

Getting Started with

CDWA DirectMyCare Web Portal

What is the CDWA DirectMyCare Web Portal?

The CDWA DirectMyCare web portal is a secure website that provides online payroll and budget management tools. It is also a centralized location for important reminders and notices. The DirectMyCare web portal should be monitored frequently.

IPs will use the DirectMyCare Web Portal to:

- Start their onboarding with CDWA
- Access training reminders, background check renewal reminders, Client plan of care information and other key items they need to take action on
- Access pay information
- Update contact information, payment method, and tax exemption
- Request leave of absences
- Submit training time, mileage and Paid Time Off (PTO)
- View PTO balances and cumulative careers hours

Clients will use the DirectMyCare Web Portal to:

- Access important reminders and notices
- Assign hours and tasks to IPs
- Monitor monthly hours

IPs exempt from Electronic Visit Verification (EVV) will also use the CDWA DirectMyCare Web Portal to submit time and tasks.

Creating a CDWA DirectMyCare Web Portal account.

You will receive an email from InfoCDWA@consumerdirectcare.com telling you that your account has been created in the CDWA DirectMyCare web portal using your email address. You were set up with a temporary password. You will need to update this password.

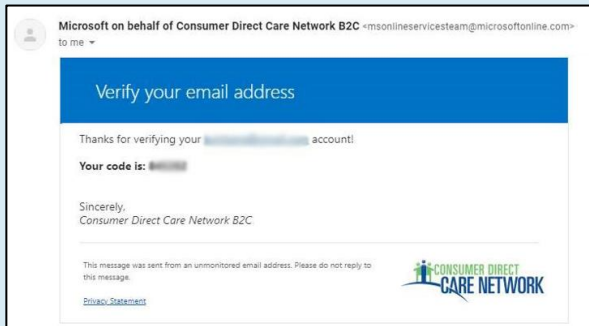
1. Click on the **“click here”** link in the email to update your password for the CDWA DirectMyCare web portal.

- You will see a sign-in screen with the CDWA logo at the top.
- Click **"Update your password."**

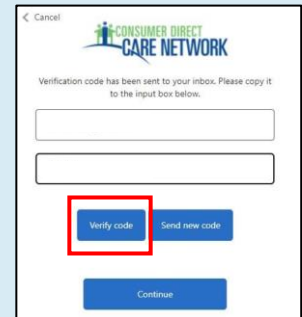


- You will see a "send verification code" screen. Click **"Send verification code."**

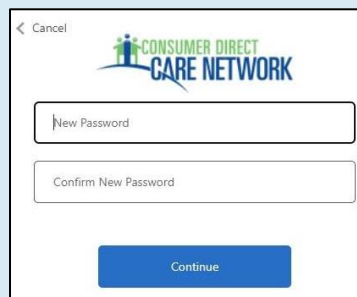
- You will receive a separate email from Microsoft on behalf of B2C CDMS AAD. Open this email. This email contains your verification code. If you do not receive the email, please check your spam folder.



- Enter the verification code and click **"Verify code."**



- The next screen you see says your email address is verified. Click **"Continue."**



- You will be asked to choose a new password.
- After choosing a password, you will automatically be logged in to the CDWA DirectMyCare web portal.