

# Adding Time & Mileage in the DirectMyCare Web Portal

## Live-in IPs

### Time Entry

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

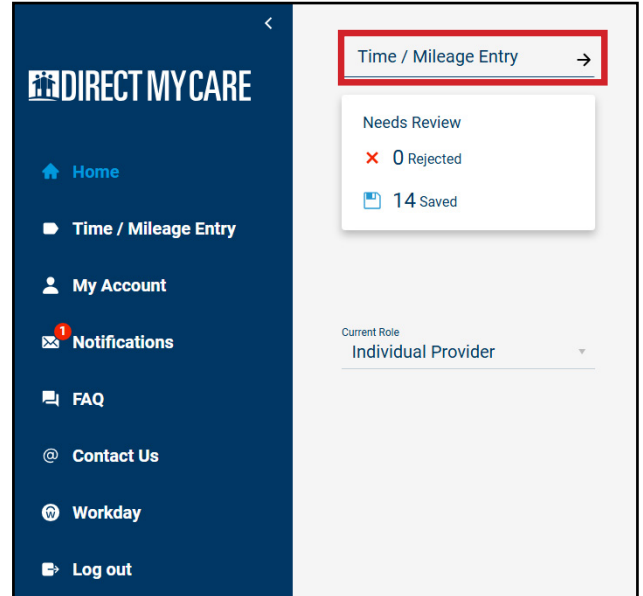


Fig. 01

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 Client, use the second dropdown menu to choose your **Client**. →
6. Select **+ADD ENTRY** for the chosen service type. →

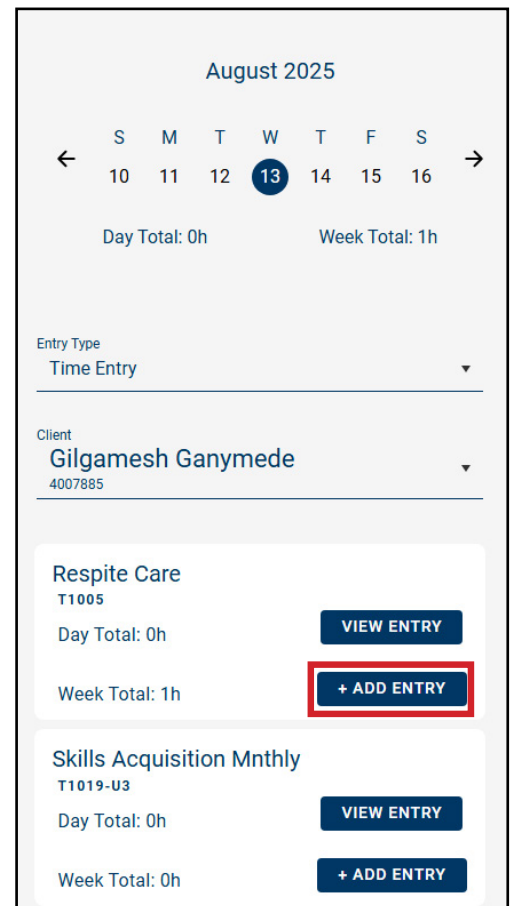


Fig. 02

7. Verify that your Client 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. (Fig. 03)

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

10. Enter total hours for the day in 15 minute intervals.

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

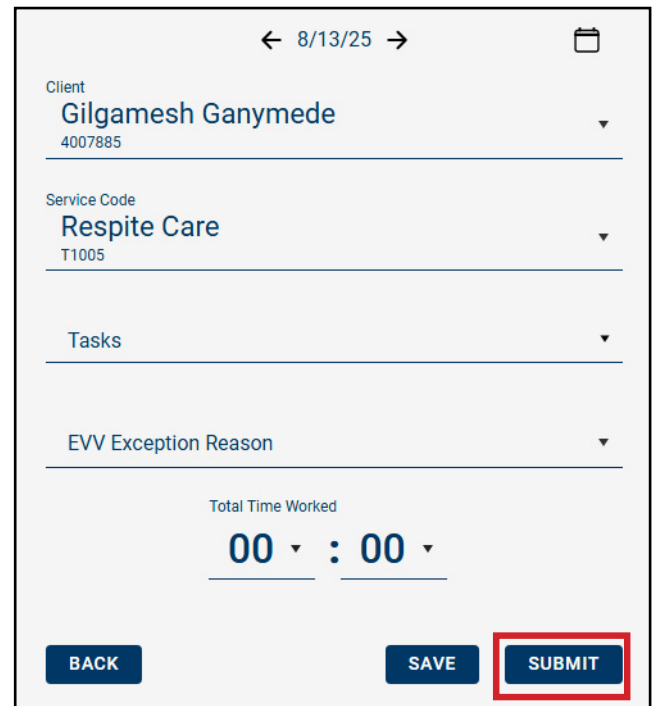


Fig. 03

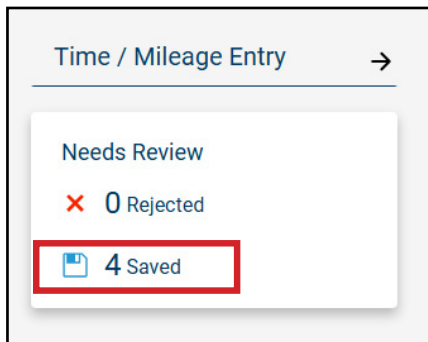


Fig. 04

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)

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.

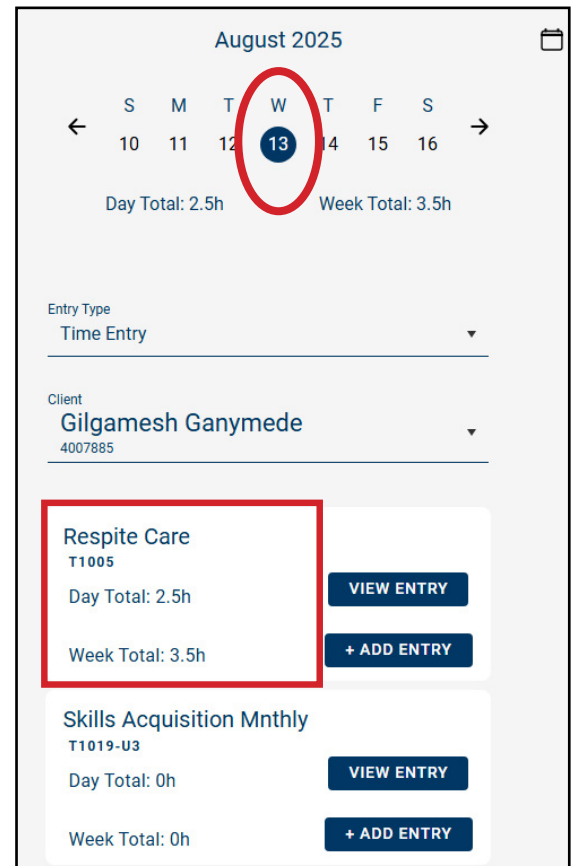


Fig. 05

## 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 Client, use the second dropdown menu to choose your **Client**.
4. Select **+ADD ENTRY** for the chosen service type.

The screenshot shows the 'Mileage Entry' form. At the top, there's a calendar for August 2025 with the 13th selected. Below the calendar, it shows 'Day Total: 10mi' and 'Week Total: 10mi'. The 'Entry Type' dropdown is set to 'Mileage Entry'. The 'Client' dropdown is set to 'Gilgamesh Ganymede' with ID '4007885'. There are two service type sections: 'Mileage, Personal Care' (S0215-U1) with 'Day Total: 0mi' and 'Week Total: 0mi', and 'Mileage, Other' (S0215-U2) with 'Day Total: 10mi' and 'Week Total: 10mi'. Each section has a 'VIEW ENTRY' button and a '+ ADD ENTRY' button. The '+ ADD ENTRY' button for 'Mileage, Other' is highlighted with a red box.

Fig. 06

The screenshot shows the 'Mileage Entry' form with the 'Distance' input field highlighted by a red box. The input field shows '0 Miles'. Below the input field, there are three buttons: 'BACK', 'SAVE', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

Fig. 07

- Select the icon to add any notes to this entry.
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.

## Admin Time Entry

1. Use the calendar to choose the date, (Fig. 08)

2. Choose **Admin Time** from the dropdown menu.

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

August 2025

← S M T W T F S →

10 11 12 13 14 15 16

Day Total: 5h Week Total: 8.75h

Entry Type  
Admin Time

Employer  
CDWA

70 Hour Basic Training  
SA541  
Day Total: 0h VIEW ENTRY  
Week Total: 0h + ADD ENTRY

Paid Time Off (PTO)  
PTO  
Day Total: 5h VIEW ENTRY  
Week Total: 8.5h + ADD ENTRY

Fig. 08

4. Enter the amount of admin time in 15 minute intervals and any comments needed. (Fig. 09)

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

← 8/13/25 →

Employer  
CDWA  
1

Service Code  
Paid Time Off (PTO)  
PTO

Comments

Total Time Worked  
05 : 00

BACK SAVE SUBMIT

Fig. 09