

## 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**<sup>1</sup>.

*If you received an email, the simplest way to get started is to **click the link in the email**<sup>2</sup>, 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.*

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Implementation 1 <dparkerdavis@gmail.com> | Annette Gadin

**Welcome Notice**

Follow up. Start by Wednesday, June 19, 2019. Due by Wednesday, June 19, 2019.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

6/19/2019 11:06:54 AM

1601 Westpark Dr, Suite 9  
Little Rock, Arkansas 72227

Robert Jones  
1601 Westpark Dr, Suite 9, Little Rock, 72227, Arkansas, United States of America

Dear Robert Jones

Welcome to the ABC Company benefit plan! Implementation 1 is looking forward to working with you, as the Administrator of your plan. Your email access to your benefits account at [Click here](#) to register for Participant Portal!

Once you are registered for online access, you will have access to:

- Account balance
- Transaction activity
- Receipt requirements
- Plan information
- Many other useful resources and tools

You may also use your personal portal to upload receipts that have been requested and submit new claims for reimbursement.

For account access on the go, download the free mobile app today for your Android or Apple device. Search for "DataPath Summit" and select the S

Information you will need to register for online portal access, mobile access and card activation (for applicable plans):

TPA ID: 47  
Employer ID: 1  
Participant ID: 148

If you should have any questions, a Implementation 1 representative is always happy to help and can be reached by calling (XXX) XXX-XXXX.

Sincerely,

### 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**.

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Registration

Step 1 | Step 2 | Step 3

**Enter Your Credentials**

Please enter the Employer ID provided by your TPA

Employer ID: 1

Our records say that your employer is ABC Company

**Select Registration Type**

☒ I am an existing participant. I am/was a participant in at least one of my employer's benefit plans.

☐ I am a new enrollee. I have never participated in one of my employer's benefit plans.

Now, please enter your Participant ID provided by your TPA.

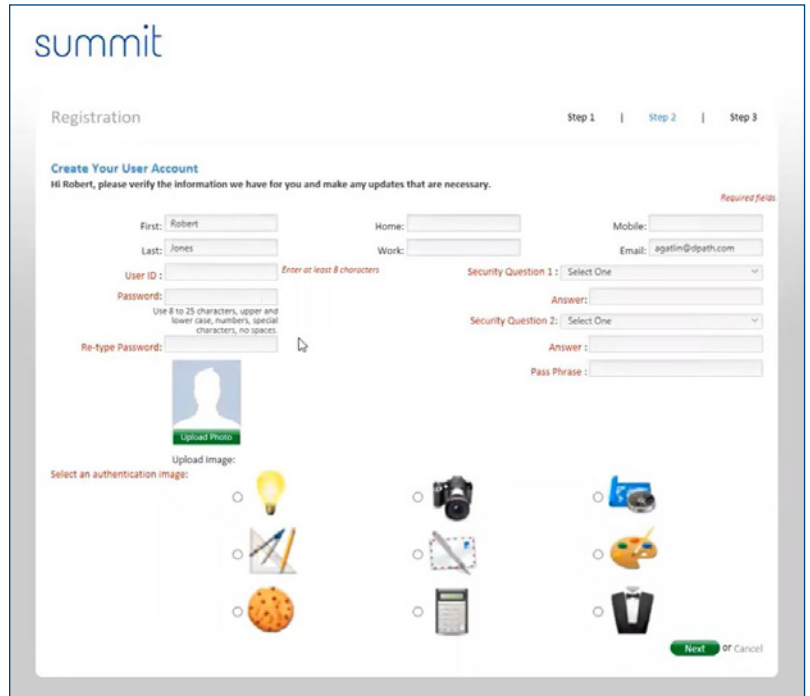
Participant ID: 148

Next or Cancel

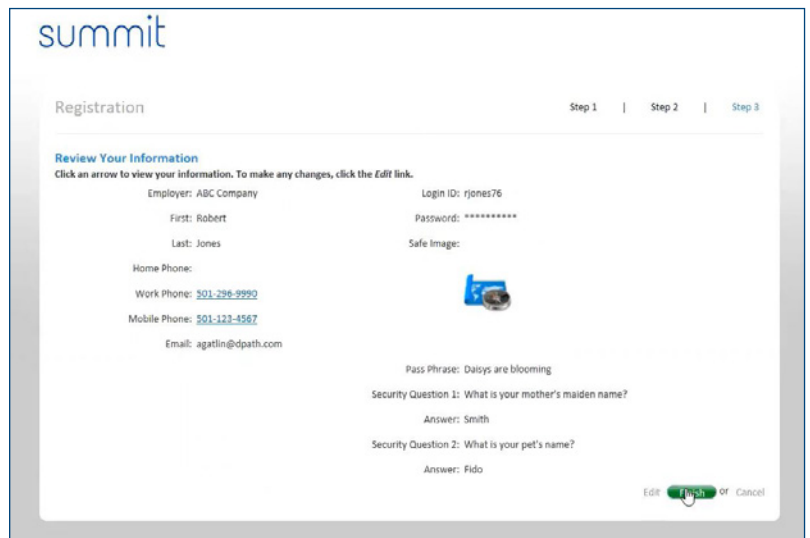
### STEP 3

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.**

- 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.
- Enter **home, work, and mobile numbers**, and verify that the email is correct.
- 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.*
- Choose an image and **click next**.
- 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**.



The screenshot shows the 'summit' logo at the top left. Below it, the page is titled 'Registration' with a progress bar indicating 'Step 1 | Step 2 | Step 3'. The main heading is 'Create Your User Account'. A message says 'Hi Robert, please verify the information we have for you and make any updates that are necessary.' Below this, there are several input fields: 'First: Robert', 'Last: Jones', 'Home:', 'Work:', 'Mobile:', and 'Email: agatlin@dpath.com'. There are also fields for 'User ID' (with a red note 'Enter at least 8 characters'), 'Password' (with a red note 'Use 8 to 25 characters, upper and lower case, numbers, special characters, no spaces'), and 'Re-type Password:'. Security questions are listed as 'Security Question 1: Select One' and 'Security Question 2: Select One', each with an 'Answer:' field. A 'Pass Phrase:' field is also present. An 'Upload Photo' button is shown with a placeholder image. Below that, a section 'Select an authentication image:' displays a grid of icons including a lightbulb, a camera, a notepad, a calculator, a cookie, a smartphone, a laptop, and a briefcase. At the bottom right, there are 'Next' and 'Cancel' buttons.



The screenshot shows the 'summit' logo at the top left. Below it, the page is titled 'Registration' with a progress bar indicating 'Step 1 | Step 2 | Step 3'. The main heading is 'Review Your Information'. A message says 'Click an arrow to view your information. To make any changes, click the Edit link.' Below this, the user's information is displayed in two columns. The left column shows 'Employer: ABC Company', 'First: Robert', 'Last: Jones', 'Home Phone:', 'Work Phone: 201-296-9990', 'Mobile Phone: 201-123-4567', and 'Email: agatlin@dpath.com'. The right column shows 'Login ID: rjones76', 'Password: \*\*\*\*\*', 'Safe Image:' (with a camera icon), 'Pass Phrase: Daisys are blooming', 'Security Question 1: What is your mother's maiden name?' with 'Answer: Smith', and 'Security Question 2: What is your pet's name?' with 'Answer: Fido'. At the bottom right, there are 'Edit', 'Finish', and 'Cancel' buttons.

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

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