CONSUMER DIRECT CARE NETWORK FLORIDA

United Healthcare

Adding Time in the DirectMyCare Web Portal

Time Entry

1. Go to DirectMyCare.com. Type in your email and password, then click **Log In.** This will take you to the home page.

2. On the home page, click **Time Entry.** (Fig. 01)

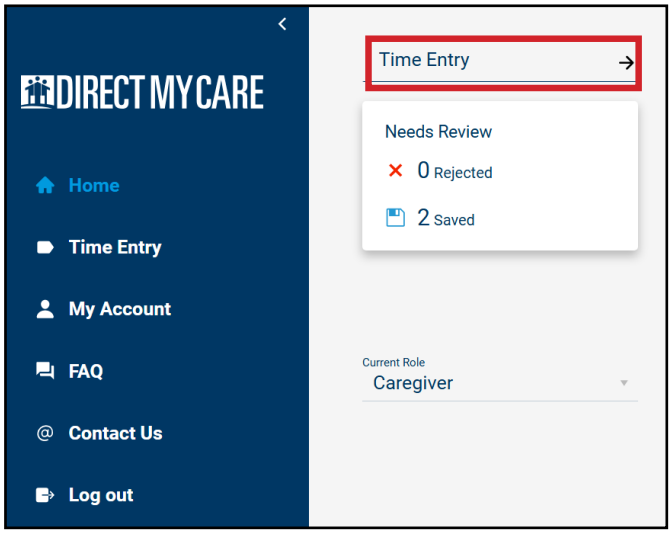

Fig. 01

3. Use the calendar to pick the date. (Fig. 02)

4. From the menu, choose **Time Entry.**

5. If you have more than one **Participant**, use the second menu to pick the right one.

6. Click **+ADD ENTRY** for the service you need.

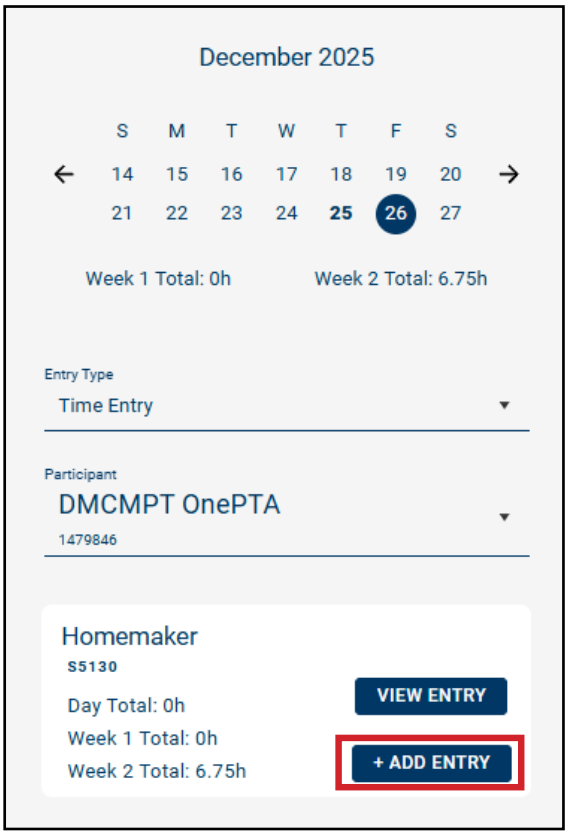

Fig. 02

7. Check that the **Participant** and **Service Code** are correct. If they are not, change them using the menu. (Fig. 03)

8. Choose the Service Location.

9. Enter your time-in and time-out in 15-minute steps.

10. Click **SUBMIT** if you want to send your entry for approval right away.

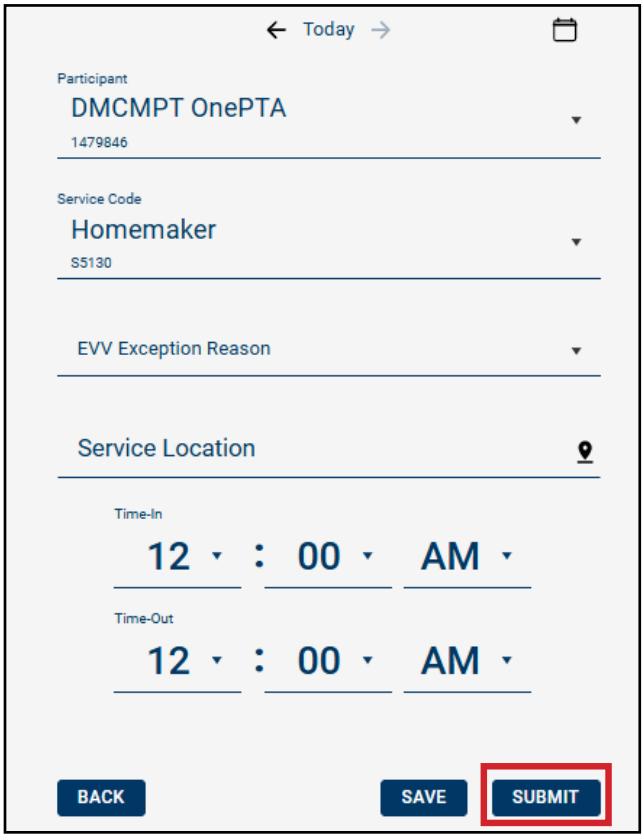

Fig. 03

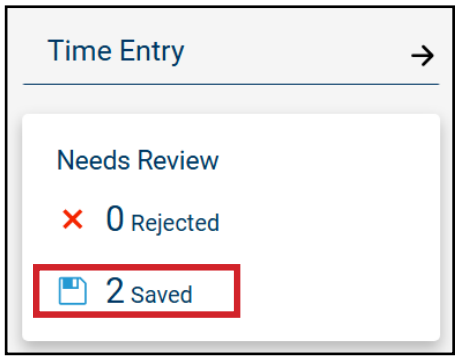

Fig. 04

See your **SAVED** entry again on your home page. **SAVED** entries will **NOT** be sub-mitted for approval and payment. (Fig. 04)

10. After you submit your entry, read the Attestation popup and click **OK**.

11. You will see a message that your time was submitted.

12. The entry will show in your daily total and your weekly total. (Fig. 05) This helps you keep track of your weekly hours.

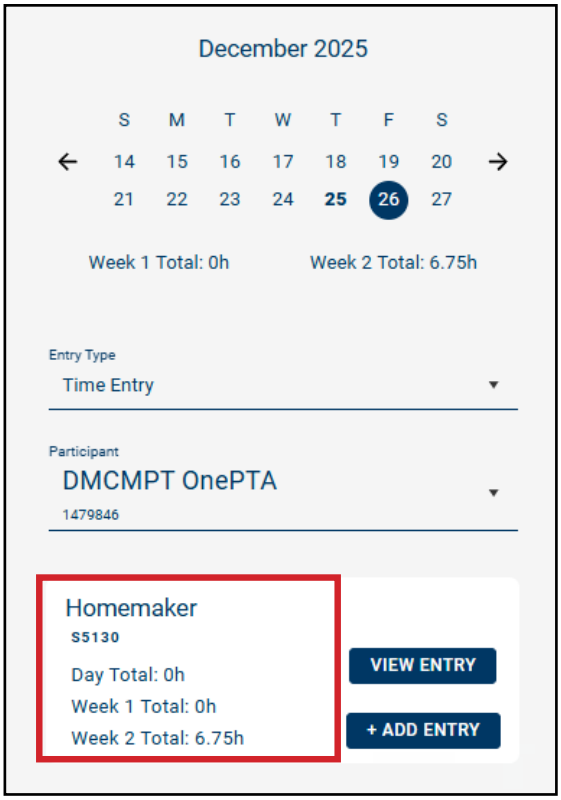

Fig. 05