

Available PTO Balance in the DirectMyCare Web Portal

Your Paid Time Off (PTO) balance can be found in the DirectMyCare web portal. To find your PTO balance, follow the instructions below.

Finding Paid Time Off

Go to DirectMyCare.com and sign in to the web portal.

- From the home page, select **My Account** (Fig. 01).
- From the drop down menu, select **Admin Auth Balance** (Fig. 01).
- You can find your PTO balance in the column labeled **Remaining** (Fig. 02.)
 - For more information you can select the ledger icon (Fig. 02)

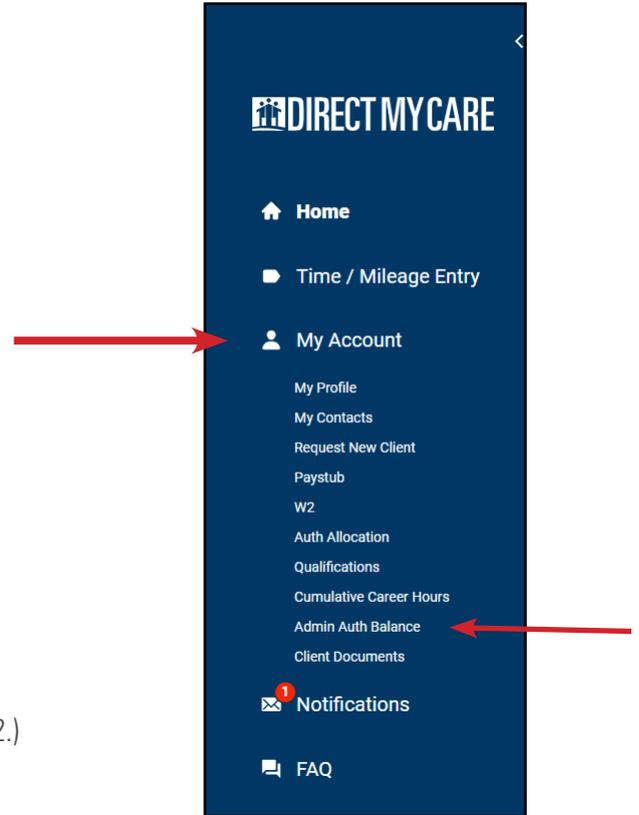


Fig. 01

Admin Auth Balance							
Employer Consumer Direc...							
Service Code	Start Date	End Date	Total	Used	Remaining	Ledgers	
Paid Time Off	10/23/2021	06/06/2079	318.1014	299	19.1014		
Continuing Education	09/01/2023	07/03/2024	12	12	0		
Continuing Education	11/09/2021	08/31/2023	24	24	0		

Fig. 02