

Reports and Documents 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 Reports

1. If you are the Participant or Member, select **My Account** from the left-side menu
2. From the drop-down menu, select the type of report you would like to view (Fig. 01).
 - **Note:** you may see different items based on your program.

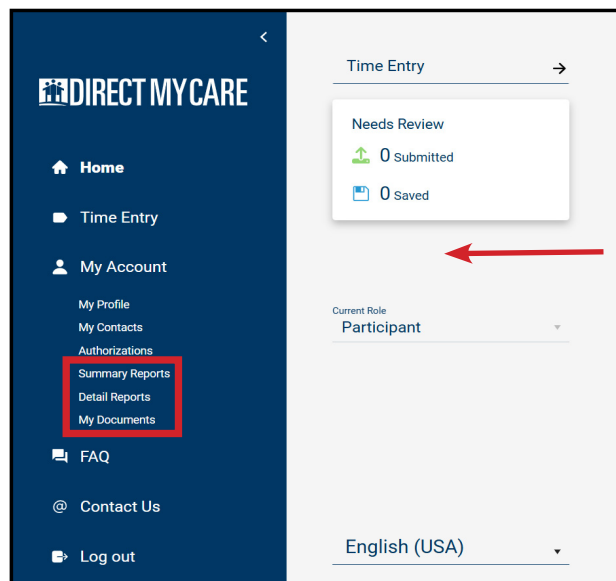


Fig. 01

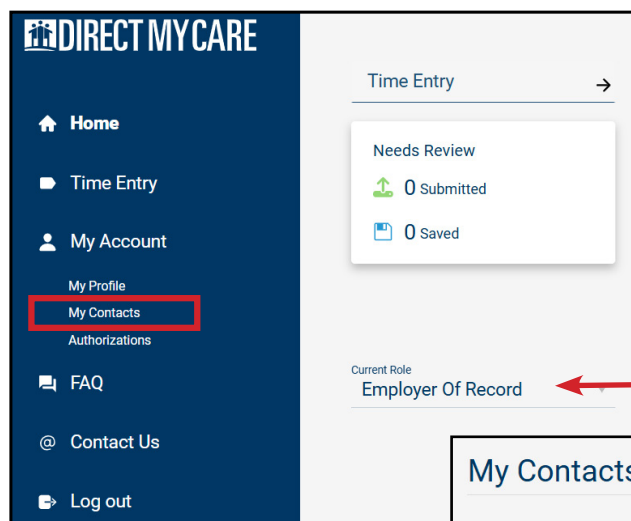


Fig. 02

3. If you are Employer of Record or Representative for the person receiving services select **My Contacts** from the **My Account** menu (Fig. 02).

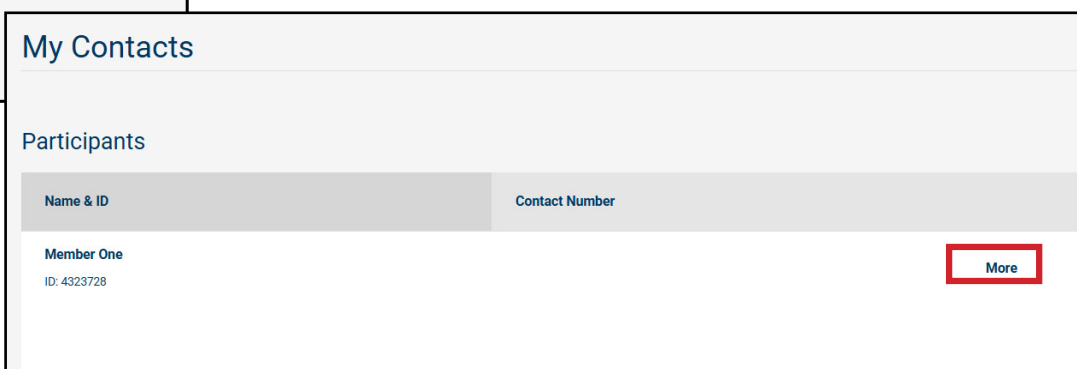


Fig. 03

4. Select **More** for the correct Participant or Member. (Fig. 03).

5. Select the type of report you'd like to view from the buttons at the top of the page (Fig. 04).

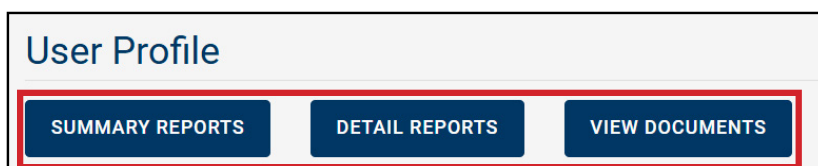


Fig. 04

Summary Reports

- This report shows a summary of authorized services, used amounts, and remaining amounts (Fig.03).
- It can help determine if services are being underspent, overspent, or on track to be within the authorized amount at the end of the authorization period.
- Select the **Save as PDF** button (Fig. 03) and your report will automatically be saved to your computer as a PDF file. You can open it, print it, or email it to someone.

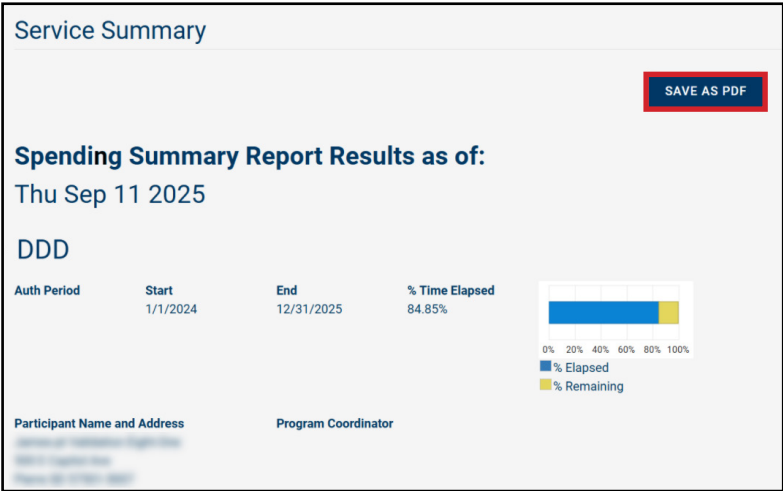


Fig. 03

Detail Reports

- This report shows a list of each service provided, including the number of hours, pay rate, and gross pay amount (Fig. 04).
- Select the **Save as PDF** button (Fig. 04) and your report will automatically be saved to your computer as a PDF file. You can open it, print it, or email it to someone.

Service Details

Employee:

Search Employee

Service Code:

Search Service Code

Start Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

SEARCH

CLEAR

Participant Name:

Spending Details: 06/13/2025 - 09/11/2025

Spending Summary

Pay Units

2.00

Gross Pay

2.00

SAVE AS PDF

Employee	Service Code	Service Date	Pay Period	Pay Date	Pay Units	Pay Rate	Gross Pay
Employee: James-cg Eight-One							
	Personal Care (S512 5)	06/13/2025	06/01/2025 - 06/14/2025	06/27/2025	1.00	\$1.00	\$1.00
	Respite (T1005)	06/30/2025	06/29/2025 - 07/12/2025	07/25/2025	1.00	\$1.00	\$1.00
Sum: 2.00						Sum: \$2.00	

Fig. 04

My Documents

- If your program has **My Documents** in the drop-down menu, you can access them as shown below (Fig. 05).

Documents		
In case you are facing any issues in viewing files, please visit FAQ page		
Document Name	Document Description	Modified Date
No Data Available		

Fig. 05