

# Welcome to summit Participant Portal

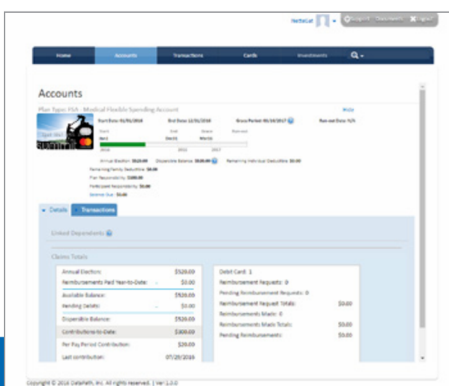
Use the  
following during  
registration:

TPA Code: **10175**  
Employer Id: **ArchLou**

Your Benefits Online

Welcome to your Employer's benefit program! Access your benefit information quickly and easily on the web by logging in to the Summit Participant Portal.

## What You Can Do with Summit



Account Name	Balance	Action
ArchLou Medical Flexible Spending Account	\$10,000.00	View
ArchLou Health Savings Account	\$10,000.00	View
ArchLou Dependent Care Flexible Spending Account	\$10,000.00	View

### View Accounts

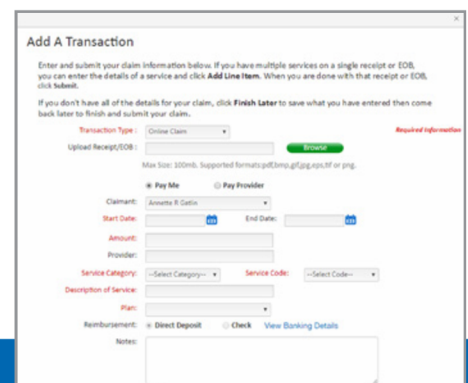
Access detailed balance and account information, including alerts.



Card Number	Cardholder Name	Card Type
0000 0000 0000 0000	ArchLou Medical Flexible Spending Account	Medical Flexible Spending Account
0000 0000 0000 0000	ArchLou Health Savings Account	Health Savings Account
0000 0000 0000 0000	ArchLou Dependent Care Flexible Spending Account	Dependent Care Flexible Spending Account

### Card Activity

Review transaction information, including whether receipts are needed.



**Add A Transaction**

Enter and submit your claim information below. If you have multiple services on a single receipt or EOB, you can enter the details of a service and click **Add Line Item**. When you are done with that receipt or EOB, click **Submit**.

If you don't have all of the details for your claim, click **Finish Later** to save what you have entered then come back later to finish and submit your claim.

**Transaction Type**:  **Required Information**

**Upload Receipt/EOB**:  **Max Size: 100mb. Supported formats: pdf, jpg, png, gif, eps, tiff or png.**

☒ **Pay Me** ☐ **Pay Provider**

**Claimant**:  **Start Date**:  **End Date**:

**Amount**:

**Provider**:

**Service Category**:  **Service Code**:

**Description of Service**:

**Plan**:

**Reimbursement**: ☒ **Direct Deposit** ☐ **Check** [View Banking Details](#)

**Notes**:

### Online Claims

Submit and review claims online!

## Accounts

View all your accounts, available funds, and account-linked dependents. The list of accounts will vary based on your company's benefits package. Select an account to view Annual Elections, Reimbursements, Available Balance, Contributions, and Transaction History.

## Cards

View the status of all account-linked Summit cards. View your card-linked plans and the Merchant Location Categories where it may be accepted. Quickly and easily request new cards, change your PIN, or report a card lost/stolen.

## Alerts

View all alerts for your accounts and cards. You will receive periodic alerts concerning cards and card processing from DataPath Administrative Services.

## Transactions

View your Transactions (Claims), including unfinished (unsubmitted), submitted and recently processed claims, and add new ones. You can browse your transaction history, edit details of unprocessed transactions, and see which transactions may require your attention. Submit transactions to the ClaimsVault® where you can store receipts that can later be converted to claims or included on IRS Reporting.

## Profile

Access your profile and view information. You may edit your information from this screen.

## Contact

View Contact information for your plan administrator, including phone number, website, and email address.

# 2

## There are two ways to REGISTER



Welcome  
Email



Registration  
Landing Page

## Creating Your Summit Account

When you have been added into Summit, you will receive a welcome email containing the information you will need to login for the first time and create your account. The email will also include a link to your Summit Participant Portal. Please check your inbox, junk mail/spam folder for this email.

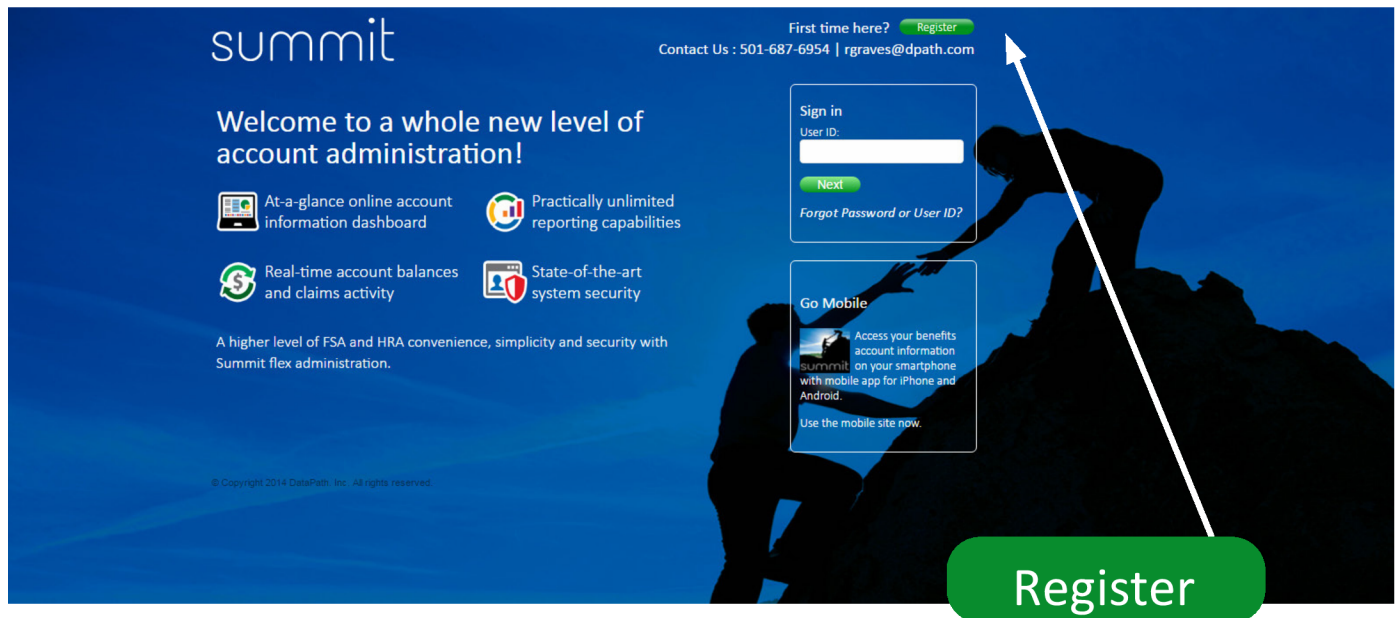
### From the registration email:

1. Click the link. Your web browser will open the registration page\* with your information pre-populated. Verify the information and click Finish.

\*Note: There may be a security page that asks a personal question to verify your identity.

### From the landing page:

1. Visit aim.summitfor.me and click the Login to Your Benefit Accounts button. The Summit Login screen will display.



2. Click the green Register button to begin the account registration process. The wizard will take you through the registration steps.

The image shows the 'Registration' screen, Step 1: 'Enter Your Credentials'. The title 'summit' is at the top left. Below the title, it says 'Registration' and 'Step 1 | Step 2 | Step 3'. The main heading is 'Enter Your Credentials'. Below this, it says 'Please enter the EmployerID provided by your TPA'. There is a text box for 'Employer ID' and a green 'Next' button, with 'or Cancel' to the right. Below that, it says 'Our records say that your employer is Scrapbook Room Test Group'. Then, it says 'Now, please enter your Participant ID provided by your TPA.' There is a text box for 'Participant ID' and a green 'Next' button, with 'or Cancel' to the right. On the right side of the screen, there is a yellow starburst graphic with the text: 'Use the following during registration: TPA Code: 10175 Employer Id: ArchLou'.

3. Enter the basic confirmation information provided to you in the welcome notice email. If you do not have the information available or are uncertain what credentials are required, contact DataPath Administrative Services.

**Note: Your Participant ID is the first 2 letters of your last name (lower case), immediately followed by the last 4 of your SSN. Example: ab1234**

4. Follow the prompt to create your user account.

5. Enter your account information (fields in red are required).

Registration Step 1 | Step 2 | Step 3

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

*Required fields*


First:  Home:  Mobile:   
*Enter First Name*

Last:  Work:  Email:   
*Enter Last Name*

User ID:  *Enter at least 8 characters* Security Question 1:  *Select One*  
Answer:










Password:  *Use 8 to 25 characters, upper and lower case, numbers, special characters, no spaces.* Security Question 2:  *Select One*  
Answer:

Re-type Password:  Pass Phrase:



Upload Image:

Select an authentication image:

- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 
- ☐ 

6. Confirm that the entered information is correct. You will have an opportunity to go back and make changes or corrections, if necessary.

7. Click Finish.


summit

Registration Step 1 | Step 2 | Step 3

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

Employer:  Login ID:

First:  Password:

Last:  Safe Image: 

Home Phone:

Work Phone:

Mobile Phone:

Email:

Pass Phrase:

Security Question 1:

Answer:

Security Question 2:

Answer:

Congratulations! You are now registered in the Summit Participant Portal.



**Administrative  
Information  
Management**

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