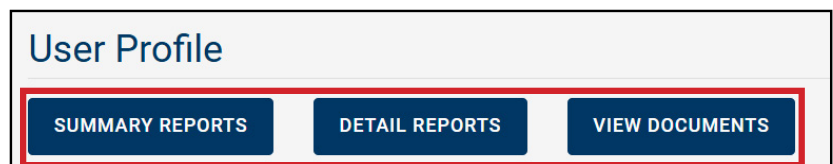


Fig. 04

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.

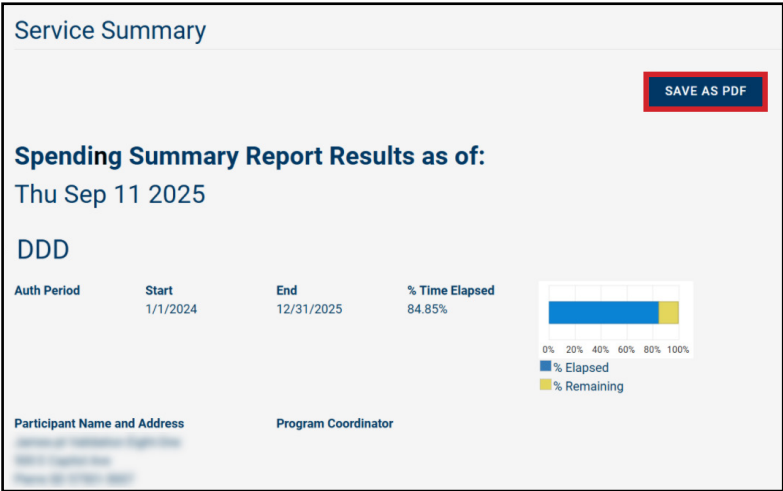


Fig. 03

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.

Service Details

Employee:

Search Employee

Service Code:

Search Service Code

Start Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

SEARCH

CLEAR

Participant Name:

Spending Details: 06/13/2025 - 09/11/2025

Spending Summary

Pay Units

2.00

Gross Pay

2.00

SAVE AS PDF

Employee	Service Code	Service Date	Pay Period	Pay Date	Pay Units	Pay Rate	Gross Pay
Employee: James-cg Eight-One							
	Personal Care (S512 S)	06/13/2025	06/01/2025 - 06/14/2025	06/27/2025	1.00	\$1.00	\$1.00
	Respite (T1005)	06/30/2025	06/29/2025 - 07/12/2025	07/25/2025	1.00	\$1.00	\$1.00
Sum: 2.00					Sum: \$2.00		

Fig. 04

My Documents

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

Documents		
In case you are facing any issues in viewing files, please visit FAQ page		
Document Name	Document Description	Modified Date
No Data Available		

Fig. 05