

DirectMyCare Web Portal Navigation

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. The home page is designed to help you easily navigate the web portal features.

Home Page

The DirectMyCare home page is designed for easy navigation, allowing access to all of its features in just a few steps (Fig. 01).

- Note: the home page menu may have different options depending on your program.

The main features of the DirectMyCare home page are:

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

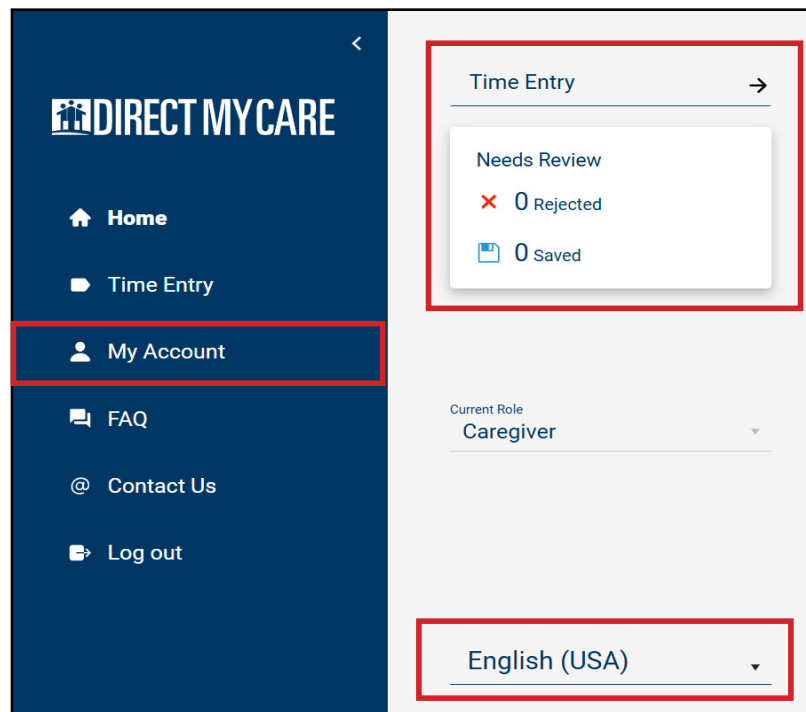


Fig. 01

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

- Then, select the preferred language.



Fig. 02

To access the **Time Entry** feature, choose Time Entry (Fig. 03).

- From the Time Entry menu, you can add/remove/change time, review existing time entries, and, if applicable, enter mileage.

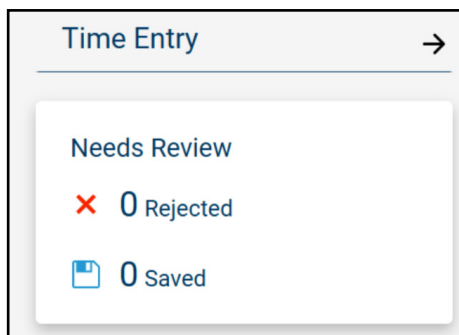


Fig. 03

My Account Menu

- Choose **My Account** to open the menu (Figs. 04-05).
- The menu options will vary depending on your program.
 - From the menu options, you can access your **profile, contacts, documents, and more.**

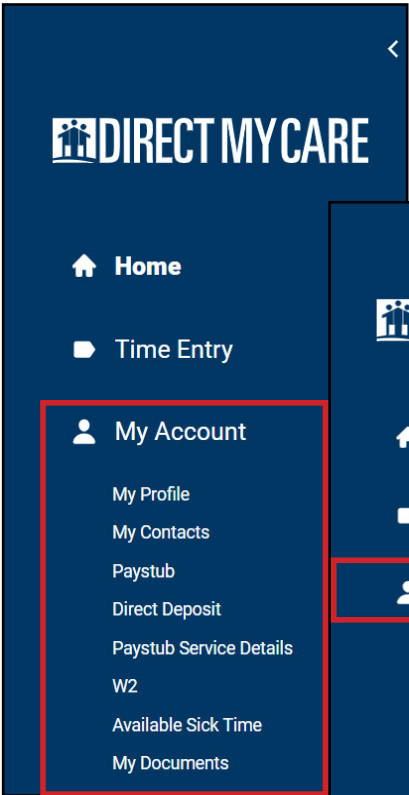


Fig. 04

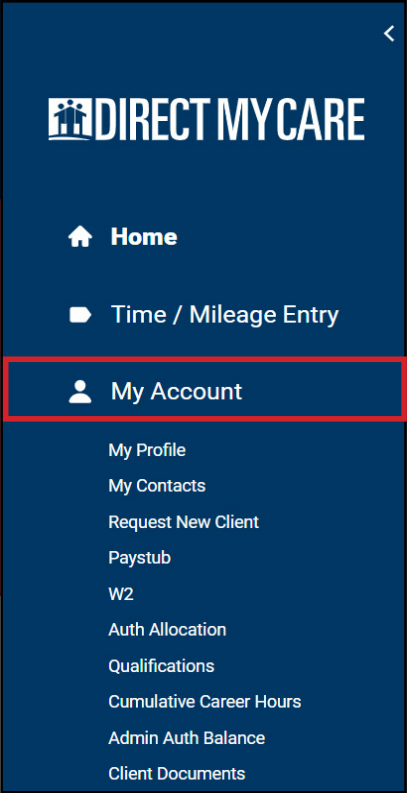


Fig. 05