

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

		Accessing Symposium Cards	Agit, 20.4 (1994)	Add A Transaction	
Home Administ Systematical Cards Investments Q +	Cards				information below. If you have multiple services on a single receipt or EOB, a service and click <b>Add Line Item</b> . When you are done with that receipt or EOB,
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Per Pag Period Contribution: \$29,00				Notes.	
Last serteibution: 07/25/2026					

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

Review transaction information, including whether receipts are needed.

**Card Activity** 

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<sup>®</sup> 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.







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.

summit	First time here? Register Contact Us : 501-687-6954   rgraves@dpath.com
Welcome to a whole new level of account administration!	Sign in User ID:
At-a-glance online account information dashboard reporting capab	
Real-time account balances State-of-the-art and claims activity system security	Go Mobile
A higher level of FSA and HRA convenience, simplicity and security Summit flex administration.	Access your benefits account information summit on your smartphone with mobile app for iPhone and Android. Use the mobile site now.
Copyright 2014 DataPath. Inc. All rights reserved.	
	Register

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

summit	
Registration	Step 1   Step 2   Step 3
Enter Your Credentials         Please enter the EmployerID provided by your TPA         Employer ID:       50         Our records say that your employer is Scrapbook Room Test Group         Now, please enter your Participant ID provided by your TPA.         Participant ID:       Next         Or Cancel	See front page for TPA Code and Employer ID

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			s	tep 1	Step 2	Step 3
Create Your User Ac Hi Elana, Please verify the		you and make any updates that	t are necessary.			Required fit
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	Enter First Nome					
Last:		Work:		Emai	:	
User ID :	Enter Last Name	Enter at least 8 characters	Security Question 1 :	elect One		*
Password:			Answ	ent -		
Us	e 8 to 25 characters, upper and lower case, numbers, special characters, no spaces.		Security Question 2 :			٣
Re-type Password:			Answ	rer :		
	Upload Photo		Pass Phra	se : [		
	Upload Image:					
Select an authentication in	nage:	)	• 📸	• <b>5</b>		
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- 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.

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Employer:	changes, click the Ear link. Login ID:					
First:	Password: ********					
Last:	Safe Image:					
Home Phone:	-					
Work Phone:	(1.3.3)					
Mobile Phone:						
Email:						
	Pass Phrase:					
	Security Question 1 :					
	Answer :					
	Security Question 2 :					
	Answer :					
				Edit	nish	r Car

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



Administrative Services

DataPath Administrative Services, Inc. | 1601 Westpark Dr., Ste 6 | Little Rock, AR 72204 Toll-Free 866-898-4248 | Fax 501-687-3282 | abbes@datapathadmin.com **datapathadmin.com/abbenterprisesoftware**