

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)

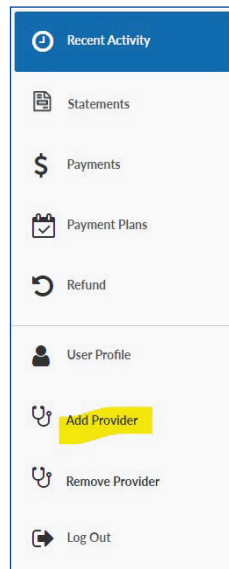


Fig. 01

Fig. 02

Fig. 03

Fig. 04

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.

The screenshot shows the top navigation bar with the 'MENU' button on the left, the 'CONSUMER DIRECT CARE NETWORK WASHINGTON' logo in the center, and contact information on the right: 'Consumer Direct Care Network W...', '100 Consumer Direct Way', 'Missoula, MT 59808', 'Phone: (866) 214 - 9899', 'Email: infoCDWA@consumerdirec...', and 'Website: www.consumerdirectwa.co...'. Below the menu, the 'Recent Activity' section is active, showing a table with columns for 'Date', 'Activity', 'Amount', and 'Name'. The table is currently empty. A 'Results per page: 10' dropdown is visible below the table, and a pagination indicator shows '0 - 0 of 0'.

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.