



GWE Portal Registration Guide

Additional Resources: [2FA Set Up Guide](#) | [Attestation Guide](#) | [GWE Portal FAQ](#)

If you have any questions, please call the **NEW** GWE Phone Line at 360-512-7888 (extension 9005) or email GWE@cowlitz.org.

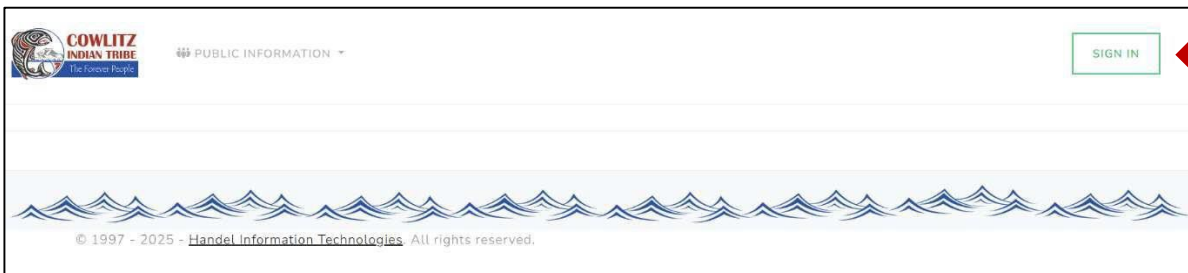
How to Create an Account

1) Go to the GWE Portal

Use this URL to access the site: <https://cowlitzgweportal.ritetrack.net/>

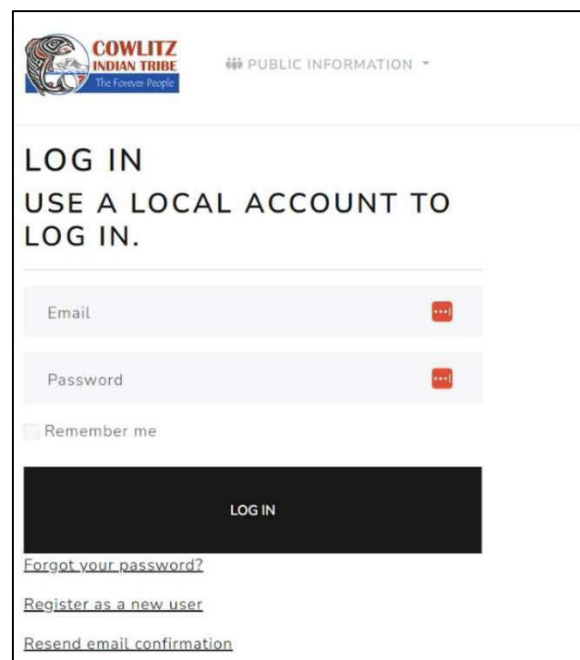
2) Click “Sign In”

The “Sign In” button is located at the top right corner of the page.



3) Register as a New User

Click on the option to create a new account.



4) Enter Your Email and Create a Password

Note: Use Your Email on File with Enrollment.

You must sign up using the email address you have on file with Enrollment.

If you're unsure, please call Enrollment at (360) 577-8140 or email gwe@cowlitz.org.

Choose a secure password and confirm it.

Click "REGISTER."

Public Information

REGISTER

CREATE A NEW ACCOUNT.

Email

Password

Confirm Password

REGISTER

Custom Footer needs to be implemented!
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5) Confirm Your Email

Check your email for a confirmation message from noreply@handelit.com.

Check your spam folder if you do not see it!

Click the link in the email to verify your account.

COWLITZ INDIAN TRIBE
The Forever People

Public Information

REGISTER CONFIRMATION

Please check your email to confirm your account.

Cowlitz Indian Tribe GWE Portal
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Confirm your email

noreply@handelit.com
To: |

Please confirm your account by [clicking here.](#)

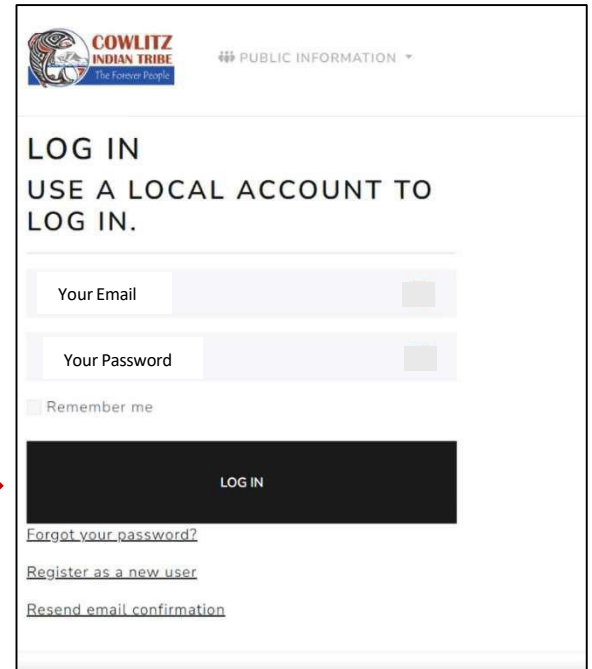
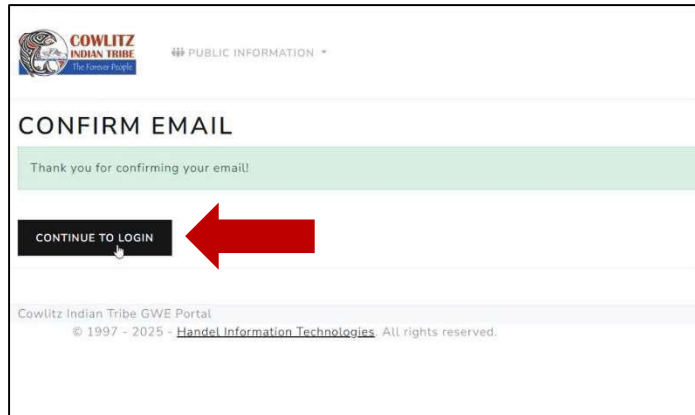
Thu 10/23/2025 2:37 PM

Reply Forward

6) Sign In

The link in your email will take you back to the GWE Portal.

Click “CONTINUE TO LOGIN” and use your email and password to log into the portal.

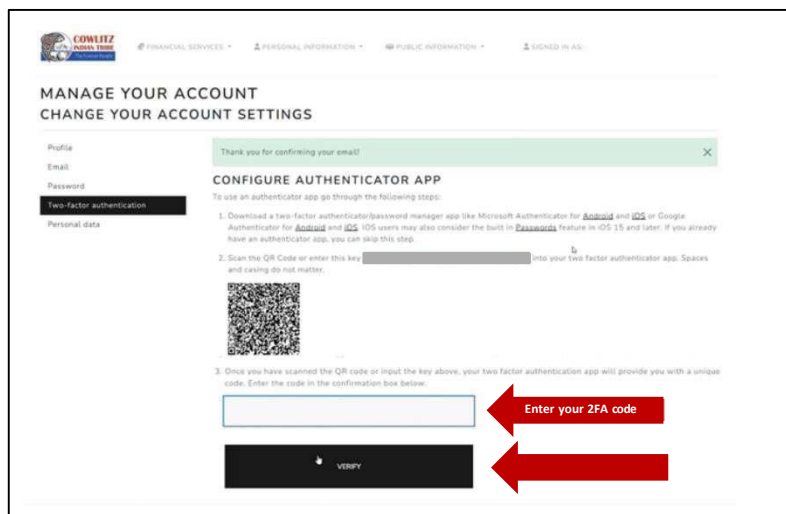


7) Set Up Two-Factor Authentication (2FA)

After confirming your email, you will be directed to your account settings to configure an authenticator app.

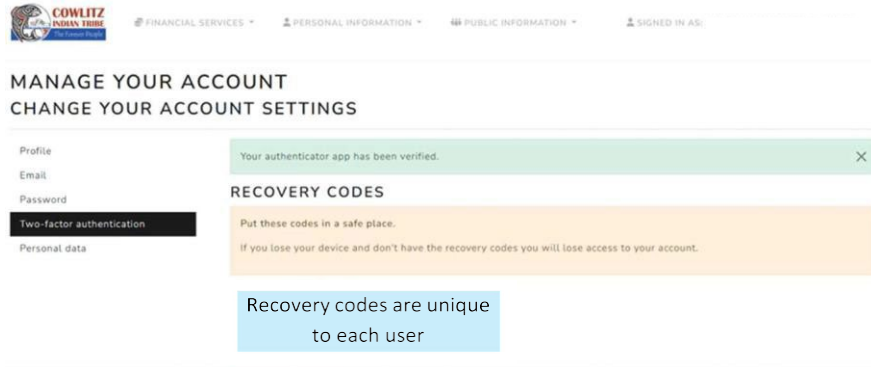
Follow the instructions on the GWE portal or [check out the 2FA Setup Guide](#) for additional details and resources to complete this step.

You will need to use 2FA each time you access your account.



8) Save Your Recovery Codes

Keep your recovery codes somewhere safe, in case you lose your device and need access to your account.

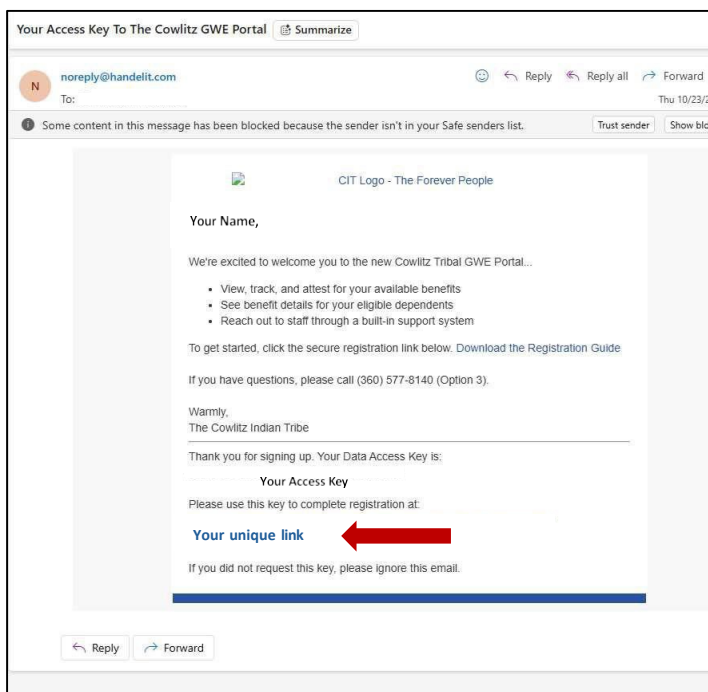


9) Receive Your Data Access Key

Upon completing your 2FA, you will be emailed a unique access key from noreply@handelit.com. Access keys may take 24 hours to arrive in your inbox after completing your 2FA.

You will receive one email with a data access key per family member that you have attestation ability for. For example, an enrolled parent with two enrolled children will receive three separate emails with individual and unique access keys. All three need to be submitted individually.

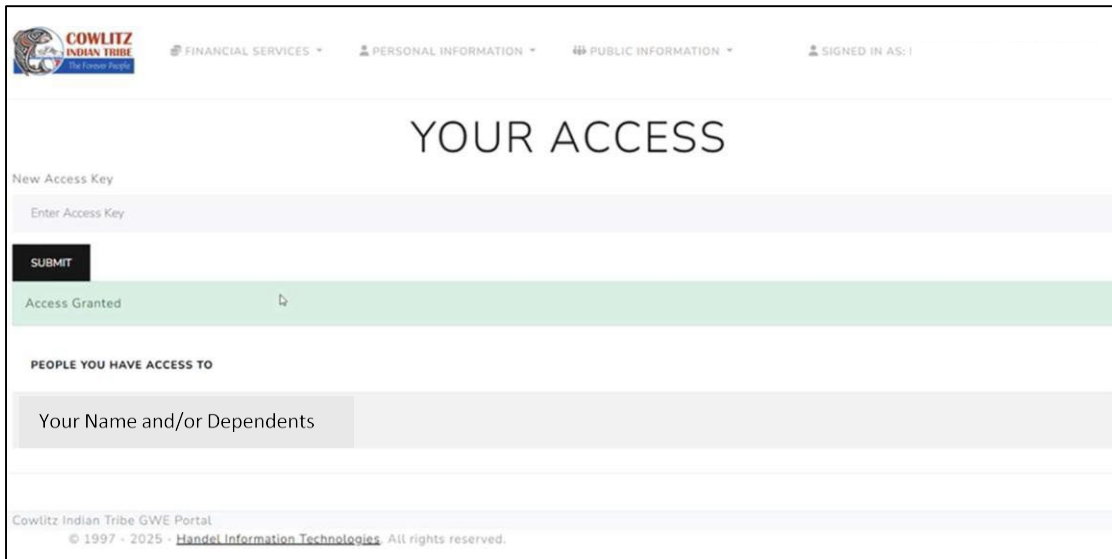
When you receive your key, click the link in the email, and it will automatically direct you to the portal, and upload your key.



TIP: If the link doesn't automatically re direct you:

- 1) Copy the Access Key
- 2) Re-open your portal and log in
- 3) On the top right corner of the home page, you will see your email listed as the user
- 4) Hover over your email, and click on Data Access Keys
- 5) Paste the key in the spot provided

Submit your access key(s). You will then see the Tribal members that you have access to attest on behalf of (including yourself).



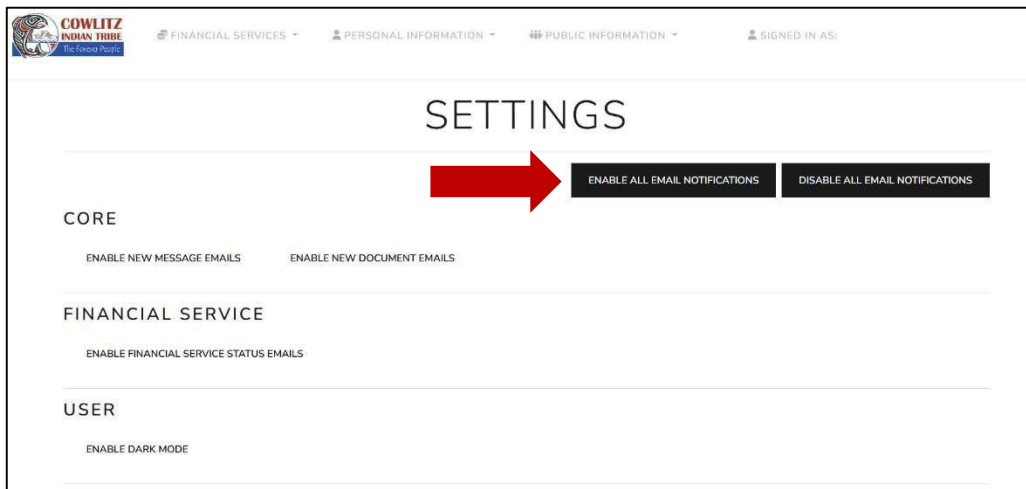
10) Turn on Your Notifications

This step is critical, as it will allow you to be notified via email when your benefit is ready for attestation, and give you updates on the status of your information change requests.

In the top right corner of your GWE portal, click on your email address.

Scroll down to "Settings."

On the right side of your screen, click the black "ENABLE ALL EMAIL NOTIFICATIONS."



11) Double-Check Your Personal Information

We highly recommend confirming your personal information (address, phone, and email) within the GWE portal before attestation begins, to ensure that your attestation goes smoothly and efficiently.

At the top of the GWE portal, click on “PERSONAL INFORMATION.”



Click on “Contact Information.”

Confirm your name, mailing and physical addresses, phone number(s), and email address. If everything is correct, you are all set!

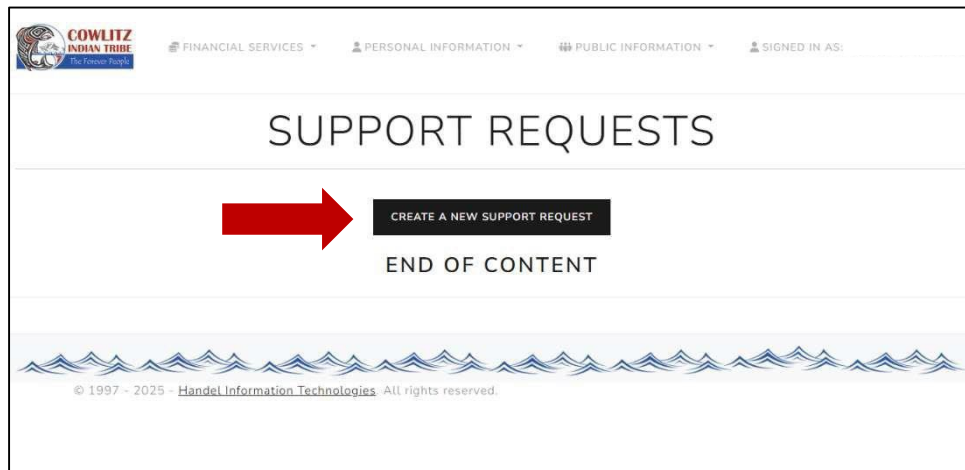
If you need to update your personal information, follow the steps below to create a Support Request.

Submitting a Support Request

A support request allows you to connect with our Enrollment team to update your information.

Under the “PERSONAL INFORMATION” section at the top of the GWE portal, click on Support Requests

Click “CREATE A NEW SUPPORT REQUEST”.



You will then be directed to fill out the details of your request. Some of your details, such as your name, may auto-populate in the form.

The screenshot shows a web form titled "CREATE SUPPORT REQUEST" on the Cowlitz Indian Tribe website. The header includes the tribe's logo and navigation links for "FINANCIAL SERVICES", "PERSONAL INFORMATION", and "PUBLIC INFORMATION". A user is signed in as "AS:1". The form fields include:

- Support Request Subject:** A text input field.
- Select Primary Person:** A dropdown menu.
- Select Department(s) Message Intended For:** A dropdown menu.
- Select From Options:** A text input field.
- Include Additional People:** A dropdown menu.
- Select From Options:** A text input field.
- Message:** A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and source code. Below the toolbar is a text area with the placeholder "Enter message here...".

At the bottom of the form, there is a note: "Documents can be uploaded on the next page after submission." and a black "SUBMIT" button.

Make sure you complete step 10 and turn on your notifications. You will be notified via email when there is an update to your request!
