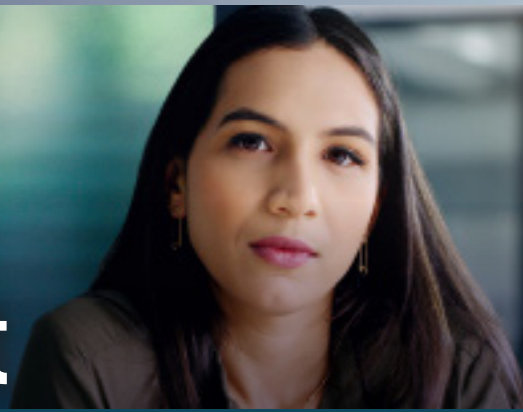


# Creating your Private Pay Online Account



## 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.*

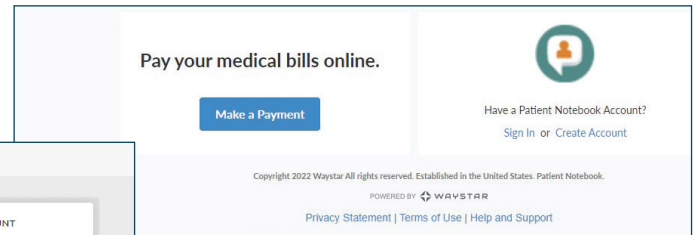


Fig. 01

2. Complete the create account fields.

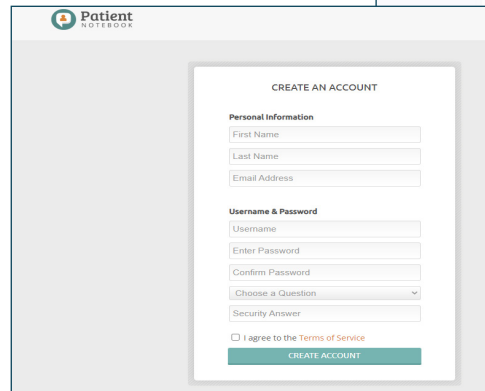


Fig. 02

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.

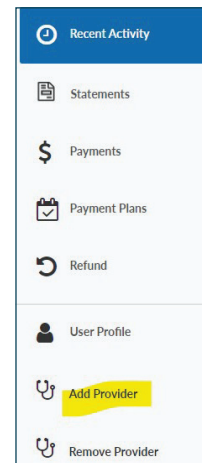


Fig. 03

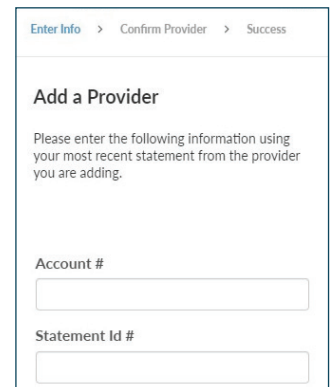


Fig. 04

**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

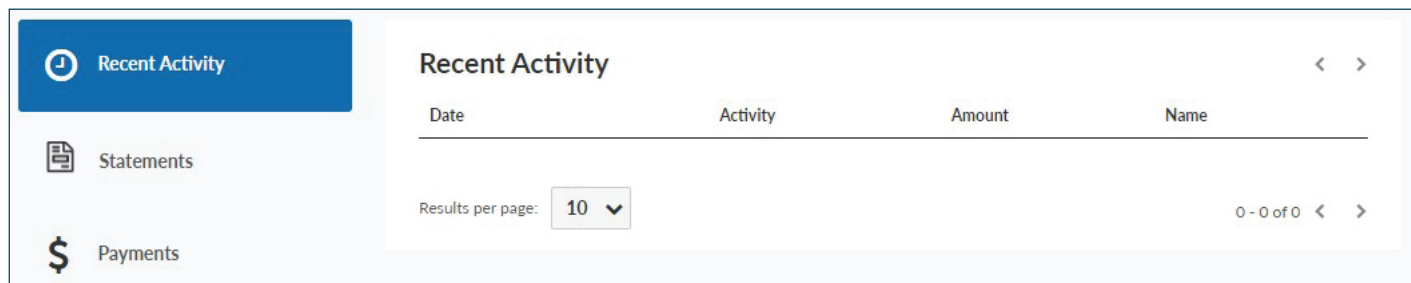
# Creating your Private Pay Online Account



## 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 for a patient notebook. On the left is a vertical menu with three items: 'Recent Activity' (selected, with a clock icon), 'Statements' (with a document icon), and 'Payments' (with a dollar sign icon). 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 menu set to '10' and a pagination indicator '0 - 0 of 0' with left and right navigation arrows.

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.