Welcome to

summit
Participant Portal

DataPath™
Administrative Services

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

View Accounts
Access detailed balance and account information, including alerts.

Card Activity
Review transaction information, including whether receipts are needed.

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.
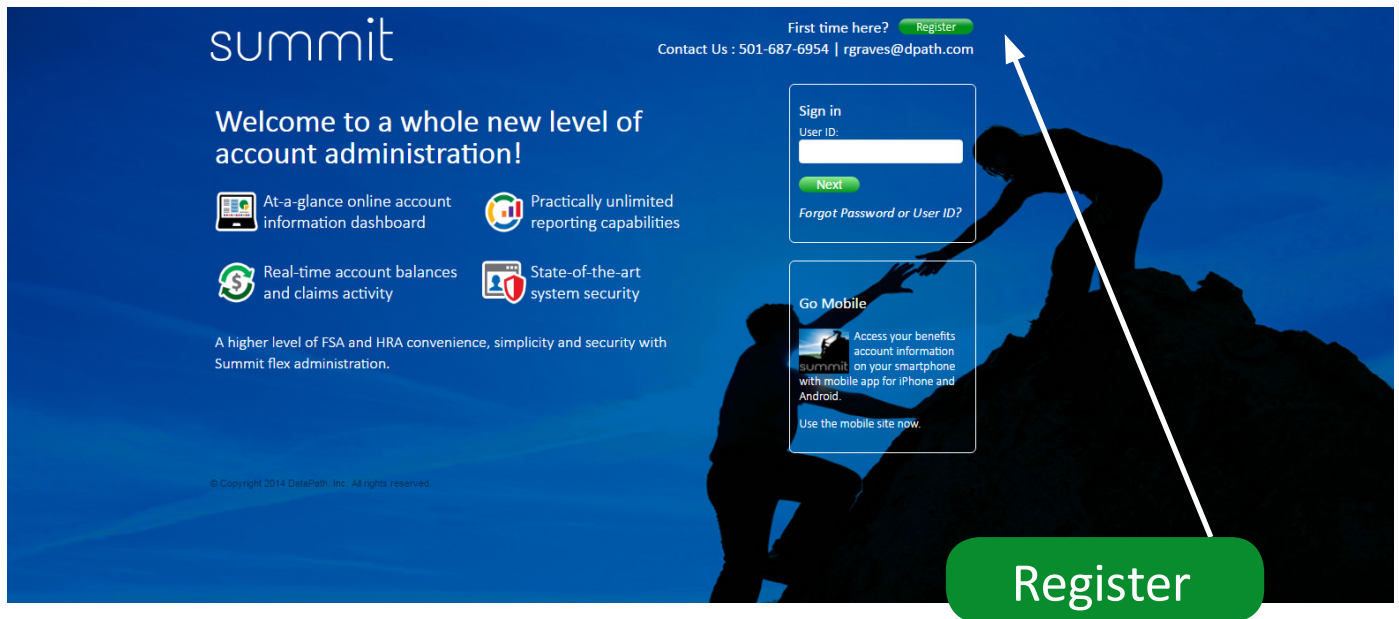
From the registration email:

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 www.datapathadmin.com and click the Login heading. From the pop-up screen, click the Summit Participant Log-in icon.

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

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 Employer's Registration login credentials may be different from those shown)

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
Password: Answer :
Use 8 to 25 characters, upper and lower case, numbers, special characters, no spaces.   Security Question 2 : Select One
Re-type Password: Answer :
Pass Phrase :

Upload Photo
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 :

Edit   Finish   or   Cancel

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

DataPath™
Administrative Services

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