

Creating your Private Pay Online Account



Creating your Account

1. Go to the link found on your statement. (Fig. 01)
This is the screen you will see for the Patient Notebook Account.

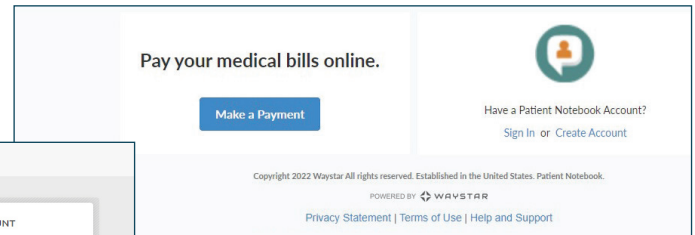


Fig. 01

2. Complete the create account fields.

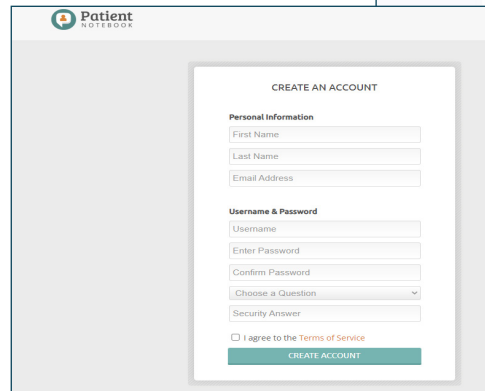


Fig. 02

3. Add CDCN as a Provider

- Select **Add Provider** on the left side of your screen. (Fig. 03)
- Enter your **Account Number** and **Statement ID**. (Fig. 04)
- Select **OK** to verify Consumer Direct Care Network.

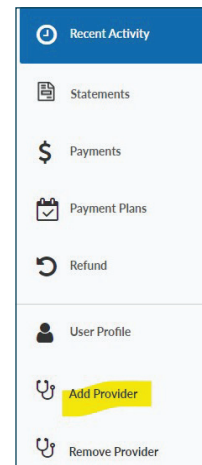


Fig. 03

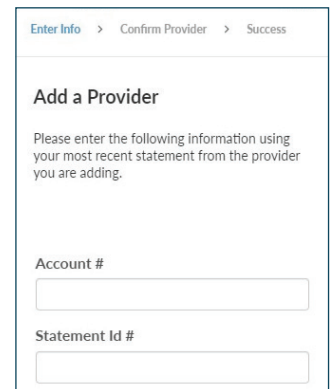


Fig. 04

NOTE: Your **Account Number** can be found on the top right of your statement. The **Statement ID** can be found on the top left of your latest statement. (Fig. 05)



Fig. 05

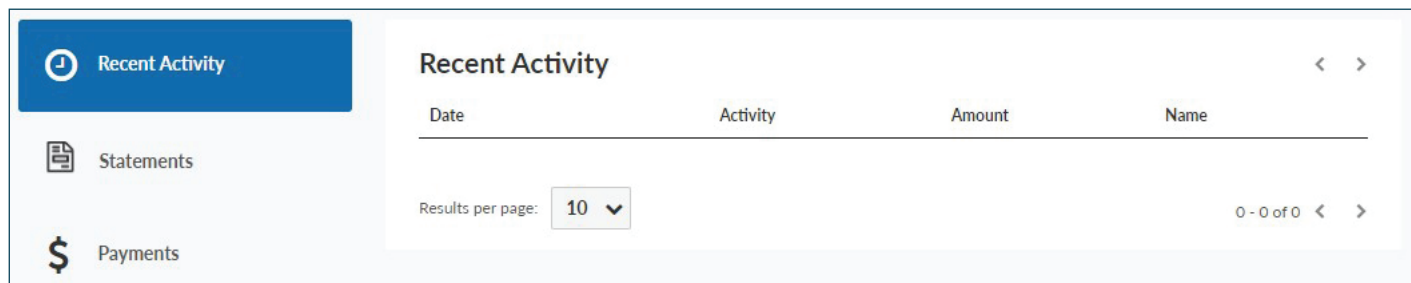
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Navigating within Patient Notebook

The left side of the screen will display the menu areas. (Fig. 06)

- **Recent Activity**- Displays all recent statements and payments.
- **Statements**- View, download statement history, and pay statement total.
- **User Profile**- View the current information CDCN has received from DSHS.
- **Payments**- View payment history and download receipts.



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Recent Activity' (selected), 'Statements', and 'Payments'. The main content area is titled 'Recent Activity' and contains a table with columns for Date, Activity, Amount, and Name. Below the table, there is a 'Results per page' dropdown set to 10 and a pagination indicator showing '0 - 0 of 0'.

Date	Activity	Amount	Name
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Fig. 06

4. Make a Payment
 1. Enter the **Client/Patient Information**
 2. Enter the **Payment Amount**
 3. Enter the **Payment Method**
 4. Select **Continue**

NOTE: A receipt will open. You have the option to save or to email yourself a receipt.