

## 4 Activate my Client Benefit Account (CBA)

- Check for your Confirmation email.
- Go to **www.WashingtonConnection.org**.
- Click the **Access Your Account** button on the **Login** tab to sign into your Washington Connection Account.
- From the Washington Connection Home page, click the **My CBA** button on the **My Account** drop down menu.
- Use the activation code provided in the email, your DSHS Client ID, and residential zip code from the selections provided.
- Click the **Next** button.
- Once you receive the **Account Activation** message on Washington Connection, click the **Log out** link at the top right corner.

## 5 Accessing my Client Benefit Account (CBA)

- Click the **Access Your Account** button on the **Login** tab to sign into your Washington Connection Account.
- Enter user name and password.
- Click **Submit**.
- From the Washington Connection Home page, click the **My CBA** button on the **My Account** drop down menu.
- Read the **Client Benefit Account Notice**, and click **Accept** to view basic data about your case.

You can access your client benefit account on this free and secure website 24/7.

**Important Information you may need to create and activate your CBA** (for your personal use only).

User Name \_\_\_\_\_  
Confirmation Code \_\_\_\_\_  
Client Identification Number \_\_\_\_\_  
Residential Zip Code \_\_\_\_\_  
Activation Code \_\_\_\_\_  
Other \_\_\_\_\_

### HAVING TROUBLE?

You can find more information in the Washington Connection **About This Site** tab under My Account.



# Client Benefit Account

The key to accessing your DSHS benefits online

- ✓ Current benefits
- ✓ Benefit history
- ✓ Documents submitted
- ✓ Important dates

[www.washingtonconnection.org](http://www.washingtonconnection.org)



# Do you want to save time?

Do you have access to a computer? Do you have an email account? Here are 5 steps to a fast, easy, secure way to access your DSHS benefit account information.

## Before you get started, you will need

- Access to the internet.
- Email account.
- DSHS Client Identification Number.

*\*If you already have a Washington Connection SAW account set up, skip to step 3.*

## 1 Create a Secure Access Washington (SAW) Account

- Go to **www.WashingtonConnection.org**.
- Click on **Create New Account** button on the Create Account drop down menu.
- Complete all the data fields on the **Create a New User Account** page.
- Click the **Next** button.
- Check your email for the confirmation code\*.

*\*If you don't receive an activation email, check your junk/spam folder.*

## 2 Activate my Secure Access Washington (SAW) Account

- From the Confirmation email, click the second link provided to activate your SAW Account.
- The **New User Account – Confirmation** screen will appear.
- Click the **Login** link.

– OR –

- From the Washington Connection Home page, click the **Activate Your Account** button on the **Create Account** drop down menu.
- Enter your **User Name** and **Confirmation Code** that was sent to your email.
- Click the **Next** button.
- Click the **Login** link.
- Enter your User Name, Password and click **Submit**.

Now that your SAW Account is activated, you are ready to create your Client Benefit Account.

## 3 Create my Client Benefit Account (CBA)

- Click the **Access Your Account** button on the **Login** drop down menu to sign into your Washington Connection Account.
- From the Summary page, click the **Access Client Benefit Account Information** link.
- Click **My CBA** button on the **My Account** drop down menu.
- Complete all the data fields on the Registration page exactly as DSHS has it on file using your residential zip code.
- Click the **Next** button.
- Check your email for the information on the next step to activate your Client Benefit Account (CBA).
- Click the **Log out** button next to your name.

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