Approving a Test Shift IN THE WEB PORTAL

DirectMyCare Web Portal

1. If you are the Participant, go to **DirectMyCare.com** and sign in to the web portal by entering your email address and password. Select **Sign In** and you will be redirected to the dashboard.

2. From the My Dashboard screen, select the **Time Entry** button to go to your time entry approval screen. (Fig. 01)

Fig. 01

Fig. 02

3. Choose a Caregiver from the dropdown menu in the top left corner. (Fig. 02)

4. Use the arrows in the top right corner of the screen, or select the calendar icon, to view the weeks of service. (Fig. 03)

Fig. 03

5. To approve a test shift, click in the cell where an orange TEST icon appears. (Fig. 04)

Fig. 04

6. You will see a panel open on the right side of the screen. Review all of the information and select **Approve**. (Fig. 05)

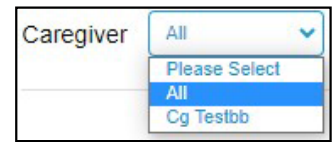7. An attestation will open where you agree that shift details are true and accurate. Select **OK** to agree.

Congratulations! You have approved a test shift. If you would like to approve more test shifts under this Caregiver, follow steps 5 through 7 above.
- When a test shift is approved, the orange TEST symbol will turn green. (Fig. 06)
- Total daily and weekly hours do not populate.

Fig. 06

Fig. 05

NOTE: Test shifts will not count towards a Participant's authorized services total. Caregivers will not be paid for the time submitted on a test shift.

EVERY LIFE.   EVERY MOMENT.   EVERY DAY.