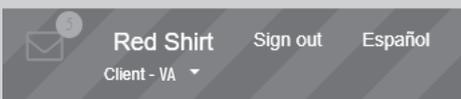# Update IVR Pin IN THE WEB PORTAL

Update Your IVR Pin

1. Log in to the DirectMyCare Web Portal using your email and password.

2. Click on your **NAME** in the upper right-hand side of the screen to access your user profile.

Red Shirt   Sign out   Español
Client - VA ▾

3. In your User Profile, under Basic Information, click **Edit** next to the empty field in the IVR Pin row.

User Profile

Summary Reports   Detail Reports

Basic Information

First Name	:	Red
Last Name	:	Shirt
Email	:	prpt8@consumerdirectcare.com
Role	:	Client
Person ID	:	3036836
Company	:	CDWA
Program	:	
Administration	:	
IVR Pin	:	☑ Edit
Employer Of Record Name	:	3036836 - Red Shirt

Contact Information   ☑ Edit

State of Residence		Please Select
State	:	Washington
Address 1	:	9122 2nd Dr W
Address 2	:	
Address 3	:	
City	:	Seattle
ZIP	:	98125
LandPhone	:	2065554422
Cellphone	:	2062541522

View more addresses View more Phones

4. Change your pin and click **Save**.

IVR Pin   :   [   ]   🖫 Save ✖ Cancel

5. A pop-up window will appear in the right corner indicating that you have successfully updated your IVR Pin.

✔ Ivr pin updated successfully