

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 NWPS need your Employer ID and Participant ID¹. Last 5 digits

of SS#

If you received an email, the simplest way to get started is to click the link in the email², 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.

Implementation 1 <dparkerdavis@gmail.com> Welcome Notice

up. Start by Wednesday, June 19, 2019. Due by Wednesday, June 19, 2019. 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 en online access to your benefits account atClick 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

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

TPA ID: 47

1

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.



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**.



Registration				Step 1	L	Step 2	1	Step 3
Review Your Information								
Click an arrow to view your inform	nation. To make any change	es, click the Edit link.						
Employer: A	BC Company	Login ID: rjo	mes76					
First: R	obert	Password: **						
Last: Jo	ones	Safe Image:						
Home Phone:								
Work Phone: 5	01-296-9990		-					
Mobile Phone: 5	01-123-4567							
Email: a	gatlin@dpath.com							
		Pass Phrase: Da	isys are blooming					
		Security Question 1: Wi	hat is your mother's n	naiden nam	e?			
		Answer: Sm	nith					
		Security Question 2: Wi	hat is your pet's name	e?				

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

