

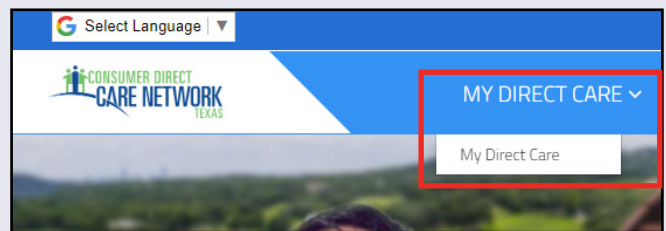


# My Direct Care User Registration

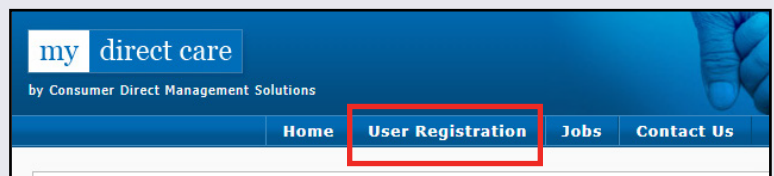
My Direct Care is a secure website that provides online payroll and budget management tools to individuals who self-direct their services through the Consumer Direct Care Network Texas (CDTX).

Employers and Employees will be issued unique User ID numbers for access to My Direct Care. Once you have your ID number - issued by CDTX through email or phone - you can self-register to begin using services.

1. Go to [www.ConsumerDirectTX.com](http://www.ConsumerDirectTX.com) and click on the link to My Direct Care.

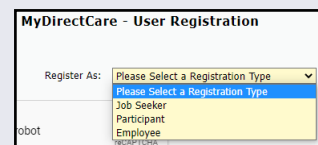


2. Click on **User Registration** from the top menu.



3. From the Register As dropdown menu select

- Participant if you are an Employer, or
- Employee if you are an Employee.



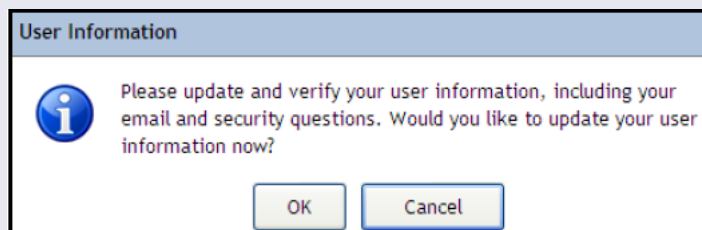
4. Complete additional registration fields:

- **State** - select Texas
- **User ID** - provided to you by CDTX
- **Date of Birth** - Employees enter your date of birth  
Participants enter date of birth of the Individual Receiving Services
- **Zip Code** - Employees enter your zip code  
Participants enter the zip code of the Individual Receiving Services
- **Last 4 digits of Social Security Number** - only for Employees
- Click the "I'm not a robot" box
- Click **Continue**



**CONTINUED ON THE NEXT PAGE**

5. Click **OK** to open the User Registration Profile page.



**User Information**

Please update and verify your user information, including your email and security questions. Would you like to update your user information now?

## 6. Complete your User Registration Profile.

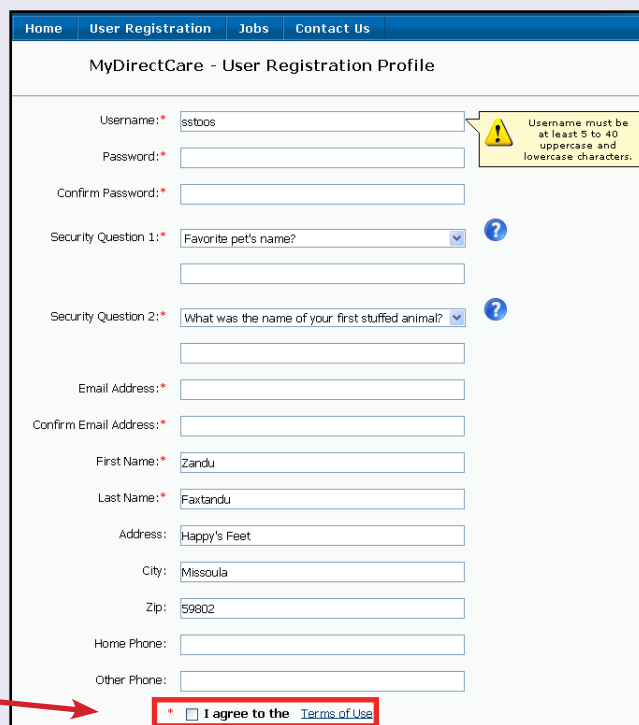
- If a Legally Authorized Representative (LAR) will be managing the account on behalf of the Individual Receiving Services, enter the LAR's name and contact information.
- The Username must be 5-40 characters long and contain both uppercase and lowercase letters.
- The Password must be more than 6 characters and contain at least one special character (#\$%&\*) and at least one number.
- Fields marked with a red asterisk (\*) are required.

Keep your username and password in a safe place.

**YOU WILL ENTER YOUR USERNAME AND PASSWORD EACH TIME YOU LOG INTO MYDIRECTCARE.COM.**

7. Check the "I agree..." box

Upon Check the "I agree" box, a **Register** button will appear. Clicking **Register** will complete the registration process and direct you back to your home page.



**MyDirectCare - User Registration Profile**

Username: \*  Username must be at least 5 to 40 uppercase and lowercase characters.

Password: \*

Confirm Password: \*

Security Question 1: \*  ?

Security Question 2: \*  ?

Email Address: \*

Confirm Email Address: \*

First Name: \*

Last Name: \*

Address:

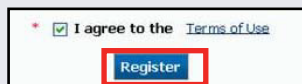
City:

Zip:

Home Phone:

Other Phone:

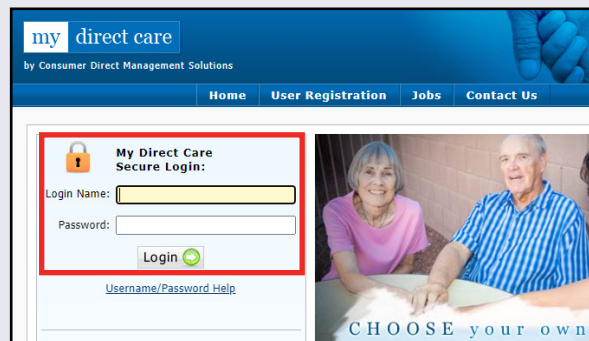
\* ☐ I agree to the [Terms of Use](#)



\* ☒ I agree to the [Terms of Use](#)

## LOGGING INTO MY DIRECT CARE

Navigate to **My Direct Care** and enter your username and password (created during registration) and click **Login**.



**my direct care**  
by Consumer Direct Management Solutions

[Home](#) [User Registration](#) [Jobs](#) [Contact Us](#)

**My Direct Care Secure Login:**

Login Name:

Password:

✓

[Username/Password Help](#)

**CHOOSE your own**