

Viewing Time Entries in the DirectMyCare Web Portal

You can use the DirectMyCare web portal to see all time entries. Your screen may look a little different from the example, but the steps are the same.

Viewing Time Entries

1. Go to DirectMyCare.com and sign in. Sign in with your email and password. Press **Log In** to go to the home page.
2. Press **Time Entry** to see a calendar and list of services (Fig. 01).
3. On the next screen, use the arrows to move forward or back by week on the calendar. Use the drop-down menu to choose Time Entry (Fig. 02).

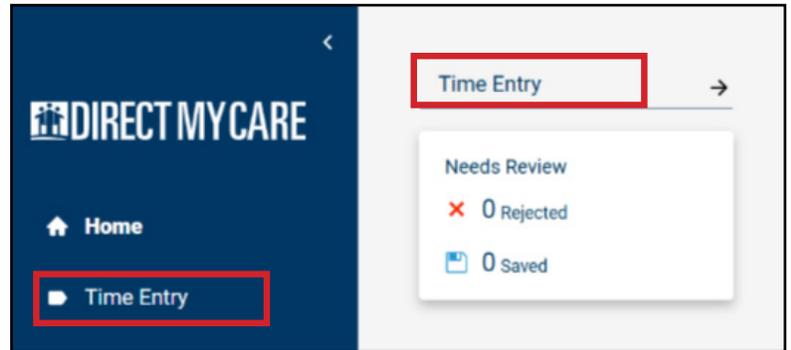


Fig. 01

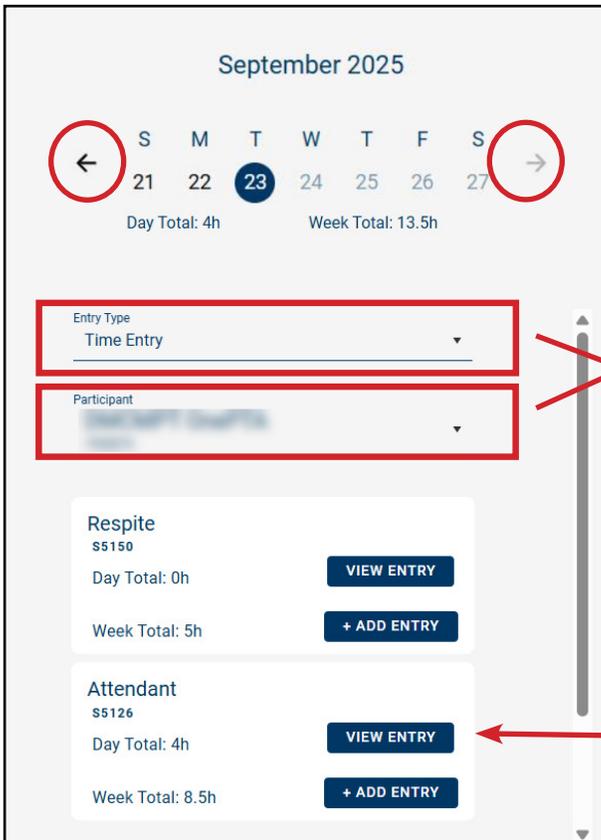


Fig. 02

If you have more than one option, use these menus to choose the entry type and the person.

4. After you pick a day, you will see a list of service codes. Press **View Entry** next to a service code to see all time entered for that week. (You may need to scroll down.)

You will see all shifts for the week for that service. The list shows the status of each shift and the total hours. (Fig. 03).

September 2025

S M T W T F S
21 22 23 24 25 26 27

Week Total: 8.5h

MON 9/8 + ADD 1.5h
READY TO BE PAID 1.5h
DMCMPT OnePTA
Attendant VIEW

SUN 9/7 + ADD 2h
SUBMITTED 2h
DMCMPT OnePTA
Attendant VIEW

FRI 9/5 + ADD 1h
READY TO BE PAID 1h
DMCMPT OnePTA
Attendant VIEW

Total hours entered for the week.

Press the **VIEW** link for shift detail.

Fig. 03