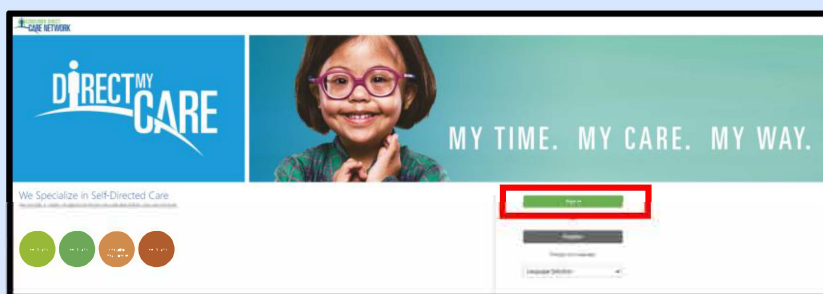


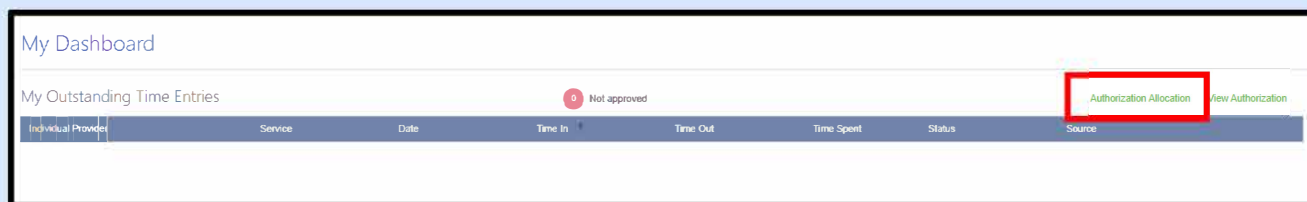
HOW CLIENTS

Allocate Hours & Mileage

1. Sign into the DirectMyCare Web Portal using the email address and password you registered with.



2. From your Dashboard click **Authorization Allocation**.



3. From the Authorization Allocation page, you will see your service codes, total auth hours, and total allocated hours. On the far right, click the number you'd like to edit in the caregiver allocations section.

Authorization Allocation

December 2021

Service Code	Total Auth Hours	Total Allocated Hours	<div> <div>100</div> <div>66</div> <div>120</div> <div>000</div> </div>
S0215-U1	100	100	
T1005	366	146	
T1019-U2	120	120	
TOTAL ALLOCATIONS			66

CONTINUED ON THE NEXT PAGE

4. Type in the change and click **Confirm**.
If you made an error, click **Cancel**.

Follow these steps for all the service codes you wish to change.

Rosie Brown	Cressida Rose
80	20
80	66
120	0
300	66

5. When you are finished changing allocations, click the Save Changes button at the bottom of the page.

You will see a pop up asking if you'd like to roll your allocation changes forward.
Clicking **Yes** – the changes you made will continue in future months.
Clicking **No** – these changes will only apply to the current month and then will return to what the allocations were before.

Roll Forward Allocations?

Would you like to roll forward the allocation values for future months?