

WEB PORTAL Reports and Documents

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

How can I find my remaining authorized service hours?

- Go to www.DirectMyCare.com, Sign in.
- 2 On the right side of your dashboard, click **More** next to the participant's name.
- 3 Click on the **Summary Reports** button.
- This report shows a summary of authorized hours, used amounts, and how much is left to use.

How can I see a detailed list?

- 1 On the right side of your dashboard, click **More** next to the participant's name.
- 2 From your user profile page, click on the **Detail Reports** button.
- **3** The report shows a detailed list of each service that has been paid for the month.

How can I view my documents?

- On the right side of your dashboard, click **More** next to the participant's name.
- From your user profile page, click on the **View Documents** button.
- **3** The report shows documents Consumer Direct has for the Employer. These include agreement(s) and other Employer related documents.

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