

Adding Time & Mileage in the DirectMyCare Web Portal

Time Entry

1. Go to DirectMyCare.com and sign in to the web portal by entering your email address and password. Select **Log In** and you will be taken to the home page.
2. Select **Time/Mileage Entry**. (Fig. 01)

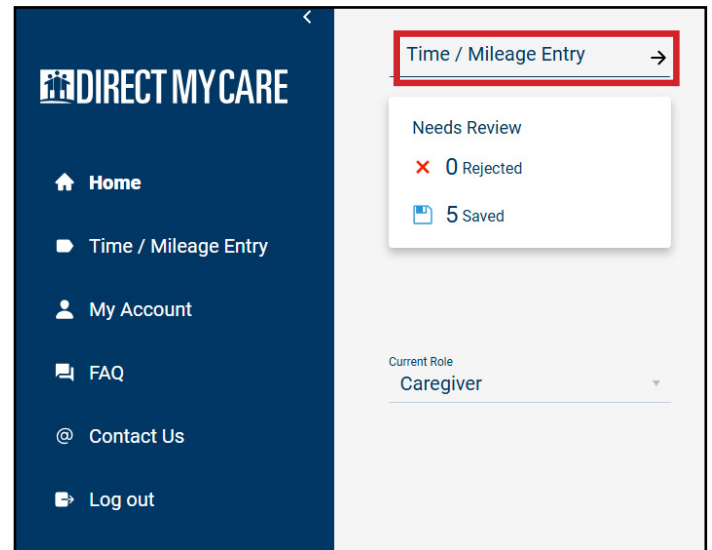


Fig. 01

3. Use the calendar to choose the date, (Fig. 02)
4. Choose **Time Entry** from the dropdown menu.
5. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.
6. Select **+ADD ENTRY** for the chosen service type.

Fig. 02

7. Verify that your Participant and Service Code are correct. If not, you can change them by using the dropdown menu. (Fig. 03)

8. If tasking is required, use the dropdown menu to choose the tasks you performed.

9. Use the dropdown menu to choose your EVV Exception Reason (adding time in the portal is NOT EVV compliant).

10. Enter time-in and time-out in 15 minute intervals.

11. Select **SUBMIT** to immediately send your entry for approval.

← Today →

Participant
DMCMPT OnePTA
1822582

Service Code
CFC ADLs, Household, Etc.
CFCPAS

Tasks

EVV Exception Reason

Time-In
12 : 00 AM

Time-Out
12 : 00 AM

BACK SAVE **SUBMIT**

Fig. 03

By selecting **SAVE** you will be able to see it again on your home page.
SAVED entries will **NOT** be submitted for approval and payment. (Fig. 04)

Time / Mileage Entry →

Needs Review

✗ 0 Rejected

4 Saved

Fig. 04

12. Once your entry is submitted, review the **Attestation** popup then select **OK**. You will receive confirmation of the time submitted.

13. You will see the entry added to your daily total, as well as your running weekly total. (Fig. 05) This will help you track your work week limits.

August 2025

← S M T W T F S →
17 18 19 20 21 **22** 23

Day Total: 2h Week Total: 2h

Entry Type
Time Entry

Participant
DMCMPT OnePTA
1822582

CFC ADLs, Household, Etc.
CFCPAS
Day Total: 2h
Week Total: 2h

VIEW ENTRY
+ ADD ENTRY

Fig. 05

Mileage Entry

1. Use the calendar to choose the date, (Fig. 06)

2. Choose **Mileage Entry** from the dropdown menu.

3. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.

4. Select **+ADD ENTRY** for the chosen service type.

August 2025

S	M	T	W	T	F	S
17	18	19	20	21	22	23

Day Total: 0mi Week Total: 0mi

Entry Type
Mileage Entry

Participant
DMCMPT OnePTA
1752519

MILEAGE
Day Total: 0mi
Week Total: 0mi

VIEW ENTRY
+ ADD ENTRY

Fig. 06

← Today →

Participant
DMCMPT OnePTA
1752519

Service Code
MILEAGE

Comments

Distance
0 Miles

BACK SAVE SUBMIT

5. Use the up/down arrows to enter the accurate number of miles. (Fig. 07)

6. Select **SUBMIT** to immediately send your entry for approval. **SAVED** entries will **NOT** be submitted for approval and payment.

Fig. 07