



1. Go to benefitsassist.summitfor.me
2. Click **Register**.
3. Enter **JOHNCRANE** in the Employer ID field.
4. Click **Next**
5. Select "I am an existing participant. I am/was a participant in at least one of my employer's benefit plans."
6. Click **Next**
7. Enter **your SSN** (no dashes or spaces) in the Participant ID field.
8. Click **Next**.
9. Choose a User ID
10. Choose a Password.
11. Retype Password to confirm.
12. Select 2 Security Questions from the dropdown lists and key in answers.
13. Key in a Pass Phrase.
14. Select an authentication image.
15. Click **Next**.
16. Review selections.
17. Click **Finish**.
18. You are now logged into the Summit Participant Portal.

Instructions for paying online once you have created an account.

1. Log into the portal
2. Click the "Coverages" tab
3. Click the blue button to make your elections
4. Click on the green "make a payment" button
5. Choose a payment method
 - a. Credit cards charge a 3% fee
 - b. ACH payments withdraw directly from your account and charge \$2 per transaction. It will require you to enter your bank information.
6. Select box authorizing payment
7. Click submit

You also have an option to create recurring payments. Click on the recurring payment link instead of the "make a payment" button. Once you have set up your banking information the system will automatically draft the amount owed on the first of the month.

Please be aware there may be a delay when entering payments. Submitting more than once may cause multiple payments to be drafted. Please call our office at 865-769-2800 to confirm payment is received. It can take a few hours for the payment to show on our end.