

REPORTS IN THE WEB PORTAL

Accessing Reports and Documents

As an Authorized Representative

1. Sign into the CDCN web portal, **DirectMyCare.com**, by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.
2. On the **My Dashboard** page, find the user you would like to review time for. Under the **Participants** column, click **More** next to the Client's name (Fig. 01).

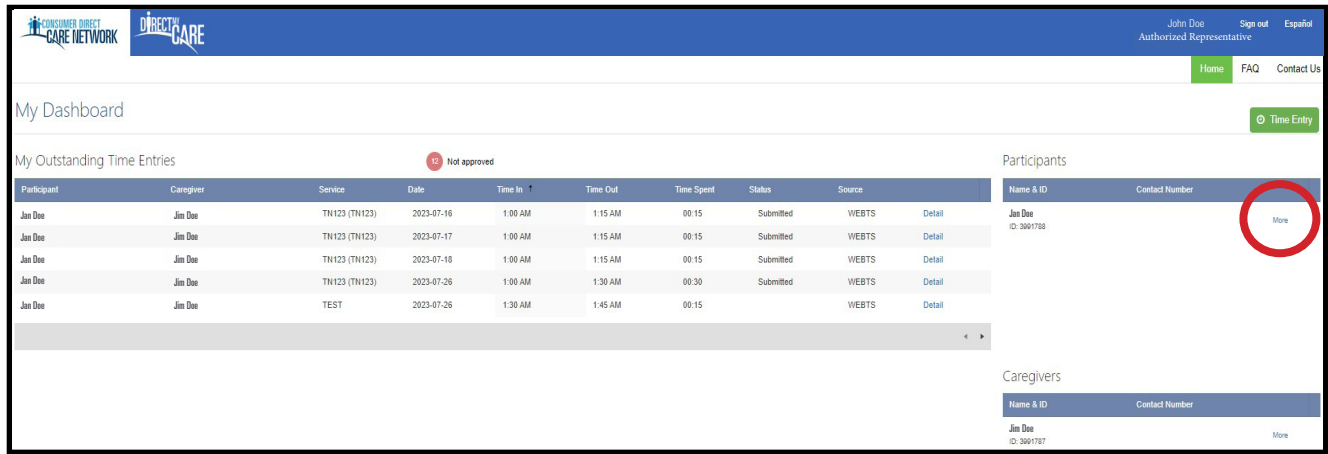


Fig. 01

As a Client

1. Sign into the CDCN web portal, **DirectMyCare.com**, by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.
2. On the **My Dashboard** page, click on your name in the upper right of the screen (Fig. 02).

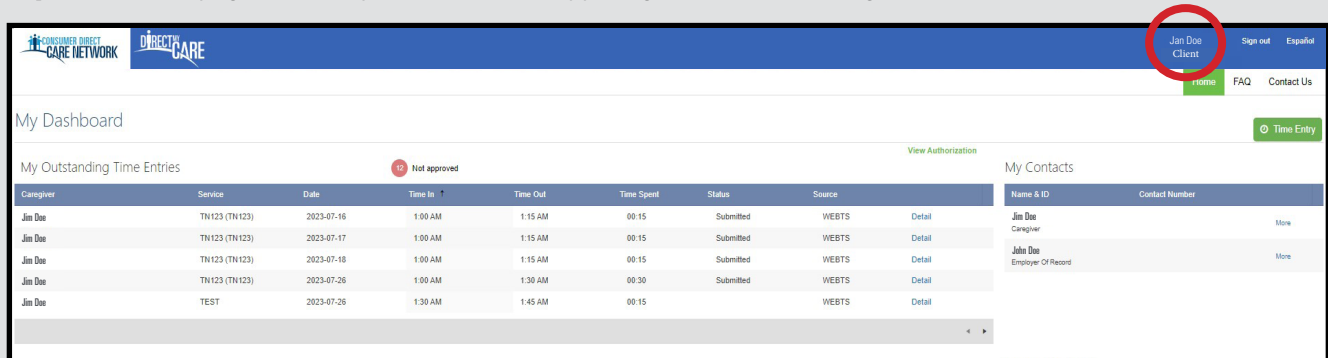


Fig. 02

Accessing Summary Reports

1. From the User Profile, select the green Summary Reports button (Fig. 03).
 - This report shows a summary of authorized services, used amounts, and remaining amounts. (Fig.04)
 - It can help determine if services are being underspent, overspent, or on track to be within the authorized amount at the end of the authorization period.
 - As an Authorized Representative, to switch to a different client, use the dropdown menu in the top left corner. (Fig. 05)

Summary Reports

Fig. 03

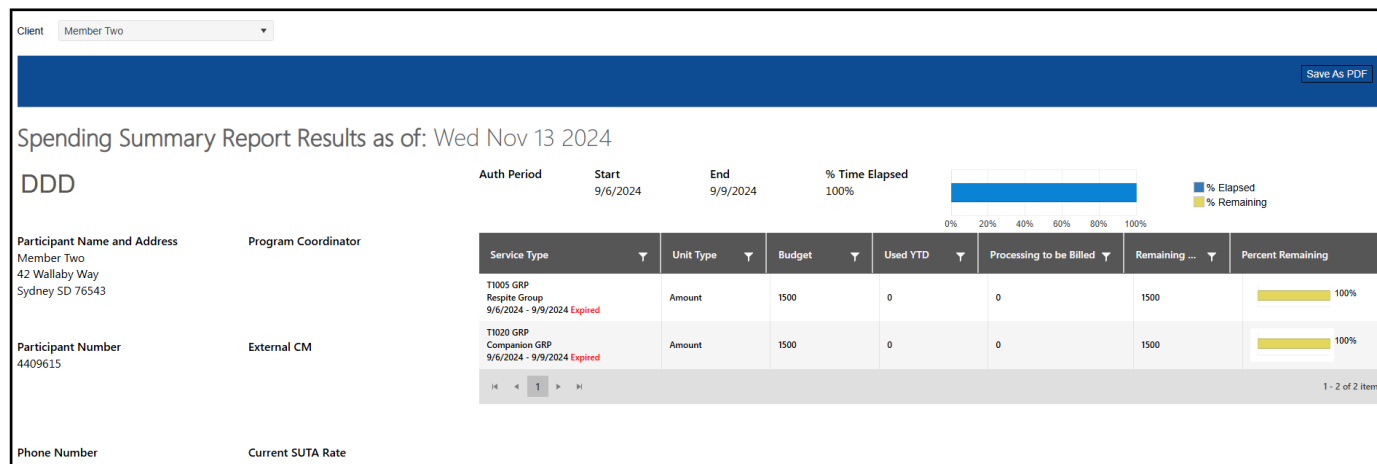


Fig. 04

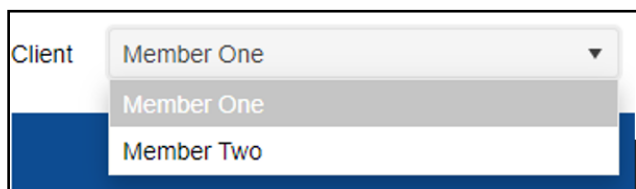


Fig. 05

Save/Download PDF

1. Select the Save as PDF button. (Fig. 06)
 - Your report will automatically be saved to your computer as a PDF file. You can open it, print it, or email it to someone.

Save As PDF

Fig. 06