Viewing Time Entries in the DirectMyCare Web Portal

You can use the DirectMyCare web portal to view all time and mileage entries. While your screen may look slightly different from the example below, the steps will remain the same.

Viewing Time Entries

1. 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.

2. Select Time/Mileage Entry to view a calendar and list of services (Fig. 01).

3. On the next screen, you can use the arrows to view a two-week pay period. Use the dropdown menu to choose the Entry Type (Fig. 02).
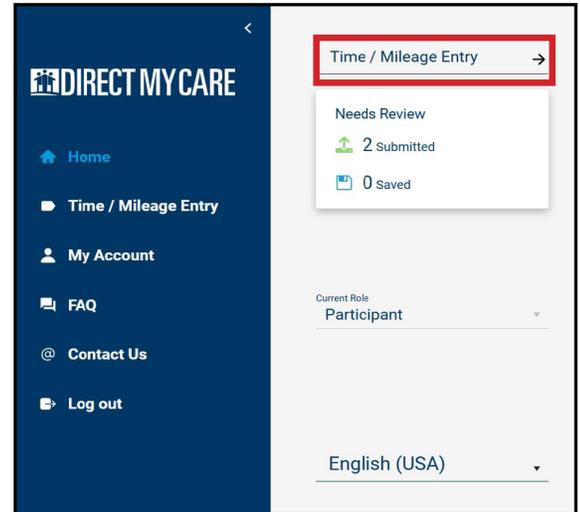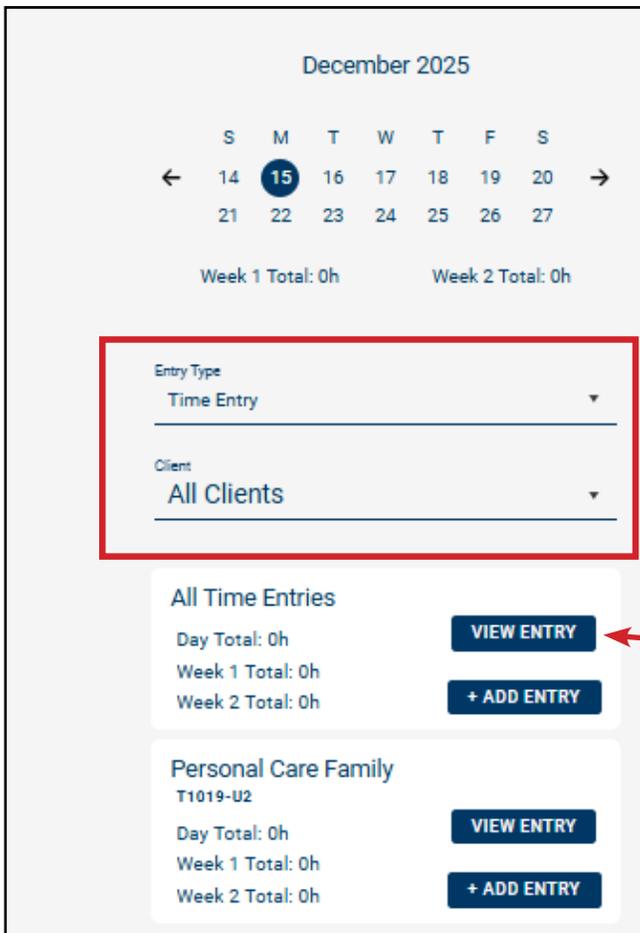

Fig. 01

If you have more than one option, use these dropdown menus to select the entry type and person. To see all entries for the pay period, choose All Clients.

4. After selecting a day, you'll see a list of available service codes. Choose **View Entry** next to any service code to see all time entered for that week. Or choose All Time Entries to see all entries for the pay period displayed above. (You may need to scroll down to view the full list.)

Fig. 02

EVERY LIFE.   EVERY MOMENT.   EVERY DAY.

If you choose All Time Entries you will see all entries listed for the entire two week pay period as well as the service code for which the entry used.

Fig. 03
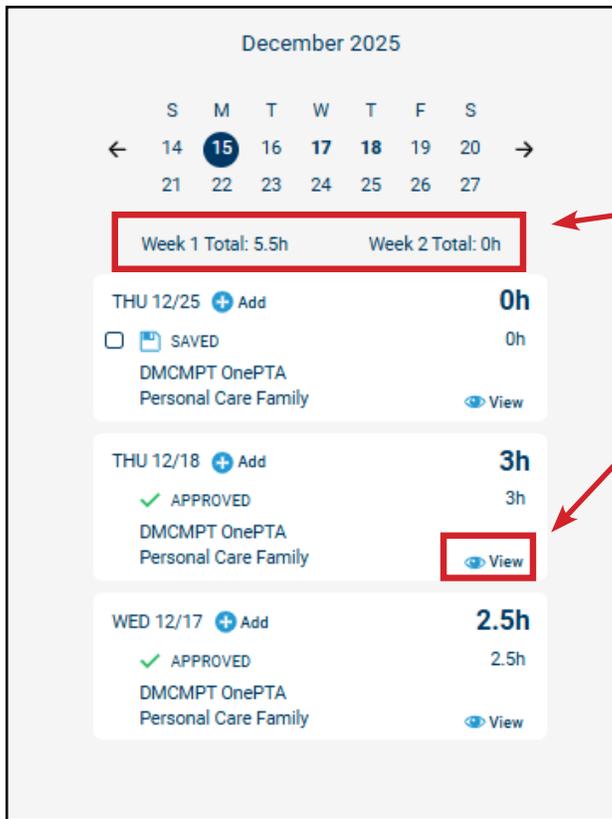
Total hours of all approved entries for the first week of the pay period and the total for the second week of the pay period.

To view **in & out times**, and other information, select the **VIEW** link. See Fig. 04.

From this detailed view, you can see more information by selecting the **Info icon.**

Fig. 04

Fig. 05
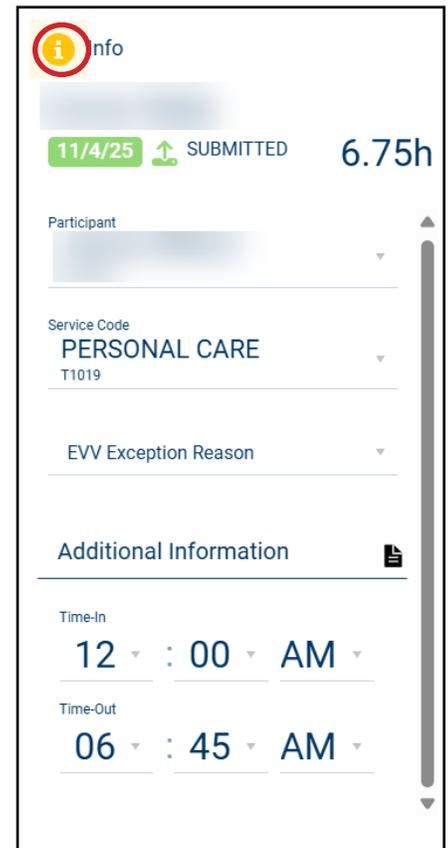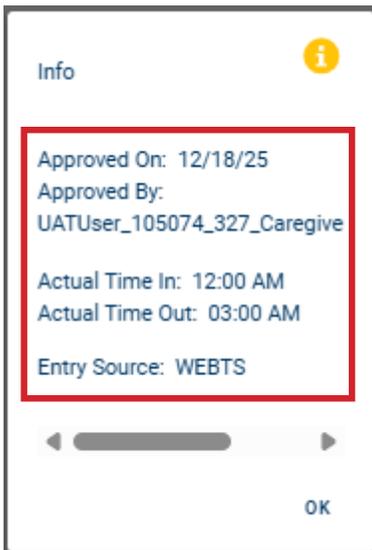
By selecting the info icon you can see when an entry was approved, who approved it, and the in & out times recorded (Fig. 05).