Scanning Wellness Documents into your Ascentis

1. Login to your Self-Service Ascentis.

https://selfservice.ascentis.com/SummitHealthcare/STS/signin.aspx?Retu rnUrl=%2fSummitHealthcare

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2. Go to the "My Self" tab.

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3. Click on "Attachments" under My Attachments.



4. Click the red "Add new" button on the bottom left.



Type:	Benefits - Wellness Attachments	•
Description:		

6. Description-Ex: 2018 Wellness Program

Type:	Benefits	s - Wellne	ents	۲	
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File Name:	Brows				
Save Chan	ges	Cancel			

7. Browse for your scanned image & attach.

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8. Save Changes.