CONSUMER DIRECT CARE NETWORK WASHINGTON

Accessing the Notifications Hub

In the DirectMyCare Web Portal

The Notifications Hub will have important messages informing you to take action for upcoming background check, credential renewals, and more. The Notifications Hub will also inform you of any assignment of hours, work week limit violations, etc. It is your responsibility to check your notifications as they come in so that you can take action in a timely manner. Follow the instructions below to access your notifications in the DirectMyCare Web Portal.

1. Log in to CDWA's *DirectMyCare Web Portal*.

2. From the dashboard you will see the **envelope icon** in the top right of the screen next to your name. (Fig. 01)
   - The number displayed on the envelope icon shows you how many new or unread notifications you have. (Fig. 02)

Fig. 01

Fig. 02

3. Select the envelope icon to go into the Notifications Hub, where you can view your notifications.

4. To open a notification, select the message icon under Actions. (Fig. 03)
   - Be sure to read all your notifications and complete any tasks or actions required.

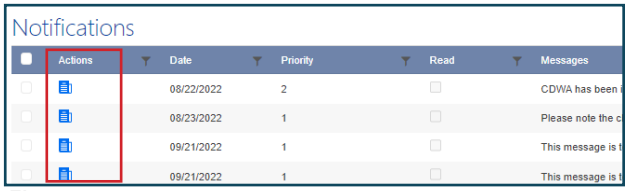

Fig. 03

5. Select the Delete button in the upper right-hand corner to delete a read message. (Fig. 04 & 05)

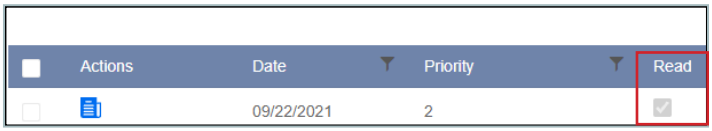

Fig. 04

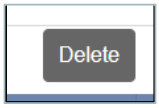

Fig. 05

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