



GWE Portal Attestation Guide

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

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

Important Notes

- Please make sure that you have completed all steps on the [GWE Portal Registration Guide](#). This includes creating an account, [setting up Two-Factor Authentication \(2FA\)](#), receiving and uploading data access keys for you and your eligible dependents, verifying your personal information such as your address and email, and turning on your notifications.
- Step 6 of this guide details the confirmation of your payment method. Your payment method automatically reflect the payment method you chose for your last GWE, unless you have updated it through the portal. If you know ahead of time that you would like to change your payment method, please complete a support request as soon as possible. This can be done before attestation opens.
- Some of the screenshots in this guide will list the Fall 2025 GWE as the benefit. Your portal will show the updated name of the current GWE Distribution.
- Only check and direct deposit are available for payment options.

How To Attest

1) Log In to Your GWE Portal Account

Go to the GWE Portal: <https://cowlitzgweportal.ritetrack.net/>

Log in using your email and password and complete your 2FA.

2) Find Your Attest Claims

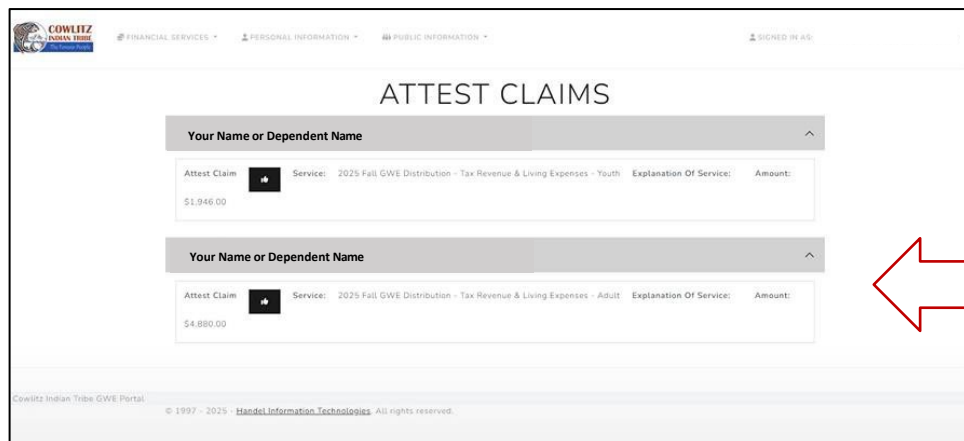
At the top left of your home page, you will see “FINANCIAL SERVICES.” Click on this. On the drop-down menu, click “Attest Claims.”



3) View Your Attest Claims

You will then be able to view the available attest claims for yourself and/or your dependents.

Note: If you are missing a dependent, please make sure that you have received and uploaded a data access key for this dependent.



If you do not have any dependents that you can attest on behalf of, you will only see one claim available for yourself.

4) Click  to Attest for You and/or Your Dependents

You must click the “Thumbs Up” individually per claim.

Once you select the icon, the following pop-up will appear:

5) Confirm Your Mailing Address

Confirm that your mailing address is correct.

If your address is correct, click “CONFIRM.”

If your address is not correct, click “SUPPORT REQUEST,” and follow the instructions to update your information. **You will not be able to attest until your information is updated.**

6) Confirm Your Payment Method

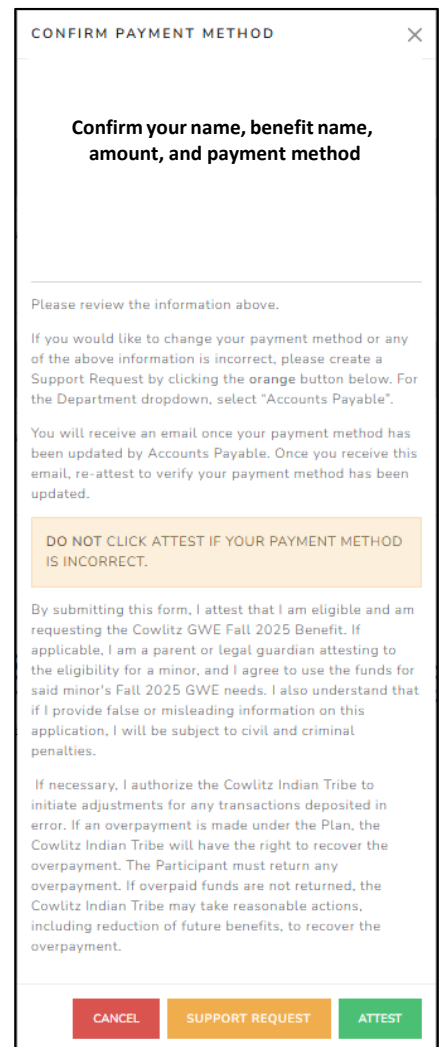
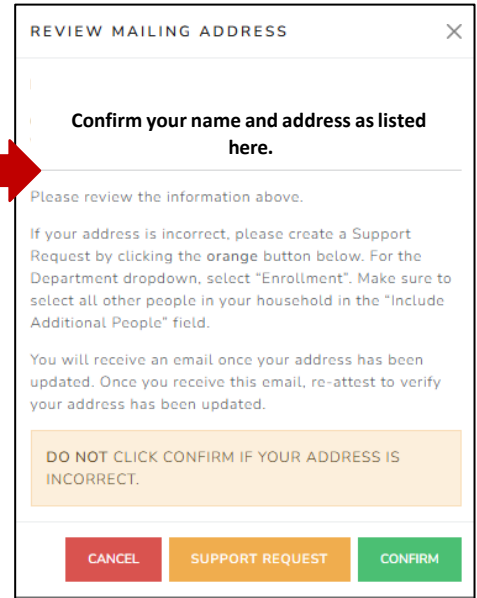
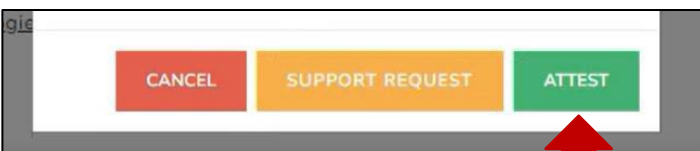
After confirming your address, the following pop-up will appear:

Review the information listed for your payment method.

Your payment method will automatically reflect the method you last received payment for (direct deposit or check).

If you would like to change your payment method, you will need to stop the attestation process and submit a Support Request.

If your payment method and information is correct, click “ATTEST.”



7) Complete the Confirmation Process for Each Available Attestation

If you are only able to attest on behalf of yourself, you will complete this process once.

If you have dependents who you are eligible to attest on behalf of, you will complete this step individually for yourself and/or individually for each dependent.

Thank you for completing the attestation process! If you have any questions, please call the GWE Phone Line at 360-512-7888 (extension 9005) or email GWE@cowlitz.org.