

MEMBER REGISTRATION

Instructions for MyDirectCare.com



Members or their managing party can register for the MyDirectCare.com web portal to review and approve employee online time entries. The MyDirectCare.com web portal also provides up-to-date budget and spending information.

Note: Your employees need to register if they will be submitting time online through 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 **Participant** from the *Register As* dropdown menu. (Fig. 02)
4. Enter the required information.
 - a. **State:** Wisconsin
 - b. **User ID:** This is your Member ID issued by CDWI. Please call CDWI at 877.785.9991 if you do not know your Member ID.
 - c. **Date of Birth**
 - d. **Zip Code**
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.