

AccountView Registration and Login Manager Quick Reference Card



Community managers of association clients represented by CWMEB may use our AccountView Web Access to view their associations' collection accounts placed with our law firm, obtain status reports and account statements, and update Board Member and management contact information.

Registering for Access to CW AccountView

1. To access AccountView via the web, open Internet Explorer and browse to: <https://www.cwaccountview.com>
2. Prior to registration, review the Legal Disclaimer/Terms of Use and Privacy Policy at the links at the bottom of the website page. If you do not agree to these terms, do not submit a registration request.
3. If you wish to submit a registration request, go to the **New Users** section and click on "here" to go to the registration page.
4. On the registration page, provide all requested information and click on the Submit button.
5. If/when we are able to verify your credentials submitted during the registration process, we will send you an email confirming your registration. If we are unable to complete your registration for some reason, we will send you an email notification.

Accessing CW AccountView

AccountView is best viewed using Internet Explorer 8.0 or higher and Adobe Acrobat Reader X or higher.

1. To access AccountView via the web, open Internet Explorer and browse to:
<https://www.cwaccountview.com>
2. Prior to first-time use, review the Legal Disclaimer/Terms of Use and Privacy Policy at the links at the bottom of the website page.
3. Enter your CWMEB-issued AccountView user name and password, and select login.
4. Read the **Login Verification** and press **Accept** to continue.
5. A list of our association clients managed by you will open. Select the Association Name to access detailed account information, or select the Status Report or Payment Report from the Report column (see **Reporting**).

From the login page, you may also select from any of the following options:

- **Downloadable Forms:** you may use the Work Request Form for purposes of forwarding new collection accounts to our firm to begin collections. The editable Word document or .PDF document will need to be completed and returned to our office.
- **New Users:** New users may register for a user name and password.
- **Forgot Your Password?:** Users who have forgotten their passwords may request the information be emailed to the address on file (after first entering their username in the account login section)
- **Customer Service:** Email our client services staff for assistance.

To **logout of AccountView**, click the Logout button on the top left of any AccountView screen to end the online AccountView session.

***** NOTE/DISCLAIMER: due to the need for CWMEB to periodically review the association's account statements to reconcile and update our file (e.g., to ensure we reflect any recently received payments or posted charges), the account balance figures listed in the reports generated in AccountView (including statements of account) may not be current and are not to be relied upon for providing payoff quotes. To request current/updated balances on one or more accounts, please contact the association's assigned paralegal at CWMEB directly by phone or email, so that we can review the association's most current account statements, reconcile our file's ledger, and provide the requested updated balance figure(s). *****



Got Questions?

For answers to questions about CW AccountView, contact cwaccountview@chadwickwashington.com.