

EMPLOYEE REGISTRATION

Instructions for MyDirectCare.com



Employees can register for the MyDirectCare.com web portal to submit time online. Using the MyDirectCare.com web portal is the most efficient way to enter time into the Consumer Direct Care Network Wisconsin (CDWI) payroll system. You can also use the web portal to check the status of time entries and payroll.

Note: The employer (member/managing party) also needs to register for the MyDirectCare.com web portal. Once both parties are registered, employees may enter time worked, which must then be reviewed and approved by the member/managing party.

How to register for the MyDirectCare.com web portal

1. Go to MyDirectCare.com
2. Click **User Registration** in the top menu. (Fig. 01)
3. Select **Employee** from the *Register As* dropdown menu. (Fig. 02)
4. Enter the required information.
 - a. **State:** Wisconsin
 - b. **User ID:** This is your Employee ID issued by CDWI. Please call CDWI at 877.785.9991 if you do not know your Employee ID.
 - c. **Date of Birth**
 - d. **Zip Code**
 - e. **Last Four of Social Security Number**
5. Check the **I'm not a robot** box and click **Continue**.
6. You will be prompted to update your user information.
7. Complete all required fields for your user registration profile. This includes creating a new username and password, as well as filling in your contact information.
8. After completing the required fields, check the **I agree to the terms of use** box at the bottom of the page.
9. Click **Register**. You will now be directed back to the MyDirectCare.com web portal home page.



Fig. 01

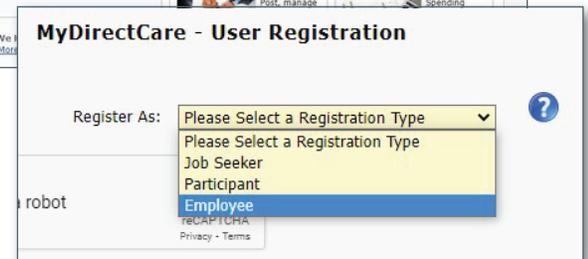


Fig. 02

Questions? Please call 877.785.9991 or email InfoCDWI@ConsumerDirectCare.com for assistance.