



WEB PORTAL

Attendant Documents

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

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How can I download paystubs and view documents?

- 1** Go to **www.DirectMyCare.com** and sign in by entering your email address and password. Click **Sign In**.
- 2** Click on your name, in the upper right corner.
- 3** Click **View Documents**, this will show you records on file with Consumer Direct.
- 4** These are the documents that pertain to your employment.
- 5** The **Paystubs** button is next to the **Time Entry** button on the dashboard.
- 6** Click on **Paystubs**. A list of paystubs will open.
- 7** Click on the paystub you want to view. Information for the pay period will be shown.