



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.
- **Attestation for the Winter 2026 GWE will open on Monday, February 2, at 10:00am PST.** You will not be able to attest for your benefits before then, nor will you be able to complete the following steps in this guide. Steps 2-7 are only available starting 2/2/26.
- Step 6 of this guide details the confirmation of your payment method. Your payment method for the Fall 2025 GWE will automatically reflect the payment method you chose for the Fall 2025 GWE. 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 on 2/2/26.
- Some of the screenshots in this guide will list the Fall 2025 GWE as the benefit. Your portal will show the updated name as the 2026 Winter GWE Distribution – Living Expenses.
- 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

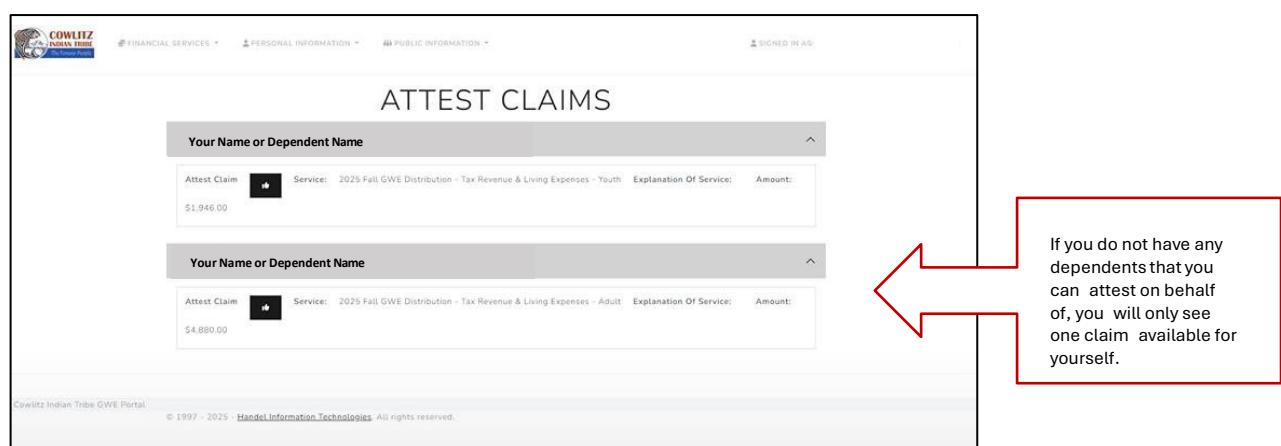
At the top left of your home page, you will see “FINANCIAL SERVICES.” Click on this. On the drop-down menu, click “Attest Claims.”



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.



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.**

REVIEW MAILING ADDRESS X

Confirm your name and address as listed here.

Please review the information above.

If your address is incorrect, please create a Support Request by clicking the orange button below. For the Department dropdown, select “Enrollment”. Make sure to select all other people in your household in the “Include Additional People” field.

You will receive an email once your address has been updated. Once you receive this email, re-attest to verify your address has been updated.

DO NOT CLICK CONFIRM IF YOUR ADDRESS IS INCORRECT.

CANCEL SUPPORT REQUEST CONFIRM

6) Confirm Your Payment Method

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

Review the information listed for your payment method.

The “Service” for the Winter 2026 GWE will be listed as “2026 Winter GWE Distribution - Living Expenses - [Youth/Adult/Elder]”

Your payment method will automatically reflect the method you received payment for the Fall 2025 GWE payment (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.”

CANCEL SUPPORT REQUEST ATTEST

CONFIRM PAYMENT METHOD X

Confirm your name, benefit name, amount, and payment method

Please review the information above.

If you would like to change your payment method or any of the above information is incorrect, please create a Support Request by clicking the orange button below. For the Department dropdown, select “Accounts Payable”.

You will receive an email once your payment method has been updated by Accounts Payable. Once you receive this email, re-attest to verify your payment method has been updated.

DO NOT CLICK ATTEST IF YOUR PAYMENT METHOD IS INCORRECT.

By submitting this form, I attest that I am eligible and am requesting the Cowlitz GWE Fall 2025 Benefit. If applicable, I am a parent or legal guardian attesting to the eligibility for a minor, and I agree to use the funds for said minor's Fall 2025 GWE needs. I also understand that if I provide false or misleading information on this application, I will be subject to civil and criminal penalties.

If necessary, I authorize the Cowlitz Indian Tribe to initiate adjustments for any transactions deposited in error. If an overpayment is made under the Plan, the Cowlitz Indian Tribe will have the right to recover the overpayment. The Participant must return any overpayment. If overpaid funds are not returned, the Cowlitz Indian Tribe may take reasonable actions, including reduction of future benefits, to recover the overpayment.

CANCEL SUPPORT REQUEST 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.