



WEB PORTAL

## Reports and Documents

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

**Q** How can I find my remaining authorized service hours?

- 1 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.
- 4 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 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.

**Q** How can I view my documents?

- 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 **View Documents** button.
- 3 The report shows documents Consumer Direct has for the Employer. These include agreement(s) and other Employer related documents.