Approving Sick Time
IN THE WEB PORTAL

Sick Time Approval

1. If you are the Member, sign into DirectMyCare.com by entering your email address and password. Select **Sign In** and you will be redirected to the dashboard.
2. On the dashboard, time entries waiting for approval will show. For sick time, the service will show **SICK** (Fig. 01).
3. Selecting the **Details** link will bring up a list of pending shifts (Fig. 01).

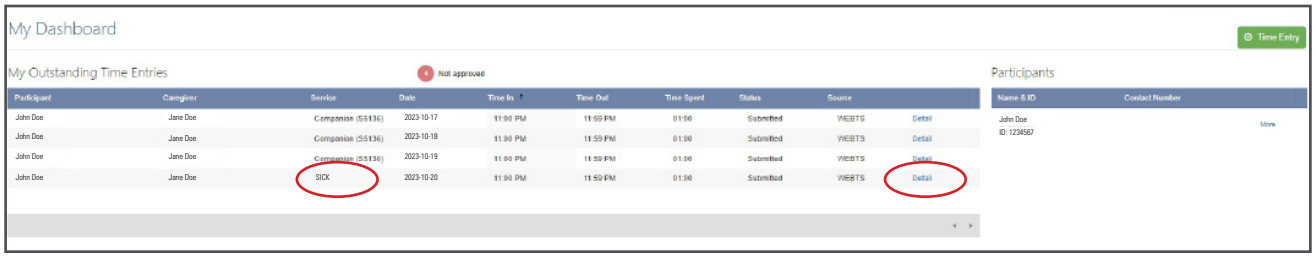


Fig. 01

4. Select the cell where Sick Time has been submitted and a pane on the right side of the screen will open (Fig. 02).

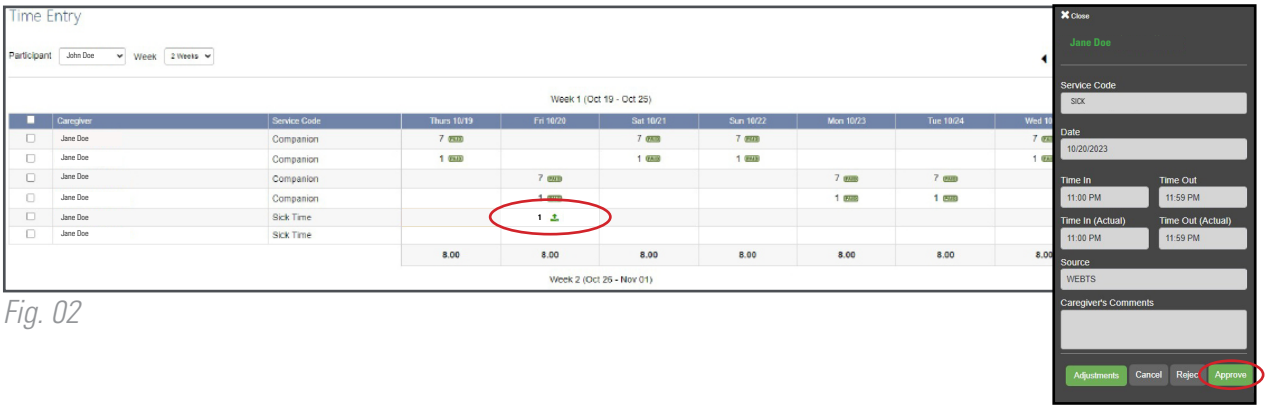
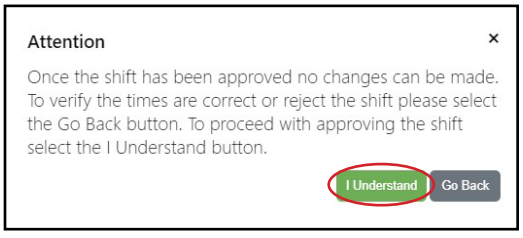


Fig. 02

5. Review the information and select the **Approve** button (Fig. 02).

6. Review the attestation popup, then select **I Understand** (Fig.03).



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