summit

FAQs for Employees

How do I activate my Summit card?

There are two ways to activate the card – **by phone or online** through your Summit account.

By phone

1. Call **855-226-5045** (located on the card sticker)
2. Follow the prompts
3. Use **TPA code 10** when the prompt requests it

Online

1. Visit **datapathadmin.com** and click **Login**
2. Click the **Summit Participant Log-in icon** to log in to your account
3. Click the **Cards** tab from the home screen
4. Click on the **linked account**
5. Click **Activate**

How do I update my HSA elections?

1. Visit **datapathadmin.com** and click **Login**
2. Click the **Summit Participant Log-in icon** to log in to your account
3. From the home screen, click the blue "**Update Your HSA Election**" image
4. Download and complete the form.
5. Return the completed form to **benefits@datapathadmin.com** with the subject line: "**HSA Election Change**"

How do I transfer my old HSA to the one with DataPath Administrative Services?

You will need to fill out an HSA transfer form which is available on **datapathadmin.com**.

1. Visit **datapathadmin.com**
2. Click **Employees** heading and select **Forms** Library
3. In the Forms Library, click **HSA** tab
4. Under the HSA tab, click "**How do I transfer my HSA from another provider?**"
5. Complete the form and submit it to: **fiops@dpath.com**. Use the subject line: "**HSA Transfer**"

How do I change my banking/direct deposit information?

1. Visit **datapathadmin.com** and click **Login**
2. Click the **Summit Participant Log-in icon** to log in to your account
3. From the home screen, click your user name or the down arrow in the upper right part of the page.
4. Scroll down and find the **Banking Details** heading. Click Show.
5. Enter your banking information and click the green **Save** button.

How do I change my beneficiaries?

1. Visit **datapathadmin.com** and click **Login**
2. Click the **Summit Participant Log-in icon** to log in to your account
3. From the home screen, click your user name or the down arrow in the upper right part of the page.
4. Scroll down and find the **Beneficiaries** heading. Click Show.
5. Enter the beneficiary information and click the green **Save** button.

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