



Welcome to Summit Participant Portal

**Use the
following during
registration:**

TPA Code: **136**
Employer Id: **1**

Your Benefits Online

Fontainebleau State Park – Mandeville, Louisiana

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.

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.

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There are two ways to
REGISTER



**Welcome
Email**



**Registration
Landing Page**

Creating Your Summit Account

When you have been added into Summit by HR, 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/OGB and click the Login heading. From the pop-up screen, click Register for Online Account Access.



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

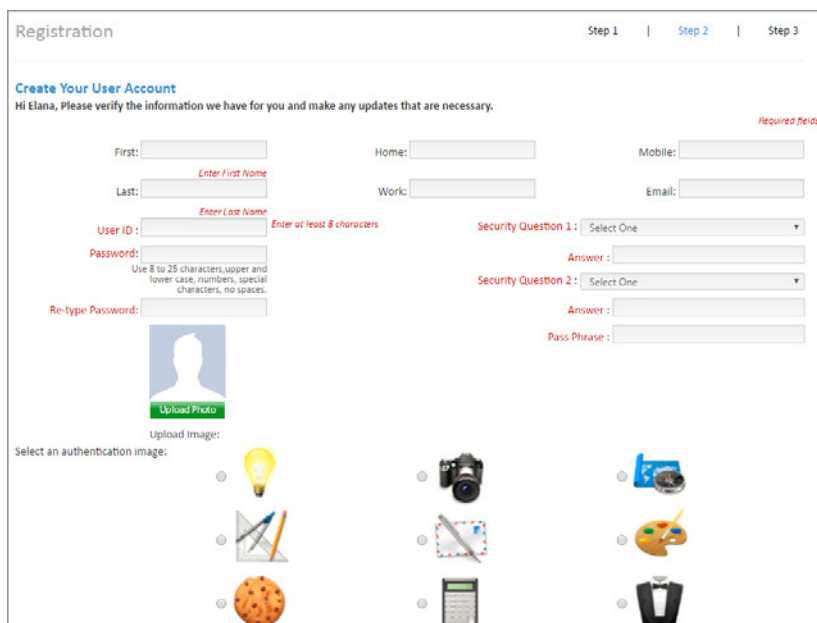
A screenshot of the Summit Registration Step 1 form. The form is titled 'Registration' and has a progress bar showing 'Step 1 | Step 2 | Step 3'. The section is 'Enter Your Credentials'. It asks the user to enter the EmployerID provided by their TPA. The EmployerID field contains '50'. There is a 'Next' button and a 'Cancel' link. Below this, it says 'Our records say that your employer is Scrapbook Room Test Group'. Then it asks the user to enter their Participant ID provided by their TPA. The Participant ID field is empty. There is a 'Next' button and a 'Cancel' link. A yellow callout box on the right says '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 your HR department.

(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 Klana, Please verify the information we have for you and make any updates that are necessary.

Required fields

First: Home: Mobile:

Last: Work: Email:

User ID: Enter at least 8 characters

Security Question 1: Select One

Answer:




Security Question 2: Select One




Answer:




Pass Phrase:

Upload Photo:

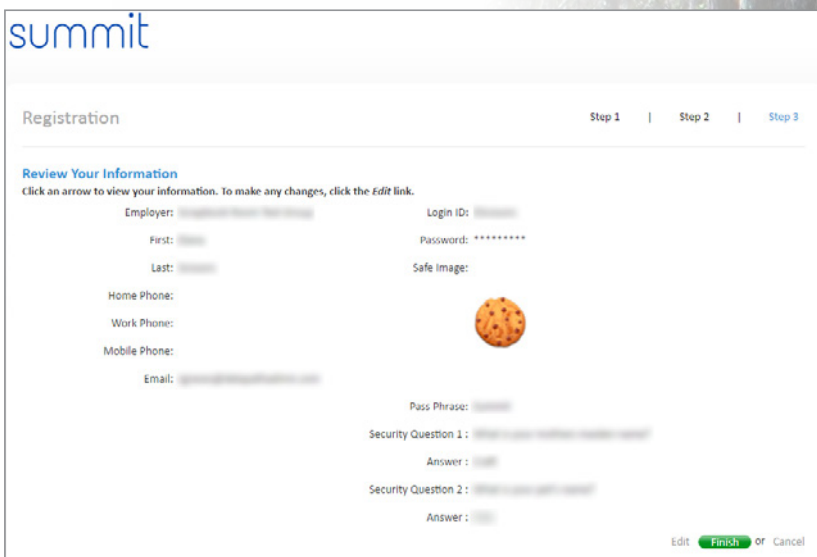
Select an authentication image:

☐  ☐  ☐ 

☐  ☐  ☐ 

☐  ☐  ☐ 

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



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](#)

7. Click Finish.

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



DataPath Administrative Services

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