

DirectMyCare Web Portal Navigation

Go to DirectMyCare.com. Sign in by entering your email address and password. Press **Log In**. You will go to the home page.

Home Page

The DirectMyCare home page is easy to use (Fig. 01).

- Note: the home page menu may look different for you than what you see in the picture.

The main features of the DirectMyCare home page are:

- Language Selection**
- Time Entry**
- My Account**

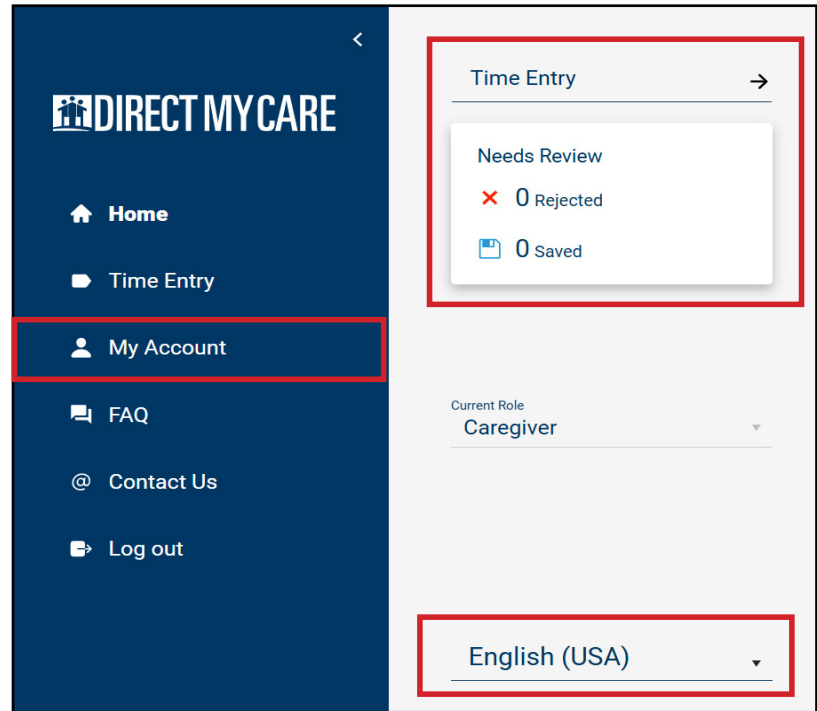


Fig. 01

To change the DirectMyCare page language, choose **Language Selection** (Fig. 02).

- Choose the language you want to use.

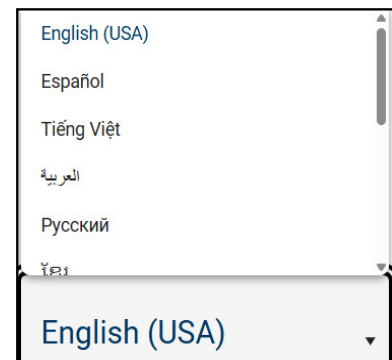


Fig. 02

To get to **Time Entry**, choose Time Entry (Fig. 03).

- From the Time Entry menu, you can add/remove/change time, review existing time entries, and more.

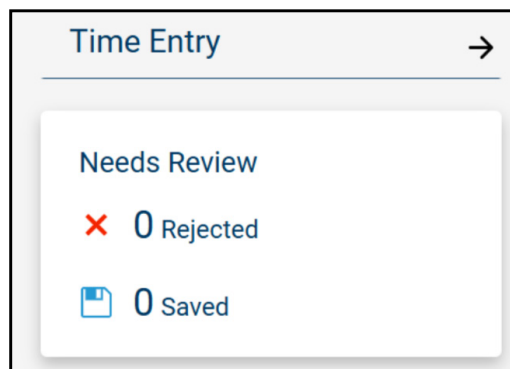


Fig. 03

continued on next page

My Account Menu

Choose **My Account** to open the menu (Figs. 04-05).

- The menu may look different than what you see in the picture.
- From the menu options, you can get to your **profile**, **contacts**, **documents**, and **more**.

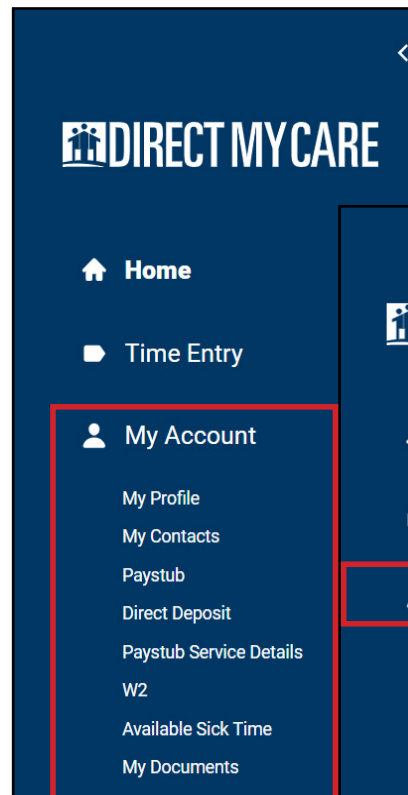


Fig. 04

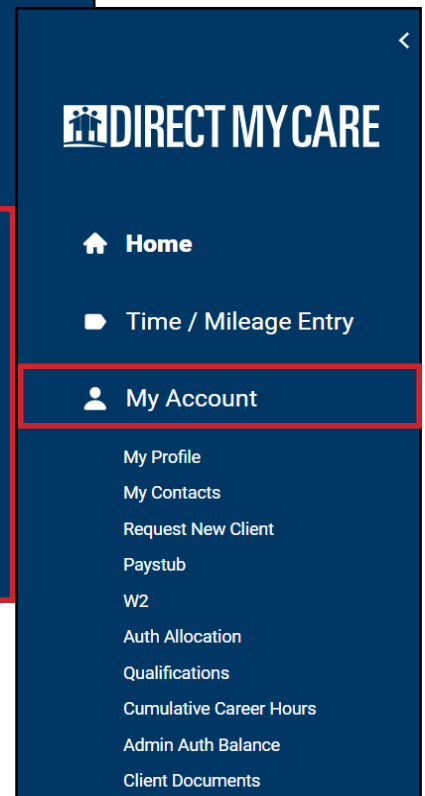


Fig. 05