

REPORTS IN THE WEB PORTAL

Accessing Reports and Documents

As an Employer of Record

1. Go to **DirectMyCare.com**. Enter your email address and password. Click **Sign In**.
2. Find the user you would like to review time for. Under Participants, click **More** next to the participant's name (Fig. 01).

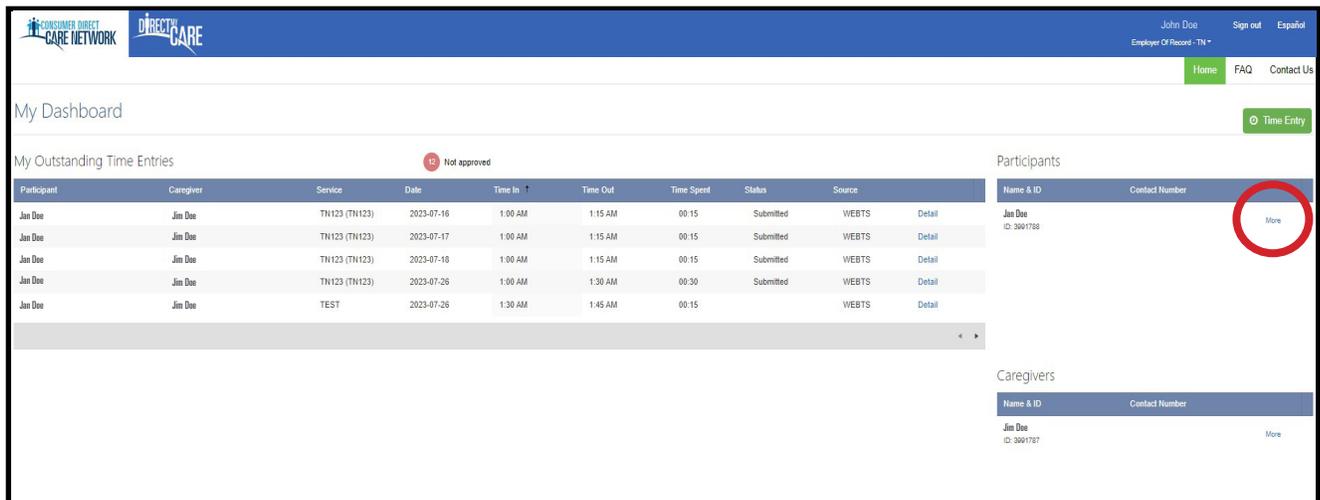


Fig. 01

As a Member

1. Go to **DirectMyCare.com**. Enter your email address and password. Click **Sign In**.
2. Click on your name in the upper right of the screen (Fig. 02).

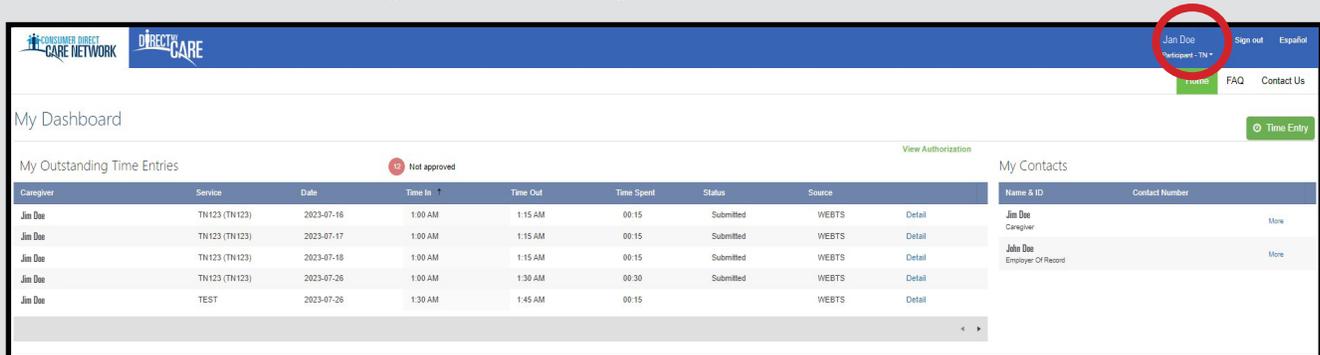


Fig. 02

Summary Reports

1. Select the green **Summary Reports** button (Fig. 03).
 - This report shows a summary of service amounts (Fig.04).
 - It can help determine where you are at with service usage (Fig. 04).
 - The current, previous, and future authorization information is available for authorizations CDTN has received (Fig. 04).



Fig. 03

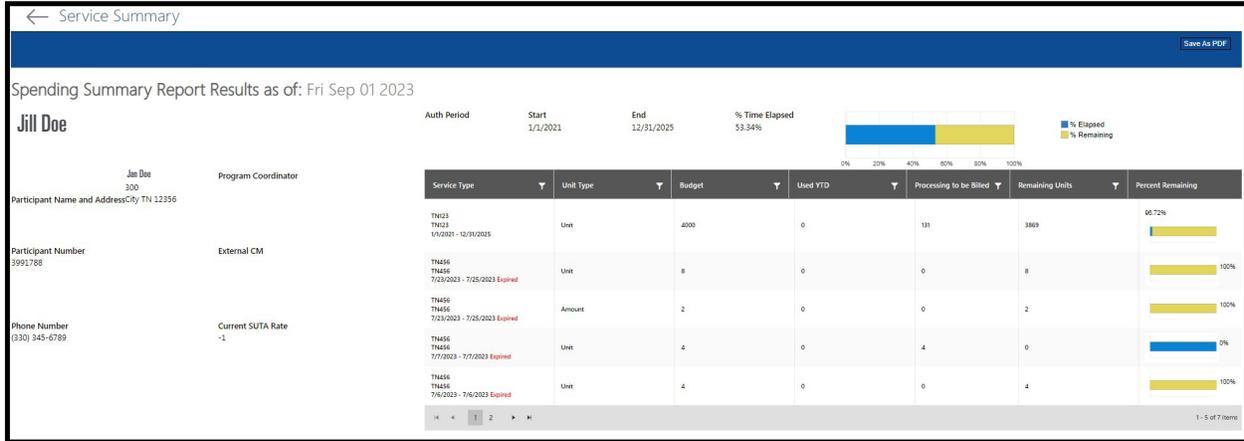


Fig. 04

Detail Reports

1. Select the green **Detail Reports** button (Fig. 05).
 - This report shows a list of each service provided by a Worker, including the number of hours, pay rate, and gross pay amount (Fig. 06).



Fig. 05

Employee	Service Code	Service Date	Pay Period	Pay Date	Pay Units	Pay Rate	Gross Pay
Jim Doe	TN123	08/03/2023	07/30/2023 - 08/12/2023	08/18/2023	1.00	\$20.00	\$20.00
Jim Doe	TN123	08/04/2023	07/30/2023 - 08/12/2023	08/18/2023	1.00	\$20.00	\$20.00
Jim Doe	TN123	08/04/2023	07/30/2023 - 08/12/2023	08/18/2023	1.00	\$20.00	\$20.00
Jim Doe	TN123	08/14/2023	08/13/2023 - 08/26/2023	09/01/2023	2.00	\$20.00	\$40.00
Jim Doe	TN123	08/24/2023	08/13/2023 - 08/26/2023	09/01/2023	0.25	\$20.00	\$5.00
Sum: 5.25							Sum: \$105.00

Fig. 06

Documents

1. Select the green **View Documents** button (Fig. 07).
 - Documents CDTN has on file specific to the Member/Employer can be found here.



Fig. 07

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