



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.

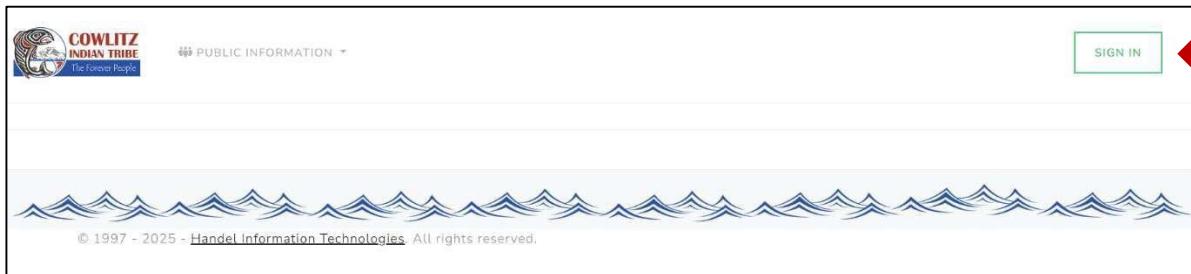
How to Create an Account

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.

LOG IN
USE A LOCAL ACCOUNT TO LOG IN.

Email

Password

Remember me

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

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.

 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: I

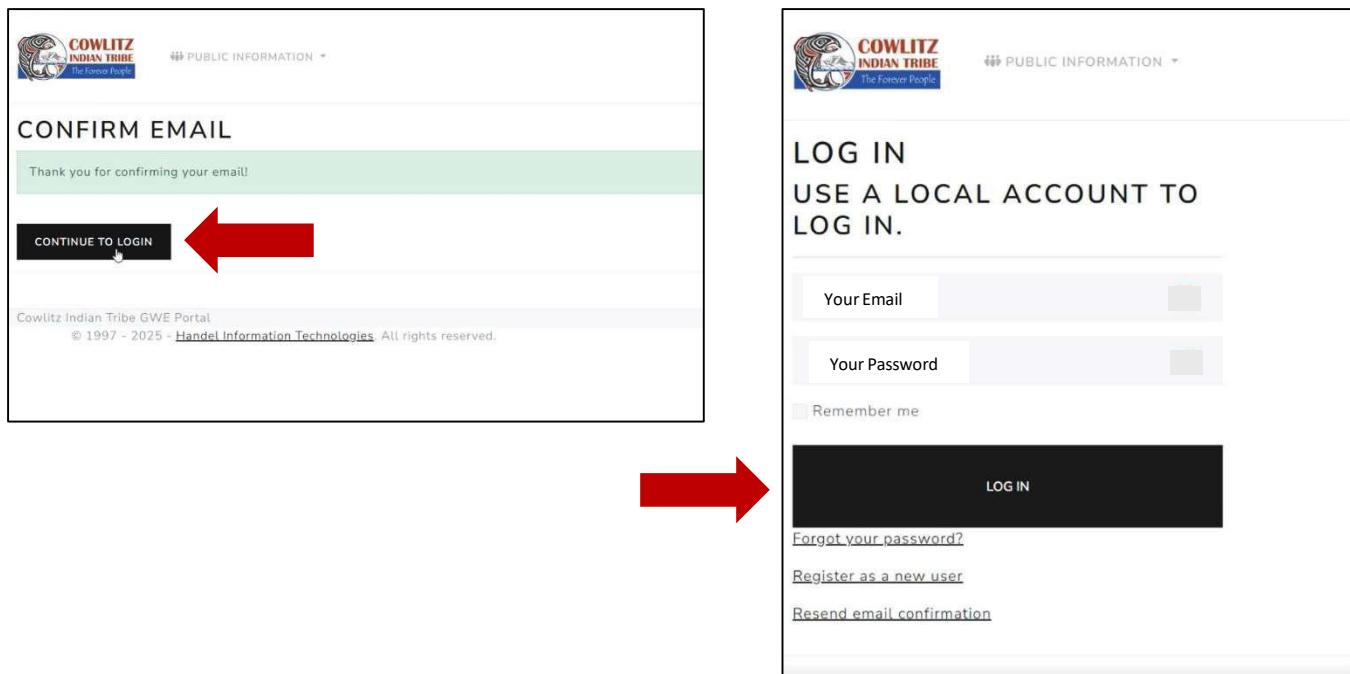
Please confirm your account by [clicking here](#). 

[Reply](#) [Forward](#) 
Thu 10/23/2025 2:37 PM

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.



CONFIRM EMAIL

Thank you for confirming your email!

CONTINUE TO LOGIN

Cowlitz Indian Tribe GWE Portal
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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](#)

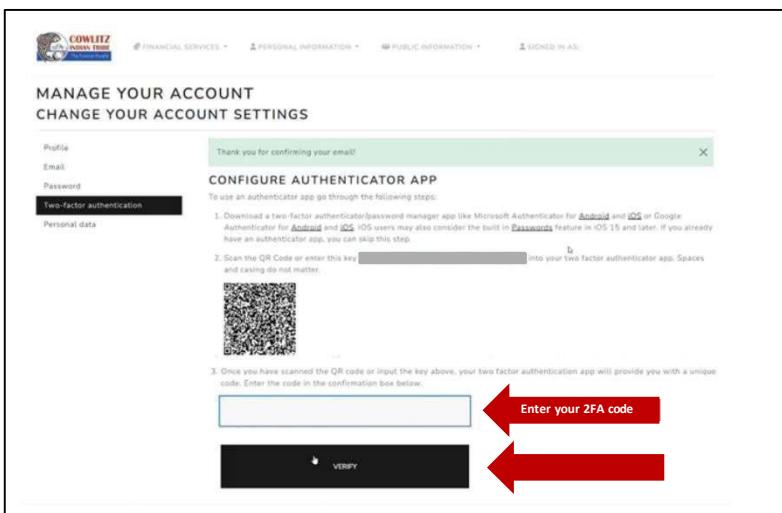
[Resend email confirmation](#)

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.



MANAGE YOUR ACCOUNT

CHANGE YOUR ACCOUNT SETTINGS

Thank you for confirming your email!

CONFIGURE AUTHENTICATOR APP

To use an authenticator app go through the following steps:

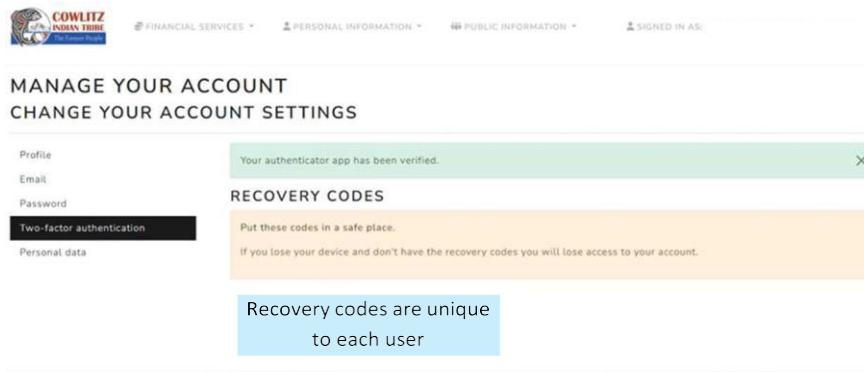
1. Download a two-factor authenticator/password manager app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#). If necessary also consider the built in [Passcode](#) feature in iOS 15 and later. If you already have an authenticator app, you 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.



MANAGE YOUR ACCOUNT
CHANGE YOUR ACCOUNT SETTINGS

Profile Email Password Personal data Two-factor authentication

Your authenticator app has been verified.

RECOVERY CODES

Put these codes in a safe place.
If you lose your device and don't have the recovery codes you will lose access to your account.

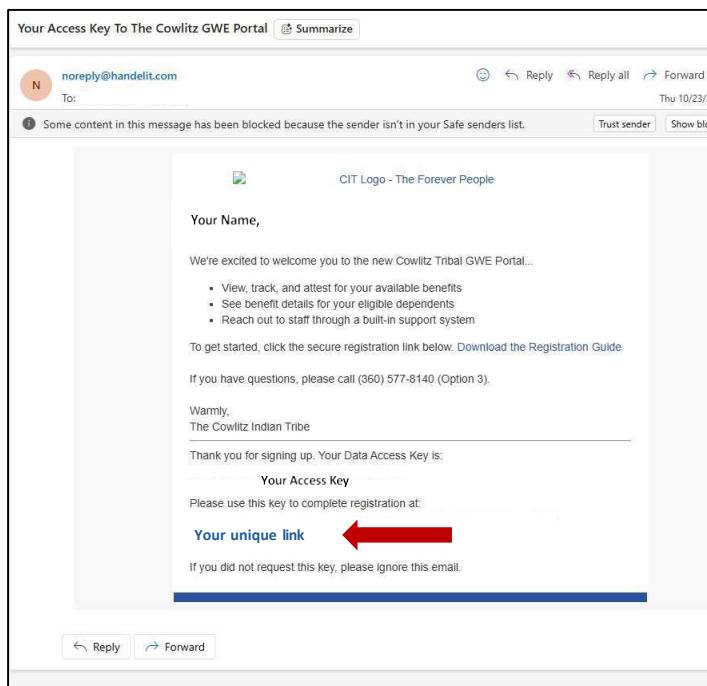
Recovery codes are unique to each user

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.



Your Access Key To The Cowlitz GWE Portal [Summarize](#)

noreply@handelit.com To: Thu 10/23/20

Some content in this message has been blocked because the sender isn't in your Safe senders list. [Trust sender](#) [Show block](#)

CIT Logo - The Forever People

Your Name,

We're excited to welcome you to the new Cowlitz Tribal GWE Portal...

- View, track, and attest for your available benefits
- See benefit details for your eligible dependents
- Reach out to staff through a built-in support system

To get started, click the secure registration link below. Download the Registration Guide

If you have questions, please call (360) 577-8140 (Option 3).

Warmly,
The Cowlitz Indian Tribe

Thank you for signing up. Your Data Access Key is:

Your Access Key

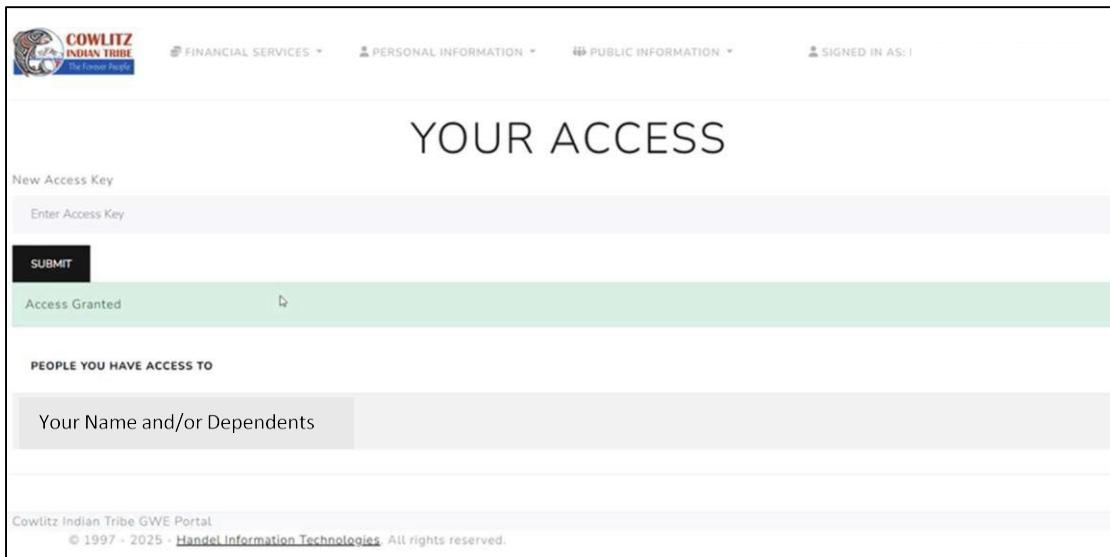
Please use this key to complete registration at:

Your unique link

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).



The screenshot shows the 'YOUR ACCESS' page of the Cowlitz Indian Tribe GWE Portal. At the top, there are navigation links for FINANCIAL SERVICES, PERSONAL INFORMATION, PUBLIC INFORMATION, and SIGNED IN AS. The main content area is titled 'YOUR ACCESS' and contains a 'New Access Key' section with a 'SUBMIT' button and a message 'Access Granted'. Below this is a section titled 'PEOPLE YOU HAVE ACCESS TO' with the text 'Your Name and/or Dependents'. The footer of the page includes the Cowlitz Indian Tribe logo and a copyright notice: 'Cowlitz Indian Tribe GWE Portal © 1997 - 2025 - Handel Information Technologies All rights reserved.'

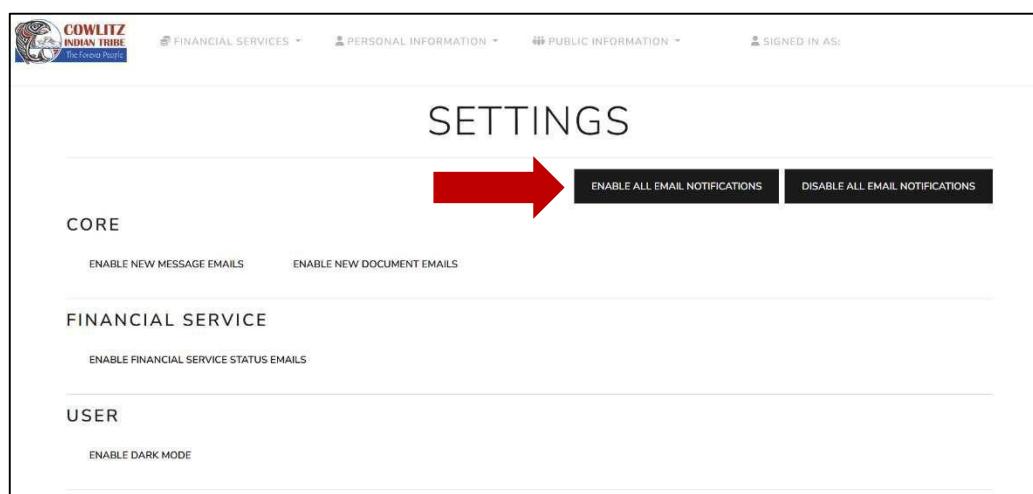
10) Turn on Your Notifications

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.”



The screenshot shows the 'SETTINGS' page of the Cowlitz Indian Tribe GWE Portal. At the top, there are navigation links for FINANCIAL SERVICES, PERSONAL INFORMATION, PUBLIC INFORMATION, and SIGNED IN AS. The main content area is titled 'SETTINGS' and contains three main sections: 'CORE', 'FINANCIAL SERVICE', and 'USER'. Each section has several 'ENABLE' and 'DISABLE' buttons. A large red arrow points to the 'ENABLE ALL EMAIL NOTIFICATIONS' button in the 'CORE' section. The 'CORE' section also includes buttons for 'ENABLE NEW MESSAGE EMAILS' and 'ENABLE NEW DOCUMENT EMAILS'. The 'FINANCIAL SERVICE' section includes a 'ENABLE FINANCIAL SERVICE STATUS EMAILS' button. The 'USER' section includes a 'ENABLE DARK MODE' button.

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!

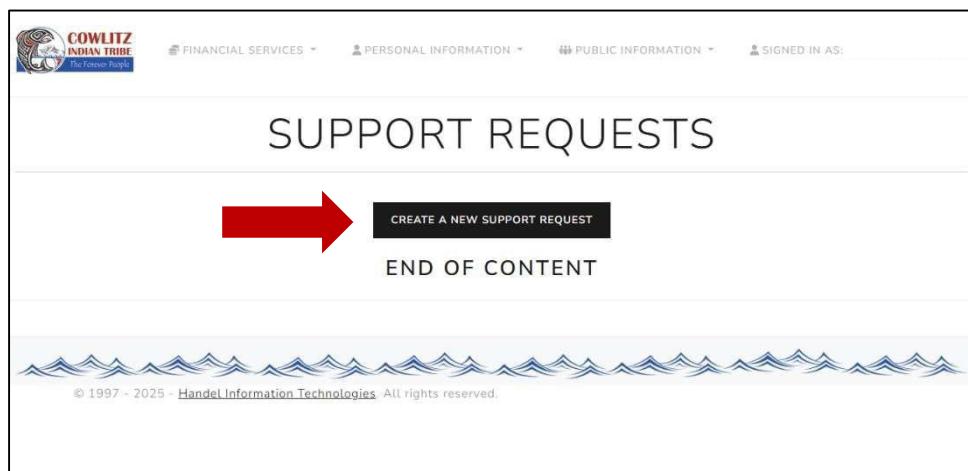
If you need to update your personal information, follow the steps below to create a Support Request.

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.



FINANCIAL SERVICES ▾ PERSONAL INFORMATION ▾ PUBLIC INFORMATION ▾ SIGNED IN AS: [User]

CREATE SUPPORT REQUEST

Support Request Subject
[Text input field]

Select Primary Person
[Select dropdown]

Select Department(s) Message Intended For
Select From Options
[Text input field]

Include Additional People
Select From Options
[Text input field]

Message
[Rich text editor toolbar: NUNITO SANS, A, etc.]
Enter message here...
[Text area]

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!
