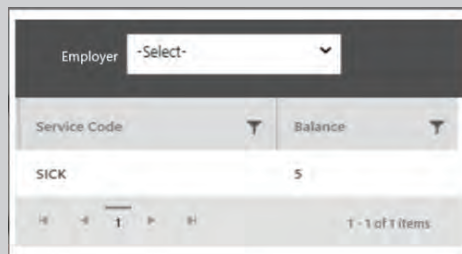


# ATTENDANT: FINDING YOUR Sick Time Balance IN THE WEB PORTAL

## Finding Sick Time: Option 1

1. If you are an Attendant, sign in to [DirectMyCare.com](https://DirectMyCare.com) by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. On the dashboard click the “**see sick time balance**” link in the upper right of the screen, just below the date. The Sick Time Balance grid will display.

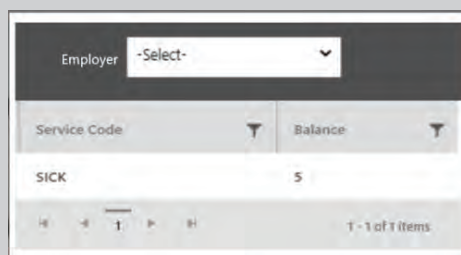


Service Code	Balance
SICK	5

3. From the Sick Time Balance grid, the user will select the appropriate Employer from the Employer select dropdown field. The grid will display the Service Code (SICK) and the Balance available for the Attendant.

## Finding Sick Time: Option 2

1. Sign into [DirectMyCare.com](https://DirectMyCare.com) by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. On the dashboard, scroll up and click on your **hyperlinked Name** to open your User Profile.
3. Click the **Sick Time Balance** button in the upper right of the screen. The Sick Time Balance grid will display.



Service Code	Balance
SICK	5

4. From the Sick Time Balance grid, the user will select the appropriate Employer from the Employer select dropdown field. The grid will display the Service Code (SICK) and the Balance available for the Attendant.