



WEB PORTAL

DSW Documents

DSWs can download paystubs and view documents pertaining to their work.

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How can I download paystubs and view documents?

- 1 Go to **www.DirectMyCare.com** and sign in by entering your email address and password. Click **Sign In**.
- 2 Click on your name, in the upper right corner.
- 3 Click **View Documents**, this will show you records on file with Consumer Direct Care Network.
- 4 These are the documents that pertain to your employment.
- 5 The **Paystubs** button is next to the **Time Entry** button on the dashboard.
- 6 Click on **Paystubs**. A list of paystubs will open.
- 7 Click on the paystub you want to view. Information for the pay period will be shown.