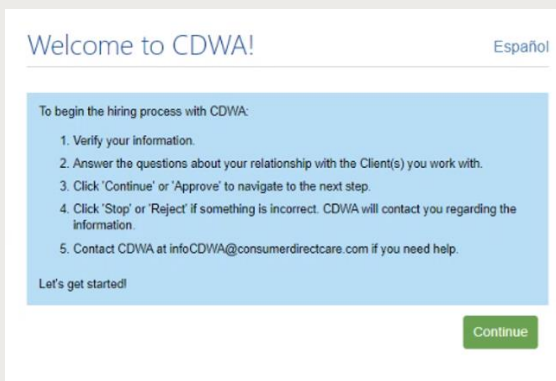


Attestations

in the DirectMyCare Web Portal

After logging into the CDWA DirectMyCare web portal for the first time, you will be asked to answer a series of questions. We call these attestations because they are a declaration to formally certify information. Please use this guide to verify your answers.

Step 1: Welcome to CDWA!



Welcome to CDWA! Español

To begin the hiring process with CDWA:

1. Verify your information.
2. Answer the questions about your relationship with the Client(s) you work with.
3. Click 'Continue' or 'Approve' to navigate to the next step.
4. Click 'Stop' or 'Reject' if something is incorrect. CDWA will contact you regarding the information.
5. Contact CDWA at infoCDWA@consumerdirectcare.com if you need help.

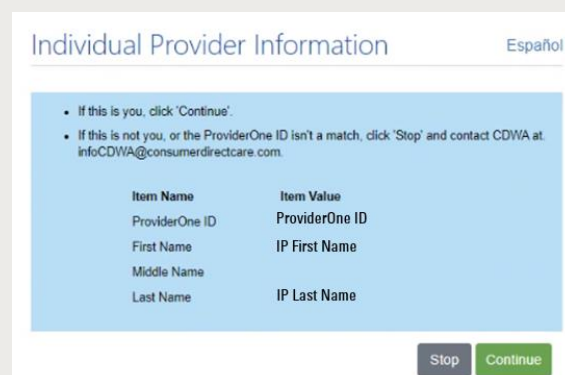
Let's get started!

[Continue](#)

1. Verify your information.
2. Answer the questions about your relationship with the Client(s) you work with.
3. Click 'Continue' or 'Approve' to navigate to the next step.
4. Click 'Stop' or 'Reject' if something is incorrect. CDWA will contact you regarding the information.
5. Contact CDWA at infoCDWA@consumerdirectcare.com if you need help.

Click **Continue**

Step 2: Individual Provider Information



Individual Provider Information Español

- If this is you, click 'Continue'.
- If this is not you, or the ProviderOne ID isn't a match, click 'Stop' and contact CDWA at infoCDWA@consumerdirectcare.com.

| Item Name | Item Value |
|----------------|----------------|
| ProviderOne ID | ProviderOne ID |
| First Name | IP First Name |
| Middle Name | |
| Last Name | IP Last Name |

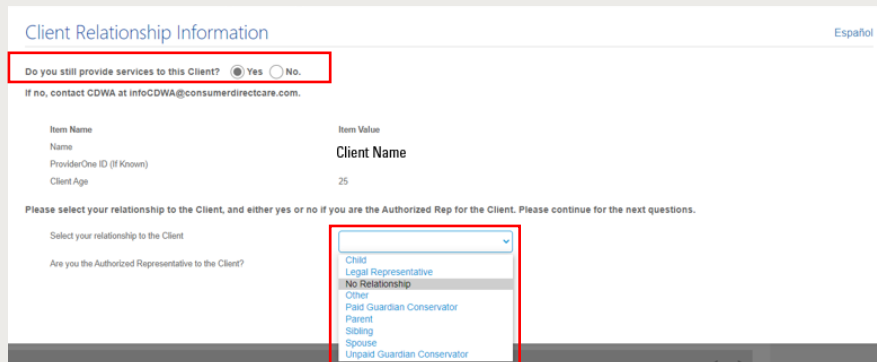
[Stop](#) [Continue](#)

- * If the information matches your information, Click **Continue**.
- * If the information is incorrect, Click **Stop** and contact CDWA at infoCDWA@consumerdirectcare.com

Step 3: Client Relationship Information

Your Client's name and information will be displayed. Select **Yes** if you currently provide services to the Client, or **No** if you do not.

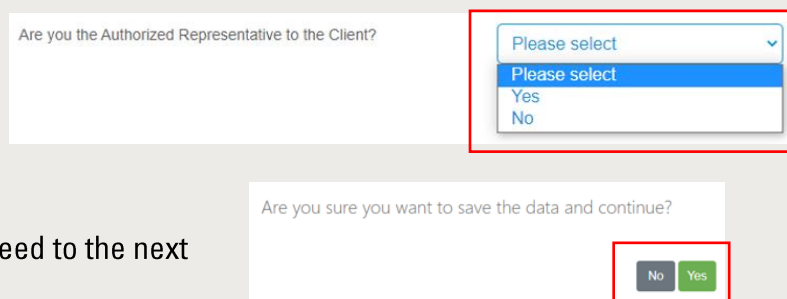
- * If you select **Yes**, choose your **relationship** to the Client from the drop down menu.
- * If you select **No**, contact CDWA at infoCDWA@consumerdirectcare.com



Next, choose from the dropdown menu whether you are the **Authorized Representative** for the Client.

*Click **Continue**

You will be asked to confirm that you want to proceed to the next series of questions. Click **Yes** to continue.

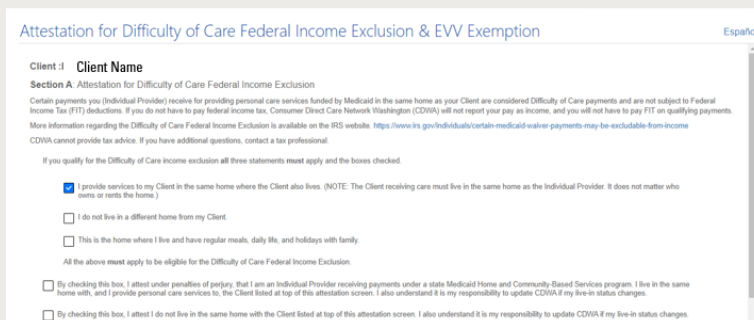


Step 4: Attestation for Difficulty of Care Federal Income Exclusion and EVV Exemption

You will be asked to provide information regarding the difficulty of Care Federal Income Exclusion & EVV Exemption.

Section A:

- * If you qualify for the Difficulty of Care Federal Income Exclusion, check the box next to "I attest under penalties of perjury"
- * All three Difficult of Care criteria checkboxes must be selected in order to qualify for the exemption.
- * If you qualify and take this exemption, the income you earn for providing care services will be excluded from your federal income taxes.
- * If you do not qualify for the Difficulty of Care Federal Income Exclusion, check the box next to "I attest I do not live in the same home"

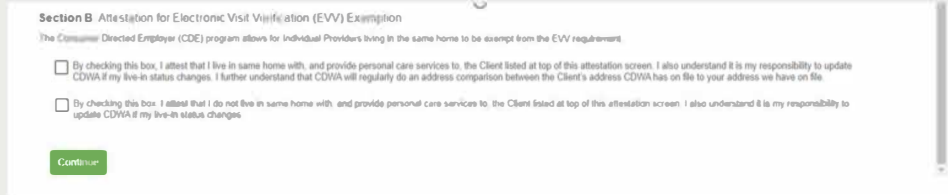


For questions regarding the Difficulty of Care Federal Income Exclusion, please refer to the IRS website about IR Notice 2014-7: <https://www.irs.gov/individuals/certain-medicaid-waiver-payments-may-be-excludable-from-income>

CDWA does not provide tax advice. If you have questions regarding the Difficulty of Care Federal Income Exclusion, please contact your tax professional.

Section B:

- * If you qualify for the Electronic Visit Verification Exemption, check the box next to “I attest that I live in the same home”
- * If you do not qualify for the Electronic Visit Verification Exemption, check the box next to “I attest that I do not live in the same home”



Click **Continue**. You will receive a verification message asking if you want to save the data and continue. Click **Yes** to continue.

Step 5: Attestation for Employment Tax Exemption Based on Age, Student Status, and Family Relationship

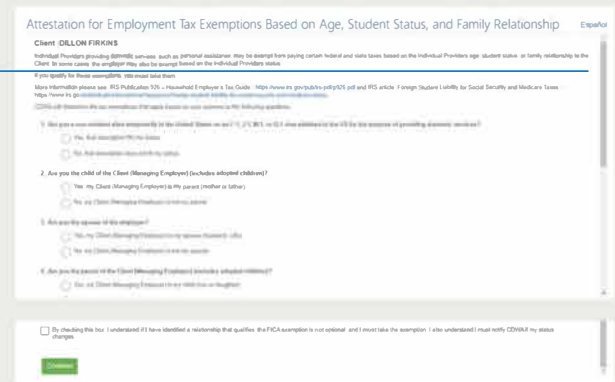
This will ask you to acknowledge information regarding the Employment Tax Exemptions based on certain relationships.

- * If you have questions on how to fill out this Attestation, please refer to the following IR resources

[IRS Publication 926 – Household Employer’s Tax Guide](#)
[IRS Article: Medicare and Self-Employment Tax Liability](#)

Check the box next to the Attestation then click **Continue**. You will receive a verification message asking you want to save the data and continue.

Click **Yes** to continue.



Thank You

Español

You have verified all your information CDWA received from the State of Washington. Click on the Workday button below to continue your hiring process. Thank you and welcome to CDWA!



Step 6: Thank You

You will receive a Thank You message from CDWA. Click on the Workday icon to continue your onboarding process.