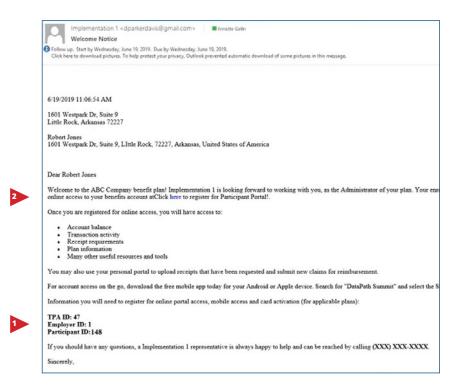
# **Registering a**New Employee Account

### STEP 1

To register your account in the Summit Portal you will need your **welcome notice** that you received from your third party administrator either as an email, or regular mail.

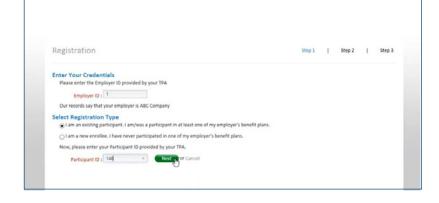
From this notice, you will need your **Employer ID** and **Participant ID**<sup>1</sup>.

If you received an email, the simplest way to get started is to click the link in the email<sup>2</sup>, which will take you to your registration page. If you received a letter or have your portal information, enter the address into your browser. When the page opens, Click the register button.



## STEP 2

Enter your Employer ID found in the welcome notice. Select whether you are an existing participant or a new enrollee. Enter your Participant ID, and click Next.

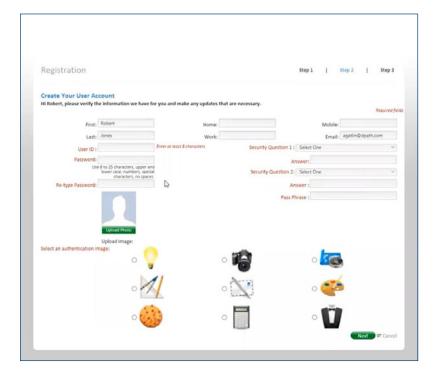


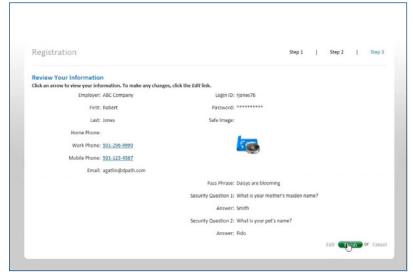
#### STEP 3

On this page, you create your user profile. **Required fields are written in red.** Create a User ID that is at least 8 characters long. Next, create a password that is 8 – 25 characters long. For security, use a mixture of upper and lower case letters, numbers, and special characters. **Re-type your password.** 

- a. To personalize your portal, you may upload a photo, but it is optional. Image should be a **jpeg**, **gif**, or **png** that is 100px by 100px.
- b. Enter **home**, **work**, and **mobile numbers**, and verify that the email is correct.
- c. Next, choose security questions and type your answers. *Provide a pass phrase*, which is similar to a password, but instead of being a jumble of letters and numbers, it is a phrase.
- d. Choose an image and click next.
- e. **Review your information**. If you need to make any changes, click edit at the bottom of the screen.

  Once your information is correct, click Finish.





You are now registered in Summit. If you have questions, please contact your benefits representative.

# **VANTAGEPOINT**

BENEFIT ADMINISTRATORS

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