



WEB PORTAL

Reports and Documents

Participants and employers can get documents and reports on the Direct My Care web portal.

Q

Do you have an authorization? What do I have authorized for services?

1

Go to www.DirectMyCare.com, **Sign in**.

2

Click the **View Authorization** button to view auths.

3

You will see active and inactive auths.

Q

How can I find my remaining Respite hours?

1

Click on your name in the upper right corner.

2

Click on the **Summary Reports** button.

3

This report shows a summary of authorized hours, used amounts, and how much is left to use.

Q

How can I see a detailed list

1

Click on your name in the upper right corner.

2

Click on the **Detail Reports** button.

3

The report shows a detailed list of each service that has been paid for the month.

Q

How can I view my documents?

1

Click on your name in the upper right corner.

2

Click on the **View Documents** button.

3

Shows documents Consumer Direct has for the Employer. These include agreement(s) and Employer related documents.