Registering a
New Employee Account

STEP 1

To register your account in the Summit Portal you will need your **welcome notice** that you received from your third party administrator either as an email, or regular mail.

From this notice, you will need your **Employer ID** and **Participant ID**[1].

If you received an email, the simplest way to get started is to **click the link in the email**[2]*, which will take you to your registration page. **If you received a letter or have your portal information, enter the address into your browser**. When the page opens,* **Click the register button.**

STEP 2

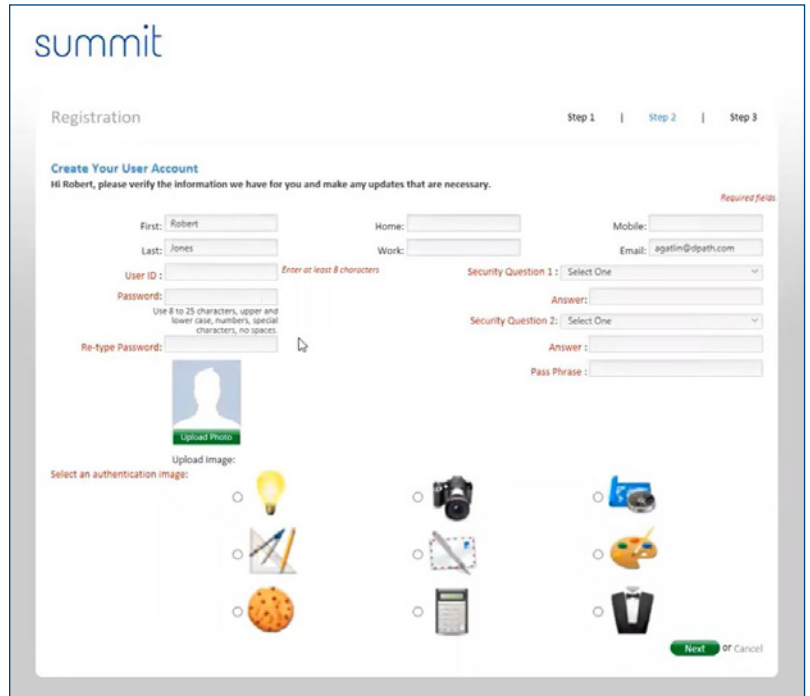**Enter your Employer ID** found in the welcome notice. Select whether you are an **existing participant** or a **new enrollee**. Enter your **Participant ID**, and **click *Next*.**
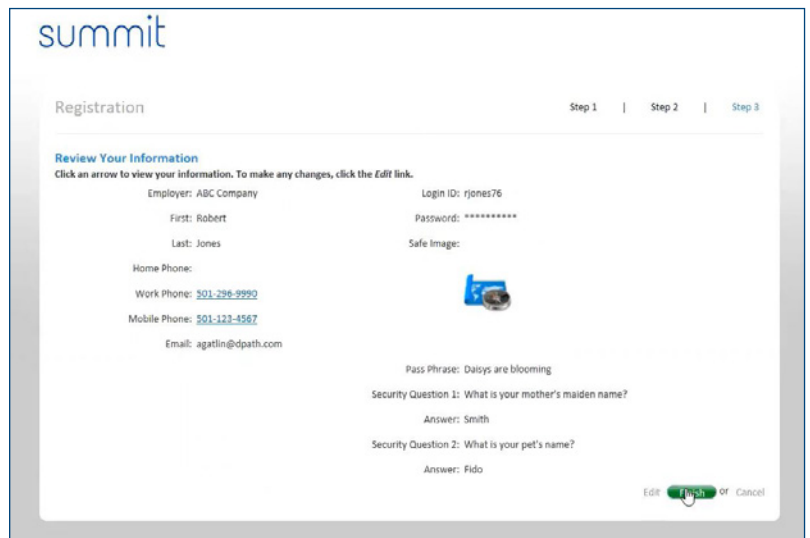
STEP 3

On this page, you create your user profile. **Required fields are written in red.** Create a User ID that is at least 8 characters long. Next, create a password that is 8 – 25 characters long. *For security, use a mixture of upper and lower case letters, numbers, and special characters.* **Re-type your password.**

a. To personalize your portal, you may upload a photo, but it is optional. Image should be a **jpeg**, **gif**, or **png** that is 100px by 100px.

b. Enter **home**, **work**, and **mobile numbers**, and verify that the email is correct.

c. Next, choose security questions and type your answers. *Provide a pass phrase*, which is similar to a password, but instead of being a jumble of letters and numbers, it is a phrase.

d. Choose an image and **click next**.

e. **Review your information**. *If you need to make any changes, click edit at the bottom of the screen.*
Once your information is correct, **click *Finish***.

You are now registered in Summit. If you have questions, please contact your benefits representative.