

# 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 [DirectMyCare web portal](#).*
3. Locate the search bar at the top of the screen and type in create request.
4. Select the **Create Request Task**.
5. 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)

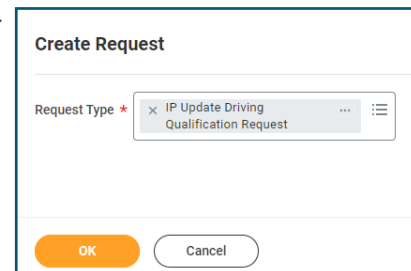


Fig. 01

## 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**.

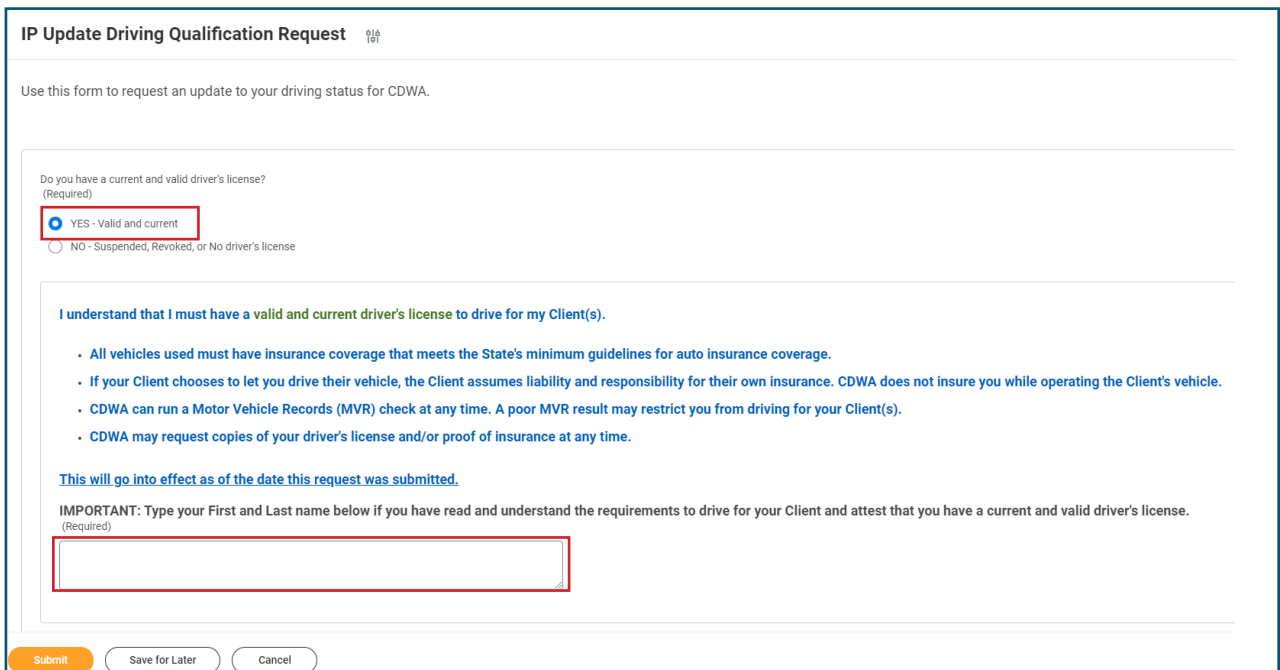


Fig. 02

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## 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**.

**IP Update Driving Qualification Request** 0/10

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

Do you have a current and valid driver's license?  
(Required)

YES - 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)

Attachments

Submit Save for Later Cancel

Fig. 03

CDWA will process this request within 5 business days. Your request will go into effect as of the date it was submitted to CDWA.