Attendants can download paystubs and view documents pertaining to their work.

How can I download paystubs and view documents?

- 1. Go to <u>DirectMyCare.com</u> and enter your email address and password. Then click **Sign In**.
- **2.** Click on your name in the upper right corner.
- **3.** Click on **View Documents**. This will show you the records you have on file with Consumer Direct Care Network.
 - -- These are the documents that pertain to your employment.
- **4.** Click on the **Paystubs** button next to the **Time Entry** button on the dashboard. A list of paystubs will appear.
- **5.** Click on the paystub you would like to view and information for the pay period will be shown (Fig. 01).

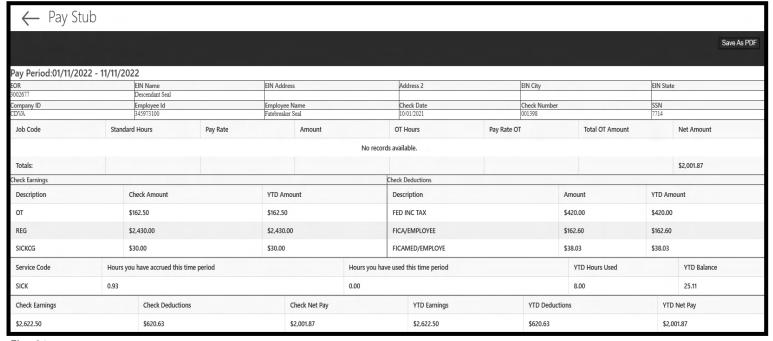


Fig. 01

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