



WEB PORTAL

Attendant Time Entry Exceptions

*Attendants can enter and submit a shift on the web portal. Shifts entered on the web portal are **not EVV** compliant.*

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How can I enter a shift?

- 1** Go to **www.directmycare.com** and sign in by entering your email address and password. Click **Sign In**.
- 2** Click on the **Time Entry** button on upper right hand side of screen.
- 3** Select the week you want to enter time for. Use the back or forward arrows or the calendar to change weeks.
- 4** Select the participant.
- 5** Click on the cell for the day of the week you want to enter time for.
- 6** A popup will appear on right side of screen. Enter the time worked.
- 7** You can adjust time by clicking on the arrows or type in the box.
- 8** Click **Save or Submit**. Save will save the shift but not send to your employer. Submit will send the shift to your employer for approval.
- 9** You will be requested to **attest that your entry is true and accurate**. Click the **OK** button.

10 An address box pops up asking for the exception reason. Select **Yes** if the shift is where care is normally provided.

11 Select **No** if address is different than where care is provided. Enter address where shift started and stopped.

12 The shifts submitted will now show the purple “**Submitted**” symbol.