

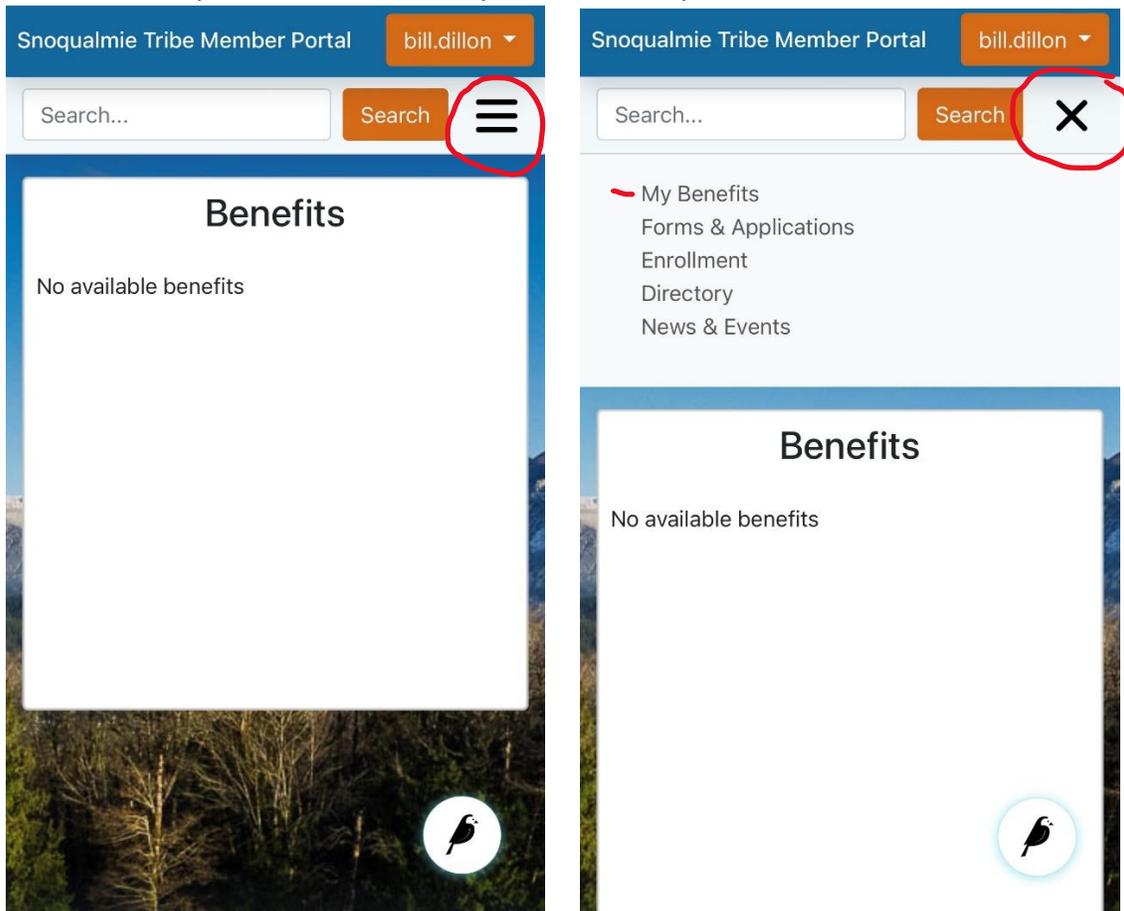
Snoqualmie Member Portal User Guide

For Mobile

Introduction:

The Snoqualmie Member Portal is designed to be an easy-to-use website to provide tribe members with a wide range of services and information at the click of a button. From viewing your assistance and TCR to enrolling for services and more, this site is designed to help our members however we can, even if it's just checking our calendar for upcoming events!

This guide is for the mobile site. The mobile site is nearly identical to the regular site function wise, but might look a little different when navigating it. The main difference is that, instead of a navigation bar on the left side of the screen, there is a drop-down menu on the top right of your mobile device screen. It will appear as three lines on top of each other. You click on this to see the menu and navigate just by tapping on the screen. To close the drop-down menu, simply click the "X" that replaces the three lines you clicked to open the menu



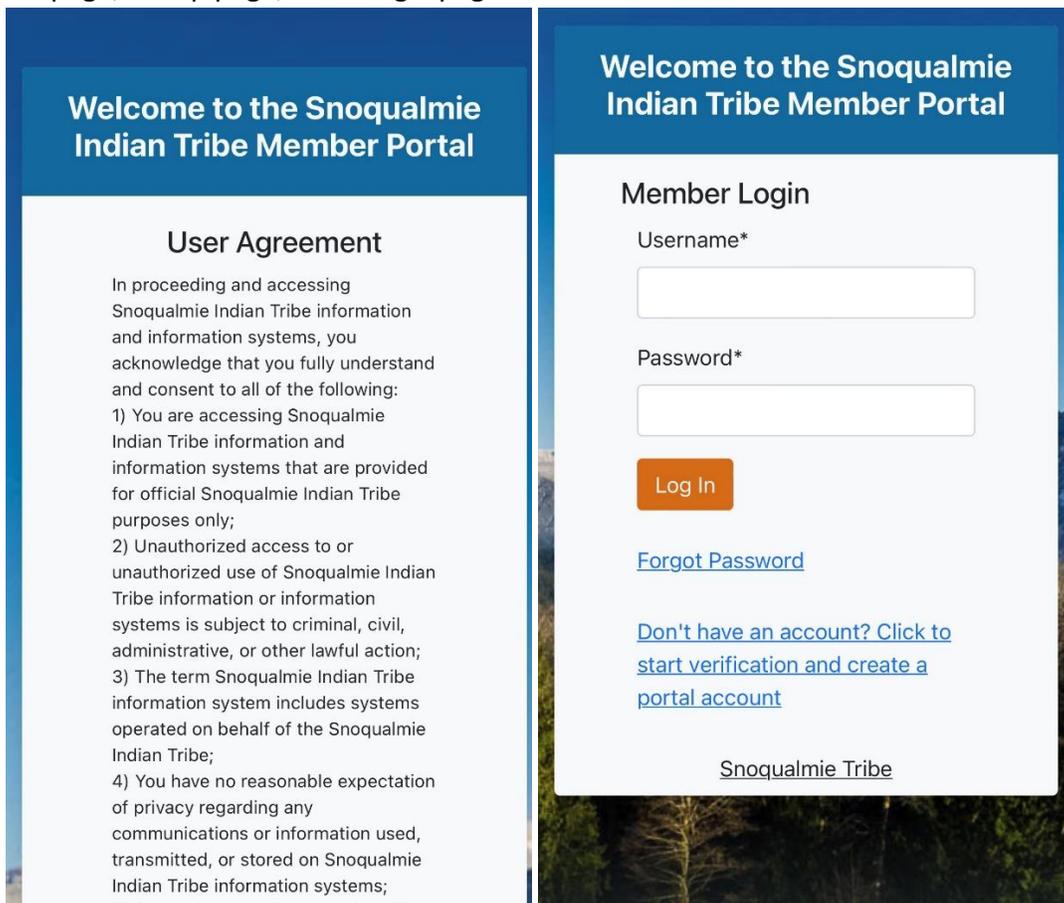
1. Logging in.

Before logging in, it's important to read through our user agreement, as keeping your information private is a high priority. Once you have read through the user agreement please click "Accept" and we can move forward.

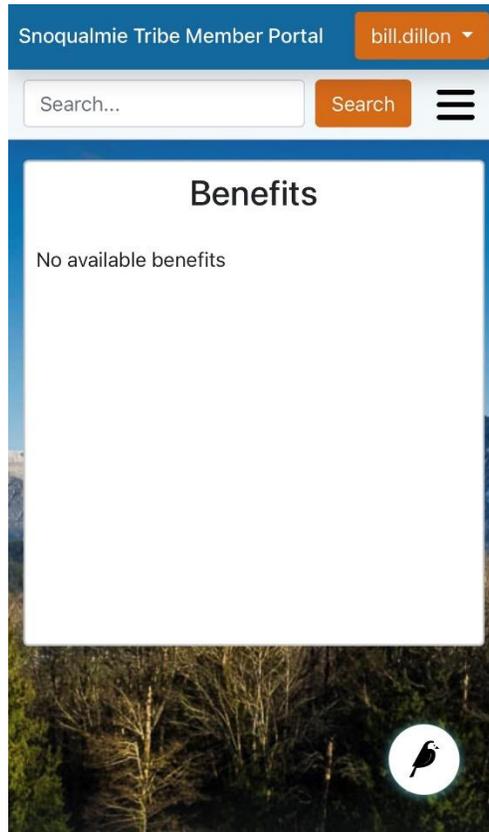
To log in, simply fill out your username and password then click "Log In". If you forgot your password, then look below the login button for the "Forgot Password", click the button, and follow the prompts presented.

NEW USERS: If you do not have an account yet, then look just a little further down and you will see text prompting you to start the verification process to create a portal account. After clicking this, enter your Tribal Enrollment ID number and Date of Birth in the boxes as asked and click submit. After this you will be asked to fill out some information about yourself, including a username and password as part of our two-factor validation process.

Other options on this page at the very bottom include links to the Snoqualmie Tribes website, Facebook page, a help page, and a legal page.



Once you log on, you will see the main page displayed below with many options. On the left side will be a menu with the following options: My Benefits, Forms & Applications, Enrollment, Directory, as well as News & Events. Below this will be a links and contact information for support, and in the top right corner is a drop-down menu where you can either view your Personal Info or Log Out. By default, you will be on your benefits page.



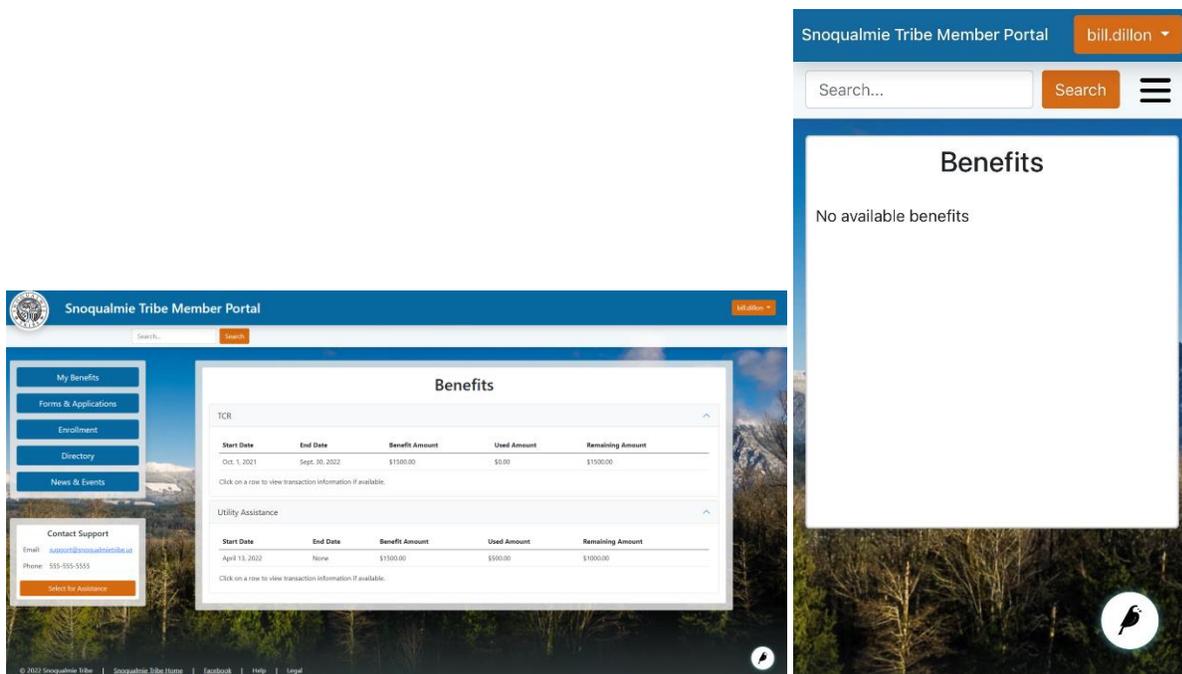
2. Personal Info

When you click on your login ID in the top right corner, a drop-down menu is displayed. From here you can click on Personal Info. This page will display your personal information, such as name, tribal enrollment number, emails, phone numbers, and addresses.

3. My Benefits

When you first enter the website, you will have your benefits page displayed. Additionally, you can always click on the “My Benefits” button in the menu on the left side of the screen at any time to return to this page.

From this page, you can click on two drop-down menu options, TCR and Utility Assistance. Both of these will display the dates in which you might have received assistance as well as the amounts, how much you used, and how much is remaining from each period.

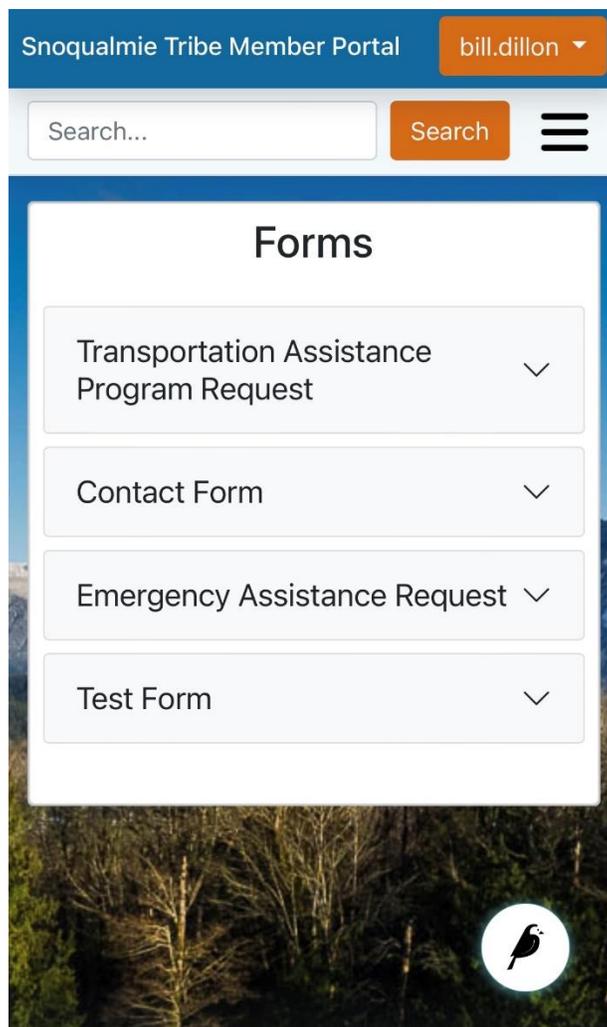


Please note that the above screenshot is an example and that dollar amounts are not representative of the values a given member might receive. Additionally this is a desktop screenshot and it will look different on mobile devices.

4. Forms & Applications

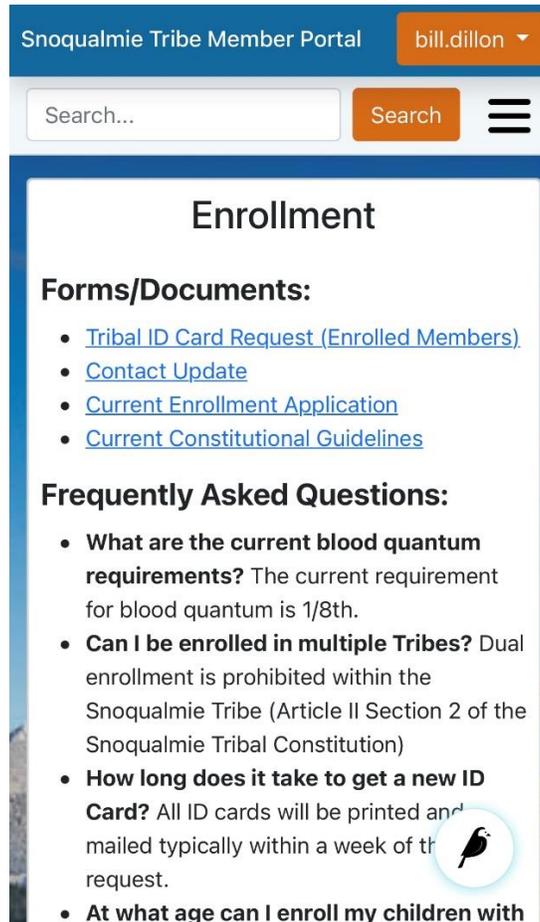
The Forms & Applications page is a useful tool for you to be able to reach out for various forms of assistance.

- Transportation Assistance Program Request is the first drop down we will cover. This program can help provide limited financial assistance to offset transportation costs of enrolled, adult Tribal Members traveling to attend the Snoqualmie Tribal Vaccine Clinic or a vaccine appointment hosted by our community partner, Cowlitz Tribe, at the Tukwila clinic.
 - The Program will provide funds in the form of a flat rate for gas or airfare in the form of reimbursement. These programs benefits are subject to change at any time.
- Emergency Assistance Request is the drop down you would click if you needed to sign up for the Snoqualmie Indian Tribe’s Assistance Program, which provides short term financial assistance to adult enrolled Snoqualmie Tribal Members.



5. Enrollment

Enrollment is the page you would view to perform actions such as requesting a Tribal ID Card, update your contact information, view guidelines or questions, and more. Simply click on the highlighted text relevant to you and fill out the form that is brought up



The screenshot shows the 'Enrollment' page of the Snoqualmie Tribe Member Portal. The page header includes the text 'Snoqualmie Tribe Member Portal' and a user profile 'bill.dillon'. Below the header is a search bar with the text 'Search...' and a 'Search' button. The main content area is titled 'Enrollment' and is divided into two sections: 'Forms/Documents:' and 'Frequently Asked Questions:'. The 'Forms/Documents:' section contains four links: 'Tribal ID Card Request (Enrolled Members)', 'Contact Update', 'Current Enrollment Application', and 'Current Constitutional Guidelines'. The 'Frequently Asked Questions:' section contains three questions with answers: 'What are the current blood quantum requirements?', 'Can I be enrolled in multiple Tribes?', and 'How long does it take to get a new ID Card?'. A small bird icon is visible in the bottom right corner of the FAQ section.

Snoqualmie Tribe Member Portal bill.dillon

Search... Search

Enrollment

Forms/Documents:

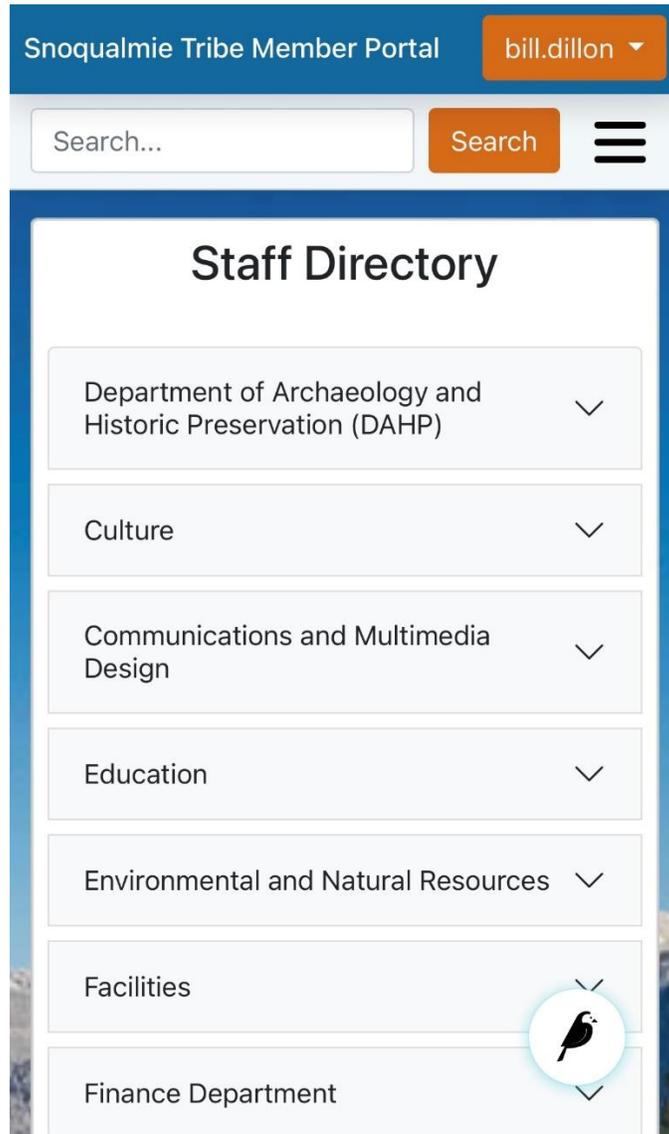
- [Tribal ID Card Request \(Enrolled Members\)](#)
- [Contact Update](#)
- [Current Enrollment Application](#)
- [Current Constitutional Guidelines](#)

Frequently Asked Questions:

- **What are the current blood quantum requirements?** The current requirement for blood quantum is 1/8th.
- **Can I be enrolled in multiple Tribes?** Dual enrollment is prohibited within the Snoqualmie Tribe (Article II Section 2 of the Snoqualmie Tribal Constitution)
- **How long does it take to get a new ID Card?** All ID cards will be printed and mailed typically within a week of the request.
- **At what age can I enroll my children with**

6. Directory

The staff directory page lists a wide range of departments contact information and/or their related websites so you can reach whoever you might need. Simply click on the department you want and there will either be a list of people you can contact or a website you can use to reach out.



7. News & Events

The News & Events page lays out a wide range of important community information. At the top of the page is an announcement section, which will display important news related to the Snoqualmie Tribe.

Below the announcements are three smaller sections, beginning with Surveys. These surveys are important as they help us provide better services that better meet your needs. Next is Newsletters, which will display our regular updates and events. Finally, we have a link to our calendar of upcoming events.

The screenshot displays the Snoqualmie Tribe Member Portal interface. At the top, there is a blue header with the text "Snoqualmie Tribe Member Portal" and a user profile "bill.dillon" with a dropdown arrow. Below the header is a search bar with the placeholder "Search..." and a blue "Search" button. To the right of the search bar is a hamburger menu icon. The main content area is divided into several sections:

- Announcements:** The first announcement is titled "Upcoming Saturday Appointments for Tribal ID Cards – June 11, 2022". It is dated "May 26, 2022, 1:31 p.m." and states that the Enrollment Department will be available for Tribal ID Card appointments at the Administration Office on Saturday, June 11th. Appointments will be available from 9am to 1pm for Tribal Members with a "view" link. The second announcement is titled "Snoqualmie Tribe Nominates 'Snoqualmie' as Name for New Washington State Ferry" and is dated "Oct. 4, 2021, 5 p.m.".
- Surveys:** This section contains two surveys: "2021 Membership Survey" (with a link) and "Wellness Survey" (with a link). Each survey includes a brief description of the survey's purpose.
- Newsletters:** This section lists several newsletters with links: "June 2021 Updates & Events", "May 2021 Updates & Events", "April 2021 Updates & Events", "March 2021 Updates & Events", "February 2021 Updates & Events", and "December 2020 Updates & Events".
- Upcoming Events:** This section features a link to the "full calendar of events".

At the bottom of the page, there is a footer with the text "© 2022 Snoqualmie Tribe" and a link to "Snoqualmie Tribe Home". There are also two circular icons, one of which is a bird logo.

8. Logging out.

After you finish using the Snoqualmie Tribe Member Portal, please remember to log out. This is important for safety reasons as it keeps both you and your information safe. To log out, simply click on the orange button with your account name in it in the top right corner of the screen and select “Log Out”. Also note that your account will not automatically log out on its own; for security reasons you should always log out when you are done with your current session.