CONSUMER DIRECT CARE NETWORK WASHINGTON

CREATING YOUR CDWA
Client Responsibility Online Account

Follow the prompts below for an online option to pay Client Responsibility.

1. Go to www.PatientNotebook.com/CDCNW/Enhanced/
This is the screen you will see for the Patient Notebook Account.

2. Complete the fields

After you click **Create Account** on the secondary login screen, the **CREATE AN ACCOUNT** screen displays (see image to the right). On this screen:

1. Enter your personal information (first and last name).
2. Enter the **Email Address** where you would like to receive Patient Notebook emails (including automated statement email notifications).
3. Create a **Username** and **Password**.
4. Choose a security question that you can use to confirm your identity if you ever forget your username or password.
5. Enter the security answer to the question.
6. Click the **Terms of Service** link to read the service agreement.
7. Click the checkbox if you agree to the terms.
8. Click **Create My Account**.

A confirmation email will be sent to the email address you provided, welcoming you to log in to your newly created account where you can view paperless statements.

3. **Add CDWA as a Provider**

➤ Select **Add Provider** on the left side of your screen (Fig. 01)

➤ Enter your account number and statement ID (Fig. 02)

➤ Your account number can be found on the top right of your statement. (Fig. 03)

➤ The statement ID can be found on the top left of your latest statement. (Fig. 04)

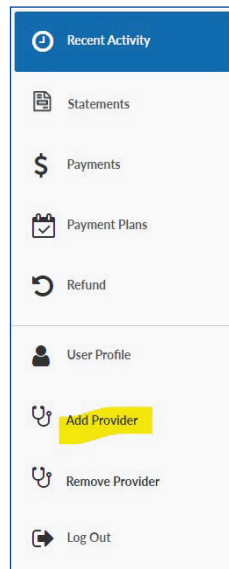➤ Select **ok** to verify Consumer Direct Care Network Washington (CDWA)

Fig. 01

Fig. 02

Fig. 03

Fig. 04

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Navigating within Patient Notebook

- ◆ **Recent Activity** – Displays all recent statements and payments.
- ◆ **Statements** – View, download statement history, and pay statement total.
- ◆ **User Profile** – View the current information CDWA has received from DSHS.
- ◆ **Payments** – View payment history and download receipts.

4. **Make a payment**

1. Enter the **Client/Patient Information**
2. Enter the **Payment Amount**
3. Enter the **Payment Method**
4. Select **Continue**

A receipt will open. You have the option to save or to email yourself a receipt.

If you need assistance setting up the payment portal, please reach out to us.