



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.

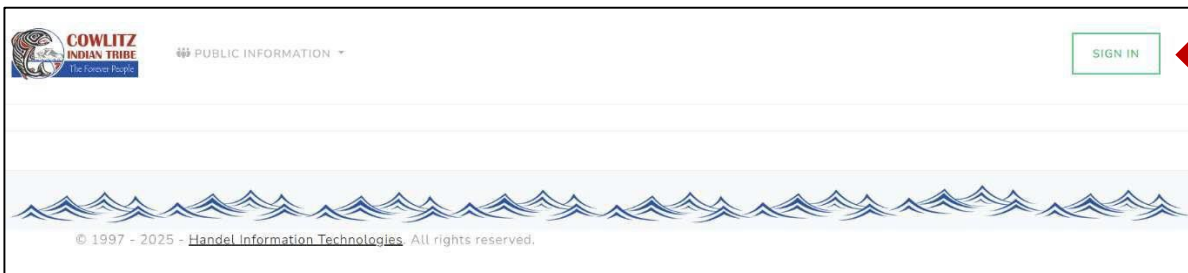
How to Create an Account

1) Go to the GWE Portal

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

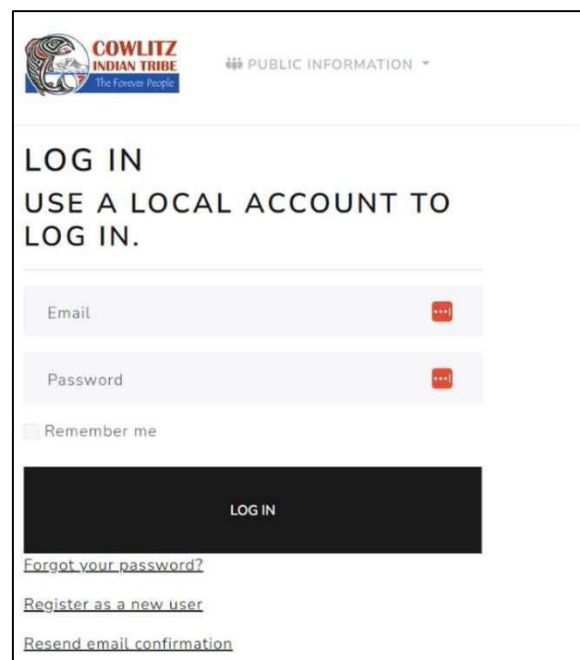
2) Click “Sign In”

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

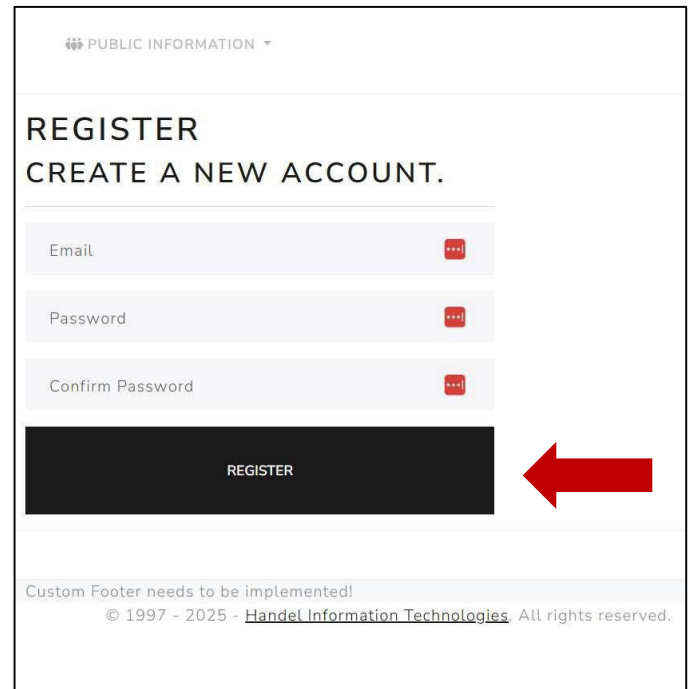
Note: Use Your Email on File with Enrollment.

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."



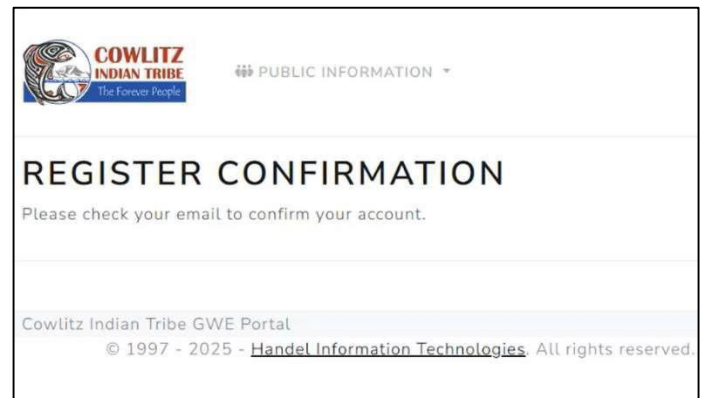
The screenshot shows the 'REGISTER' page of the Cowlitz Indian Tribe GWE Portal. At the top, there is a 'PUBLIC INFORMATION' dropdown menu. The main heading is 'REGISTER' followed by 'CREATE A NEW ACCOUNT.' Below this, there are three input fields: 'Email', 'Password', and 'Confirm Password', each with a red eye icon for toggling visibility. A large black 'REGISTER' button is positioned below the fields. A red arrow points to this button. At the bottom, a footer note states 'Custom Footer needs to be implemented!' and a copyright notice for '© 1997 - 2025 - Handel Information Technologies' is displayed.

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.



The screenshot shows the 'REGISTER CONFIRMATION' page of the Cowlitz Indian Tribe GWE Portal. It features the tribe's logo and name at the top left, and a 'PUBLIC INFORMATION' dropdown menu at the top right. The main heading is 'REGISTER CONFIRMATION' with the instruction 'Please check your email to confirm your account.' Below this, there is a footer note stating 'Custom Footer needs to be implemented!' and a copyright notice for '© 1997 - 2025 - Handel Information Technologies'.

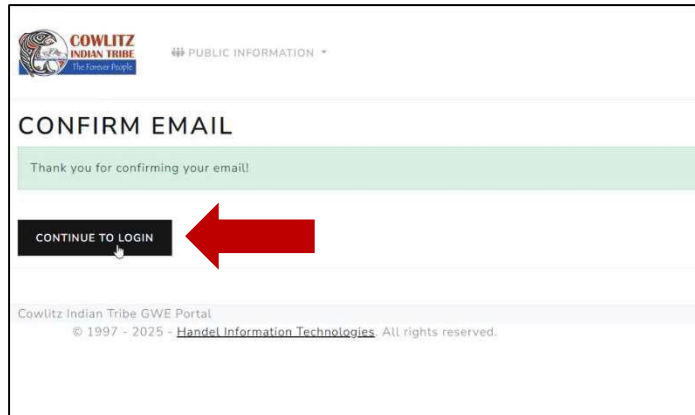


The screenshot shows an email confirmation message from 'noreply@handelit.com'. The subject is 'Confirm your email'. The email body contains the text 'Please confirm your account by [clicking here](#).' A red arrow points to this link. At the bottom, there are 'Reply' and 'Forward' buttons. The email header shows the sender's name 'N', the email address 'noreply@handelit.com', and the date 'Thu 10/23/2025 2:37 PM'. Action buttons for 'Reply', 'Reply all', 'Forward', and a menu icon are visible in the top right corner.

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.



COWLITZ INDIAN TRIBE
The Forever People

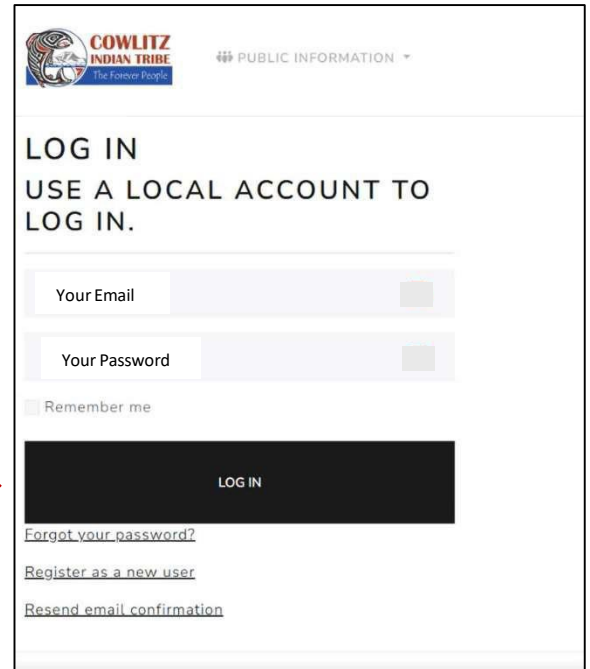
PUBLIC INFORMATION

CONFIRM EMAIL

Thank you for confirming your email!

CONTINUE TO LOGIN

Cowlitz Indian Tribe GWE Portal
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COWLITZ INDIAN TRIBE
The Forever People

PUBLIC INFORMATION

LOG IN

USE A LOCAL ACCOUNT TO LOG IN.

Your Email

Your Password

☐ Remember me

LOG IN

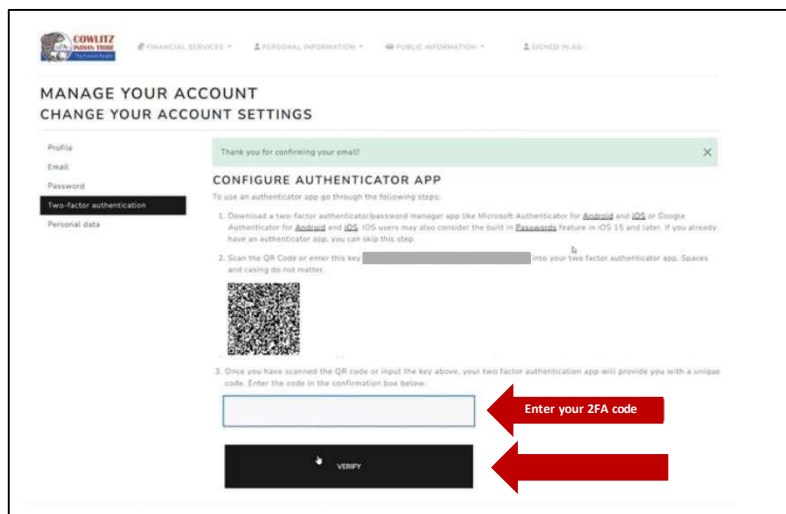
[Forgot your password?](#)
[Register as a new user](#)
[Resend email confirmation](#)

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.



COWLITZ INDIAN TRIBE
The Forever People

FINANCIAL SERVICES • PERSONAL INFORMATION • PUBLIC INFORMATION • SIGNED IN AS:

MANAGE YOUR ACCOUNT

CHANGE YOUR ACCOUNT SETTINGS

Profile
Email
Password
Two-factor authentication
Personal data

Thank you for confirming your email!

CONFIGURE AUTHENTICATOR APP

To use an authenticator app go through the following steps:

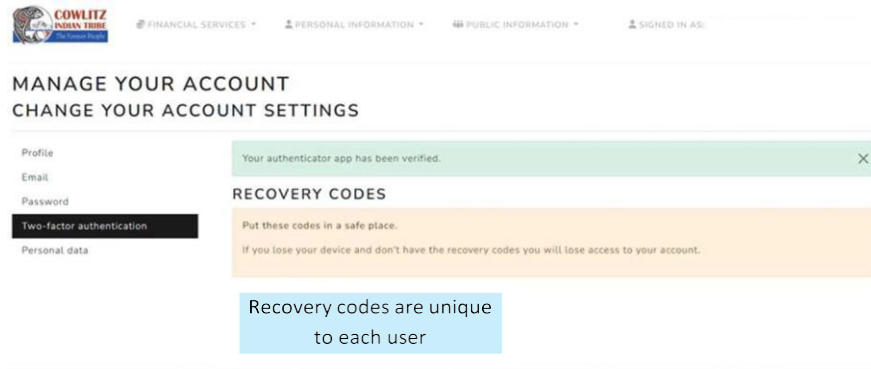
1. Download a two-factor authenticator/password manager app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#). iOS users may also consider the built in [Passwords](#) feature in iOS 15 and later. If you already have an authenticator app, you can skip this step.
2. Scan the QR Code or enter this key into your two factor authenticator app. Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Enter your 2FA code

VERIFY

8) Save Your Recovery Codes

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

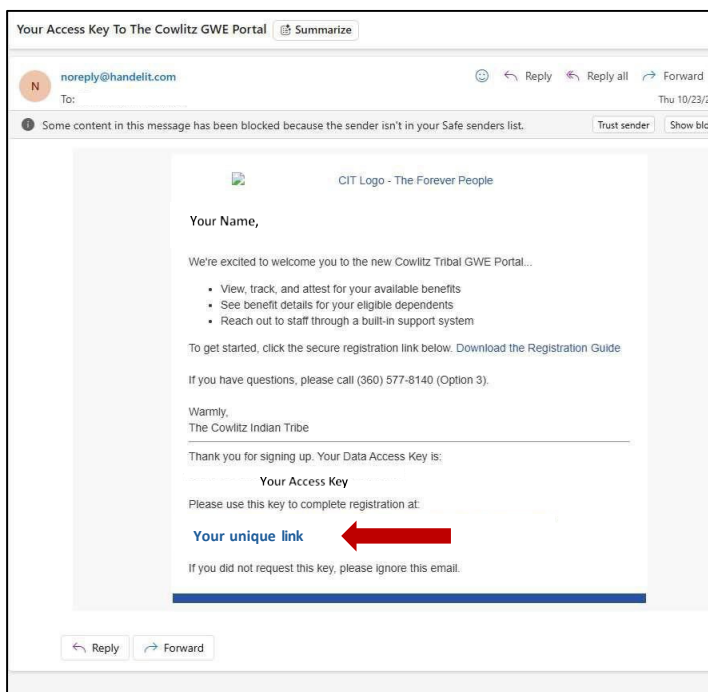


9) Receive Your Data Access Key

Upon completing your 2FA, you will be emailed a unique access key from noreply@handelit.com. Access keys will be available starting 10/28 and 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).

COWLITZ INDIAN TRIBE
The Future People

FINANCIAL SERVICES PERSONAL INFORMATION PUBLIC INFORMATION SIGNED IN AS: I

YOUR ACCESS

New Access Key

Enter Access Key

SUBMIT

Access Granted

PEOPLE YOU HAVE ACCESS TO

Your Name and/or Dependents

Cowlitz Indian Tribe GWE Portal
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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.”

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FINANCIAL SERVICES PERSONAL INFORMATION PUBLIC INFORMATION SIGNED IN AS: I

SETTINGS

ENABLE ALL EMAIL NOTIFICATIONS **DISABLE ALL EMAIL NOTIFICATIONS**

CORE

ENABLE NEW MESSAGE EMAILS ENABLE NEW DOCUMENT EMAILS

FINANCIAL SERVICE

ENABLE FINANCIAL SERVICE STATUS EMAILS

USER

ENABLE DARK MODE

11) Double-Check Your Personal Information

We highly recommend confirming your personal information (address, phone, and email) within the GWE portal before attestation begins on 11/3/25, 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!

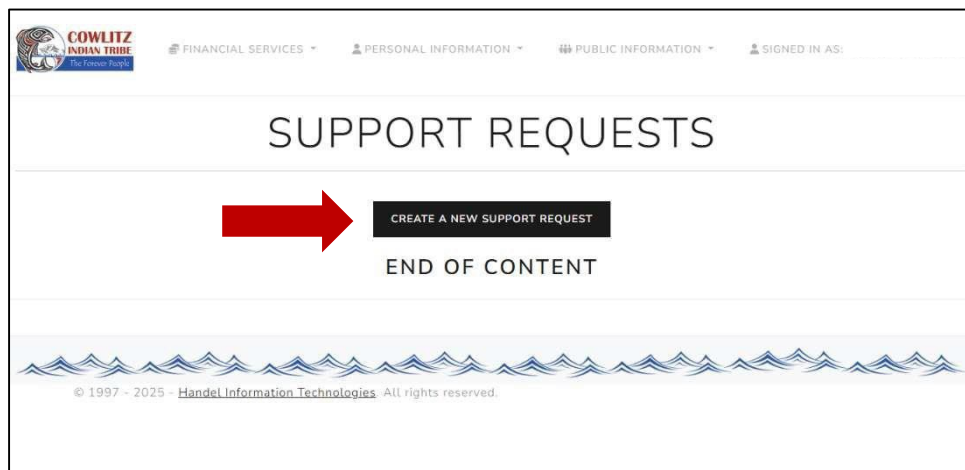
If you need to update your personal information, follow the steps below to create a Support Request.

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.

**COWLITZ**
INDIAN TRIBE
First Federal Nation

FINANCIAL SERVICES

PERSONAL INFORMATION

PUBLIC INFORMATION

SIGNED IN AS: |

CREATE SUPPORT REQUEST

Support Request Subject

Select Primary Person


Select Department(s) Message Intended For

Select From Options

Include Additional People

Select From Options

Message



Enter message here...

Documents can be uploaded on the next page after submission.

SUBMIT

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!