CONSUMER DIRECT CARE NETWORK

Accessing the Notifications Hub

In The DirectMyCare Web Portal

The Notification Hub is where you may receive important information from CDCN in your DirectMyCare web portal.
The Notifications Hub will have important notifications or messages sent to you (e.g., qualification renewal date reminders and annual training due dates, etc.).

1. Go to DirectMyCare.com and sign in to the web portal by entering your email address and password. Select Sign In and you will be redirected to the dashboard.

Fig. 01

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. 02

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

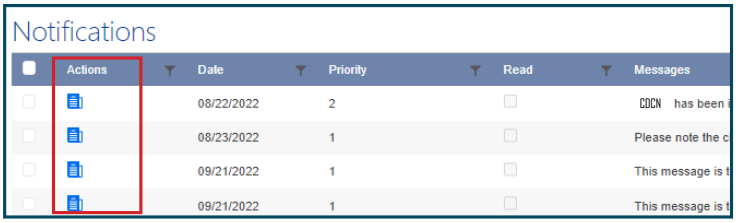

Fig. 03

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.

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

Fig. 04

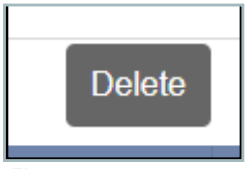

Fig. 05

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