



Registering a New Employee Account

amgl.summitfor.me

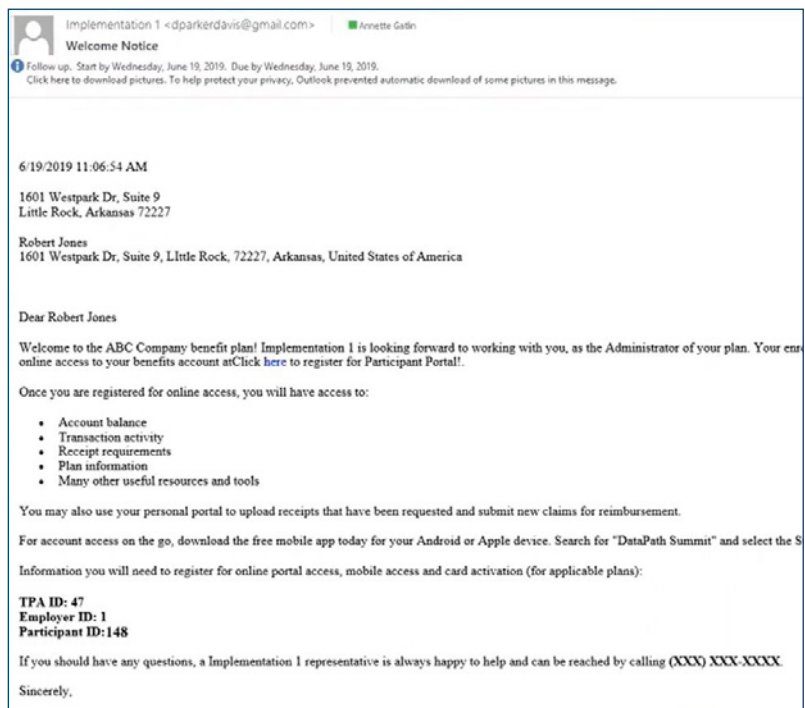
STEP 1

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.

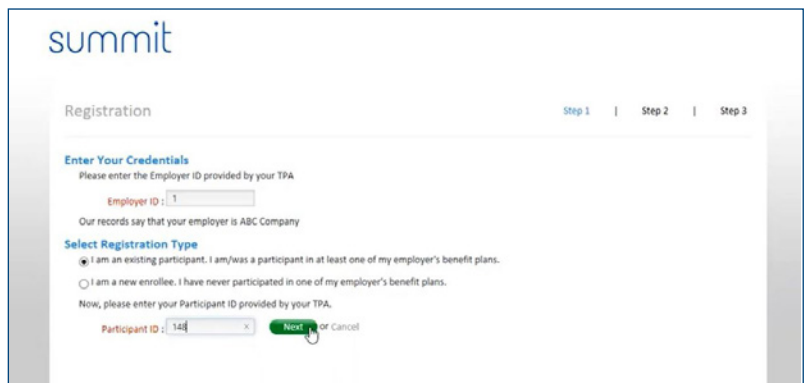
NWPS
Last 5 digits of SS#

*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.**

- 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**.

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Registration Step 1 | Step 2 | Step 3

Create Your User Account
Hi Robert, please verify the information we have for you and make any updates that are necessary.

Required fields

First: Robert Home: Mobile: Email: agatlin@dpath.com
Last: Jones Work: Security Question 1: Select One Answer:
User ID: Enter at least 8 characters Security Question 2: Select One Answer:
Password: Use 8 to 25 characters, upper and lower case, numbers, special characters, no spaces. Answer:
Re-type Password: Pass Phrase:

Upload Photo
Upload Image:
Select an authentication image:

Next OF Cancel

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Review Your Information
Click an arrow to view your information. To make any changes, click the Edit link.

Employer: ABC Company Login ID: rjones76
First: Robert Password: *****
Last: Jones Safe Image:
Home Phone: Mobile Phone: 501-123-4567
Work Phone: 501-286-9990 Email: agatlin@dpath.com

Pass Phrase: Daisys are blooming
Security Question 1: What is your mother's maiden name?
Answer: Smith
Security Question 2: What is your pet's name?
Answer: Fido

Edit Finish OF Cancel

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

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