

# Reports and Documents in the DirectMyCare Web Portal

Go to [DirectMyCare.com](https://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.

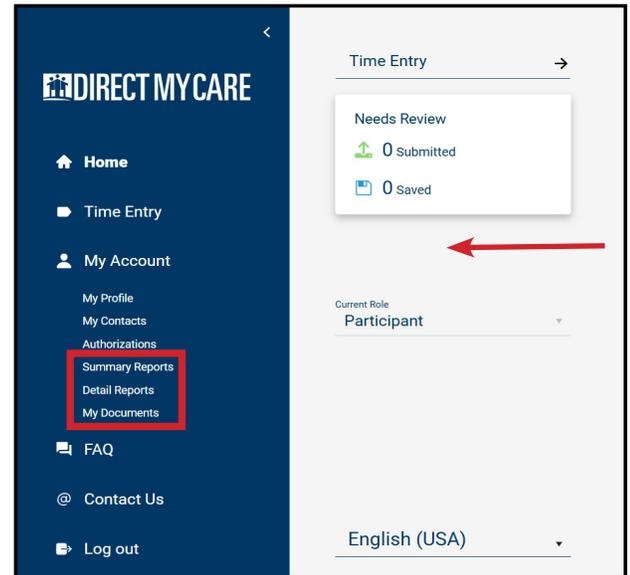


Fig. 01

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

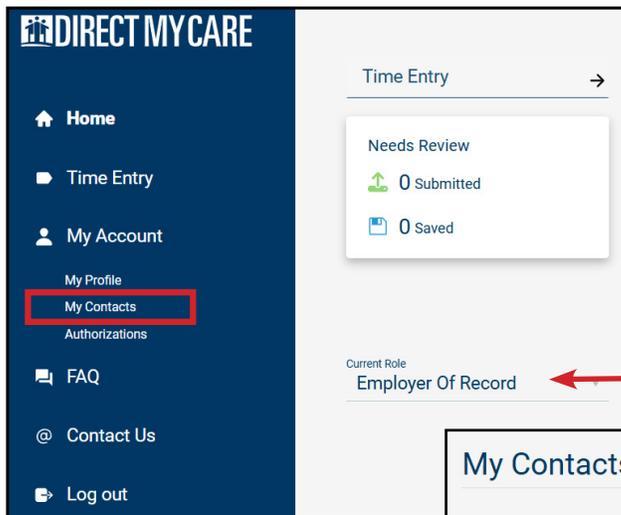


Fig. 02

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

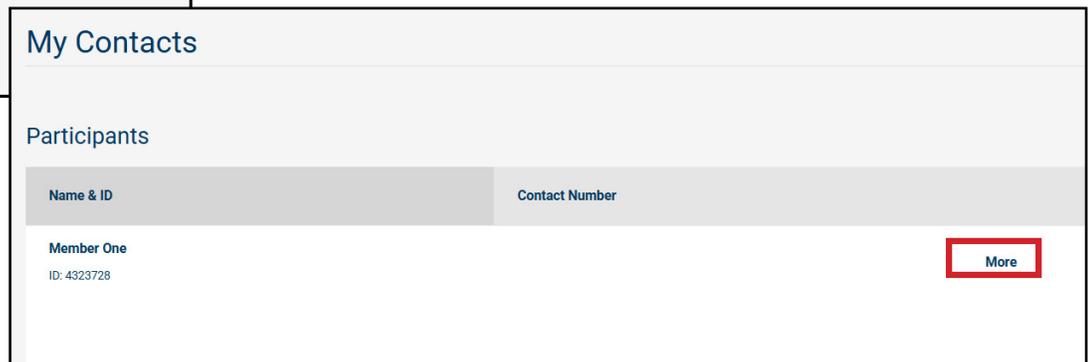


Fig. 03

5. At the top of the page, choose thereport 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

Participant Name: [Redacted] Spending Details: 06/13/2025 - 09/11/2025

Spending Summary  
Pay Units: 2.00 Gross Pay: 2.00

Employee	Service Code	Service Date	Pay Period	Pay Date	Pay Units	Pay Rate	Gross Pay
Employee: James-cg Eight-One	Personal Care (SS125)	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

**SAVE AS PDF**

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