

HOW TO REQUEST IP Update Driving Qualification

To Request IP Update Driving Qualification

- 1. Log in to CDWA's *DirectMyCare web portal*
- 2. From the My Dashboard screen, click the **Workday** button to go to your Workday homepage. *If you reach a log in page, enter the same username and password as used to log into the <u>DirectMyCare web portal</u>.
- **3.** Locate the search bar at the top of the screen and type in create request.
- 4. Select the Create Request Task.
- In the Create Request pop up, use the dropdown menu to select All. Then select IP Update Driving Qualification Request. (Fig. 01)
- 6. Click OK. (Fig. 01)

Yes - Qualified to Drive

Use this form to request an update to your driving status for CDWA.

- **7a.** Select **YES Valid and current**. By selecting this you are attesting that you have read and understand the requirements to drive for your Client and that you have a legally valid driver's license. (Fig. 02)
- 8a. Type your First and Last Name in the box provided to attest to the statement. No attachments required. (Fig. 02)
- 9a. Select Submit..

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Do you have a current and valid driver's license? (Requires) VES - Valid and current NO - Suspended, Revoked, or No driver's license I understand that I must have a valid and current driver's license to drive for my Client(s). All vehicles used must have insurance coverage that meets the State's minimum guidelines for auto insurance coverage. I f your Client chooses to let you drive their vehicle, the Client assumes liability and responsibility for their own insurance. CDWA does not insure you while operating the Client's we CDWA can run a Motor Vehicle Records (MVR) check at any time. A poor MVR result may restrict you from driving for your Client(s). CDWA may request copies of your driver's license and/or proof of insurance at any time. This will go into effect as of the date this request was submitted. IMPORTANT: Type your First and Last name below if you have read and understand the requirements to drive for your Client and attest that you have a current and valid driver's license	e this form to request a	an update to your driving status for CDWA.
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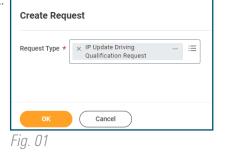


Fig. 02

No - Not Qualified to drive

Use this form to request an update to your driving status for CDWA.

- 7b. Select NO Suspended, Revoked, or No driver's license. By selecting this you are attesting that you have read and understand you cannot legally drive for your Client(s). You will not be able to claim any mileage reimbursement. (Fig. 03)
- 8b. Type your First and Last Name in the box provided to attest to the statement. No attachments required. (Fig 03)
- 9b. Select Submit.

Do you have a current and valid driver's license? (Required) VES- Valid and current NO - Suspended, Revoked, or No driver's license I understand that I must have a valid and current driver's license to drive for my Client(s). By selecting No, I confirm I do not have a current and valid driver's license and will not be able to claim any mileage reimbursement. This will go into effect as of the date this request was submitted. IMPORTANT: Type your First and Last Name below if you have read and understand you cannot legally drive for your Client(s). (Required)	(Required) VES - Valid and current NO - Suspended, Revoked, or No driver's license I understand that I must have a valid and current driver's license to drive for my Client(s). By selecting No, I confirm I do not have a current and valid driver's license and will not be able to claim any mileage reimbursement. This will go into effect as of the date this request was submitted. IMPORTANT: Type your First and Last Name below if you have read and understand you cannot legally drive for your Client(s).	this form to request an update to your driving status for CDWA.
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CDWA will process this request within 5 business days. Your request will go into effect as of the date it was submitted to CDWA.

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