

# Approving & Rejecting Time in the DirectMyCare Web Portal

If your Caregiver enters an exception or makes a change to their time entry, you can use the DirectMyCare web portal to approve or reject the entered time.

## Time Approval

1. Go to [DirectMyCare.com](https://DirectMyCare.com). Sign in by entering your email address and password. Select Log In to go to the home page.
2. In the **Needs Review** box, you should see that there are submitted shifts are ready for review. Select the Needs Review box to go to those shifts (Fig. 01).
3. You will see a list of all submitted and saved entries (Fig.02).
  - A saved shift cannot be approved.

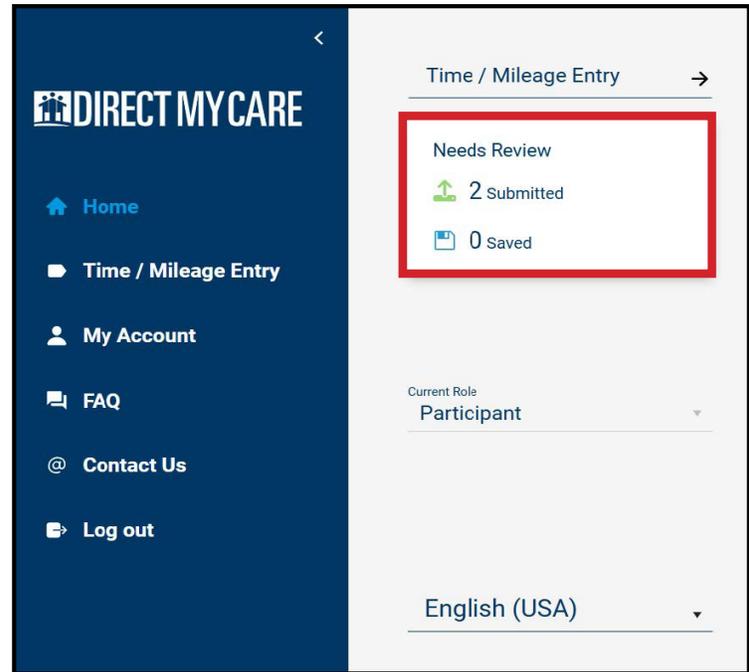


Fig. 01

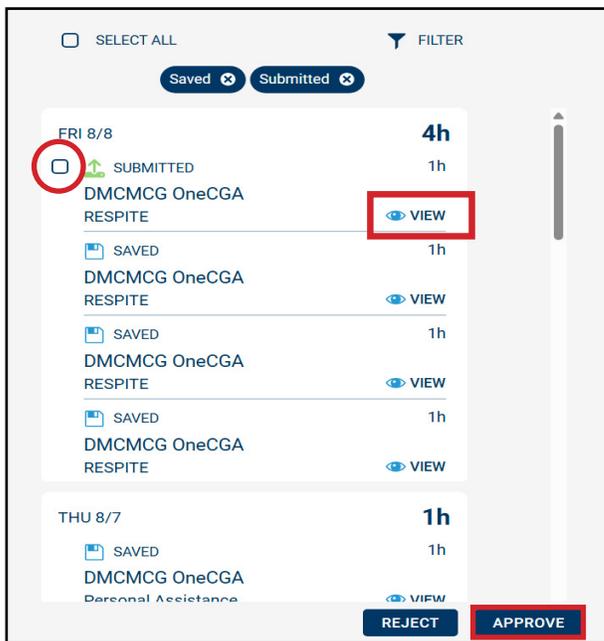


Fig. 02

4. Tap the **VIEW** link to see the shift (Fig. 02).
5. Select the checkbox next to the shift(s) you would like to Approve. Select the **Approve** button (Fig. 02).
6. Review the popup. Select **Ok** (Fig. 03).
7. This shift is now approved. It will show as **Ready to be Paid** (Fig. 04).

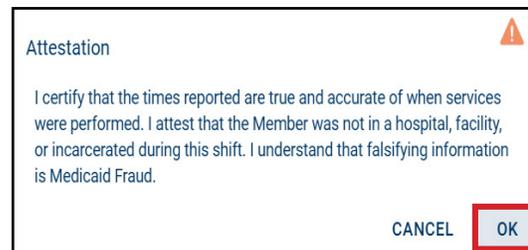


Fig. 03



Fig. 04

## Time Rejection

1. To reject a shift, select the checkbox next to the shift you want to reject. Select the **Reject** button (Fig. 05).
2. Type the reason for rejecting the shift. Select **Save** (Fig. 06).
3. The rejected shift will be returned and marked with a red **X**.

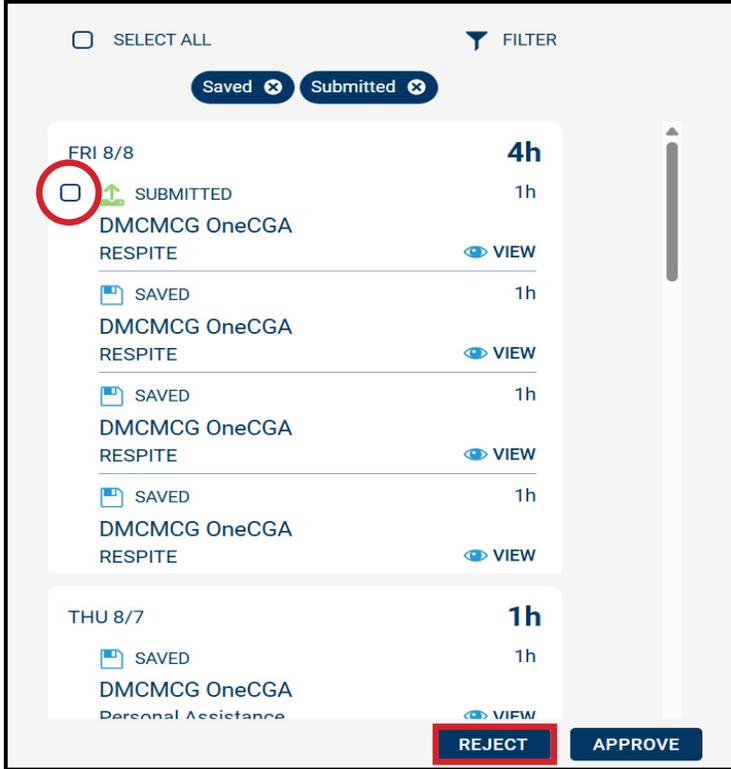


Fig. 05

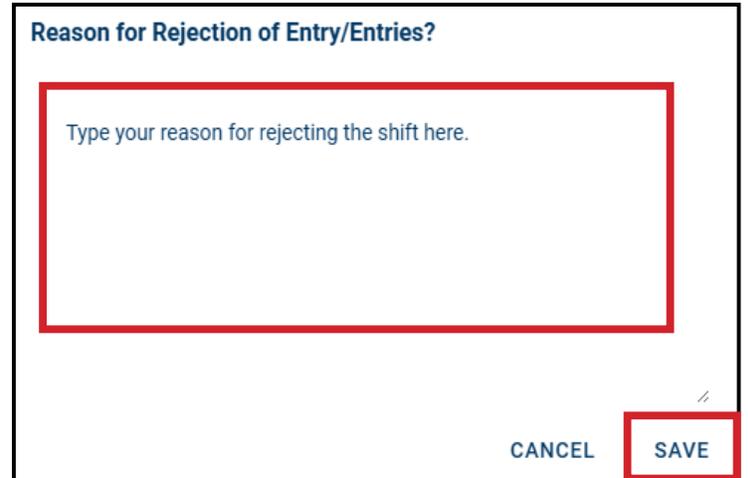


Fig. 06