

CLIENT/AUTHORIZED REPRESENTATIVE

# DirectMyCare Web Portal Registration

## HOW TO REGISTER

1. Open your internet browser. CDWA recommends using Google Chrome.
2. Go to [DirectMyCare.com](https://DirectMyCare.com)
3. Select the **Register** button to open the registration page. (Fig. 01)

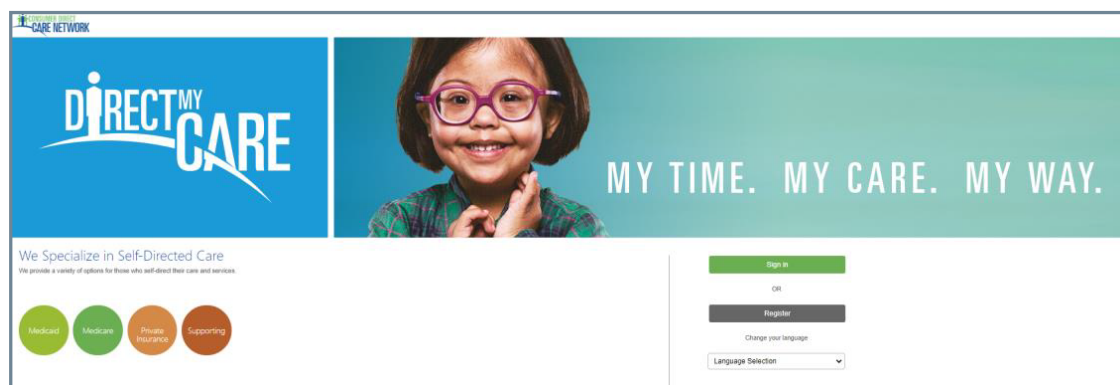


Fig. 01

4. Enter your email address and select **Send Verification Code**. (Fig. 02)

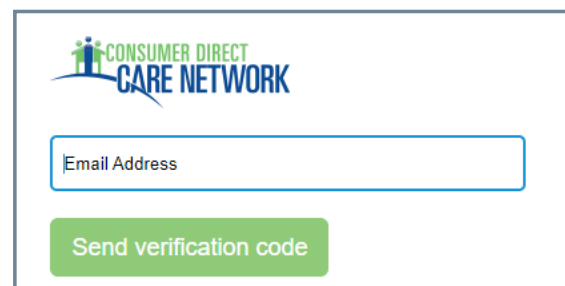


Fig. 02

5. **Open a new browser window** and check your email for the verification code. (Fig. 03)  
\*If you find you have closed the registration screen, you will need to contact CDWA to reset your registration.

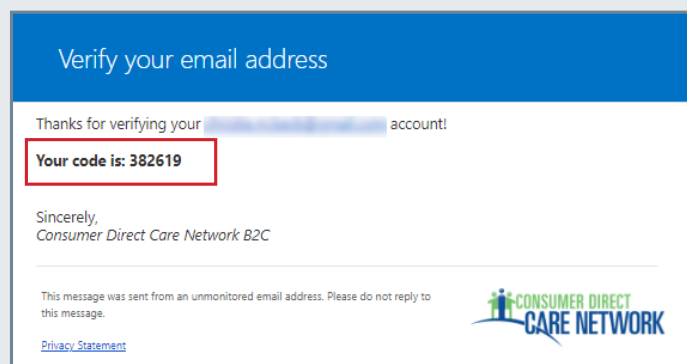


Fig. 03

6. **Return to the registration page** and enter the code from your email into the verification box. (Fig. 04)  
● Select **Verify Code**.

\* If needing a new verification code, click **"Send new code."**

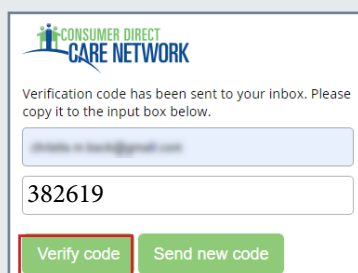


Fig. 04

20221115

continued on next page

7. Create a password.
8. Retype the same password.
9. Enter your first, middle, and last name into the boxes.
10. Choose Participant, if you're the Client, or Authorized Representative.
11. Choose Washington for the state where service is provided.
12. Enter your phone number.
13. Enter your date of birth as MM/DD/YYYY.
14. Enter the last four digits of your Social Security Number.
15. Select **Create** to finish the registration process.

7 New Password

8 Confirm New Password

9 First Name

Middle Name

Last Name

Suffix

10 Role

11 State of Program

12 Phone (Numeric Characters Only. No Dashes.)

13 MM/DD/YYYY Date of Birth

14 Last 4 Digits of SSN

15 Create

Fig. 05

After selecting Create, if you see the message in Fig. 06, please contact CDWA to complete your registration.

**Phone:** 866.214.9899

**Email:** infoCDWA@consumerdirectcare.com

CONSUMER DIRECT CARE NETWORK

Valentina Turibio Sign out Español

Home FAQ Contact Us

Please allow up to 5 business days for us to complete your registration.

Fig. 06