Accessing Notifications in the DirectMyCare Web Portal

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.

Accessing Notifications

1. From the home page, select **Notifications** (Fig. 01) and you will be taken to the Notifications menu (Fig. 02).
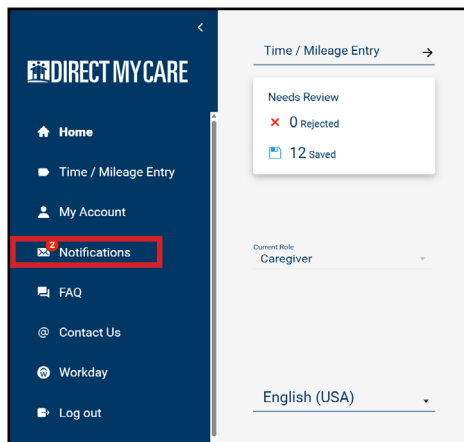

Fig. 01

Fig. 02

2. To **read** a notification, click on the "**book**" icon under the **Actions** column (Fig. 02) and the notification will open in a new window (Fig. 03).

3. To **delete** a notification, check the **box** next to the notification(s) you want to delete, then select the **DELETE** button (Fig. 02)
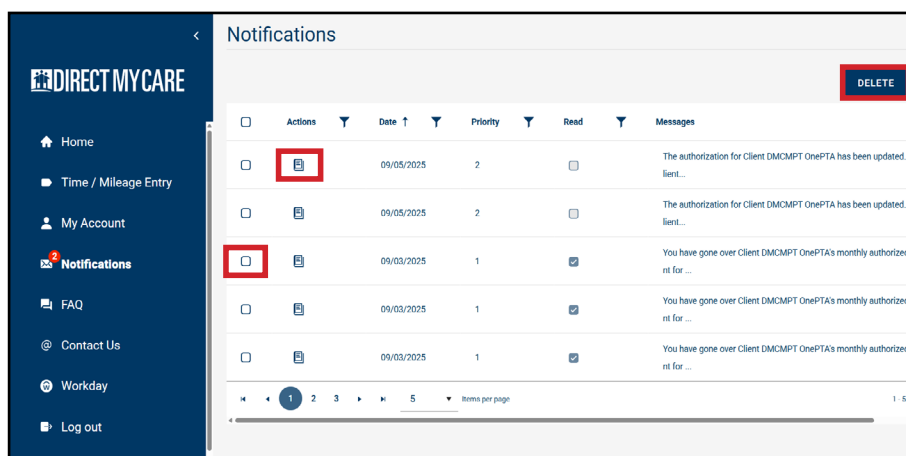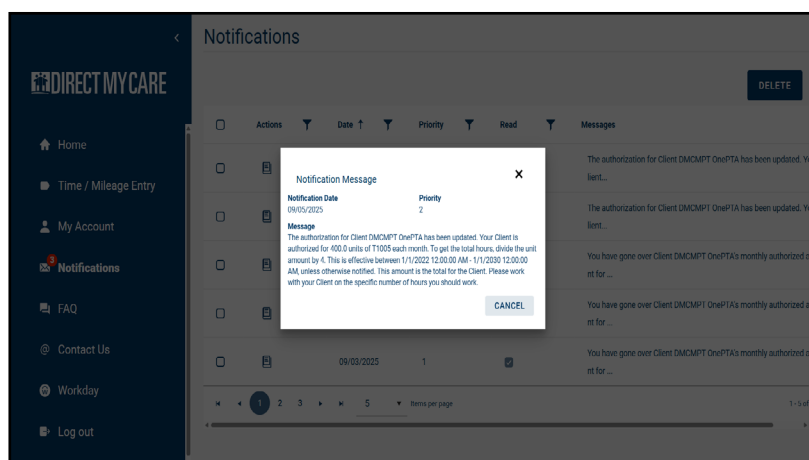

Fig. 03

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