

# Employee Self-Service LOG IN Instructions

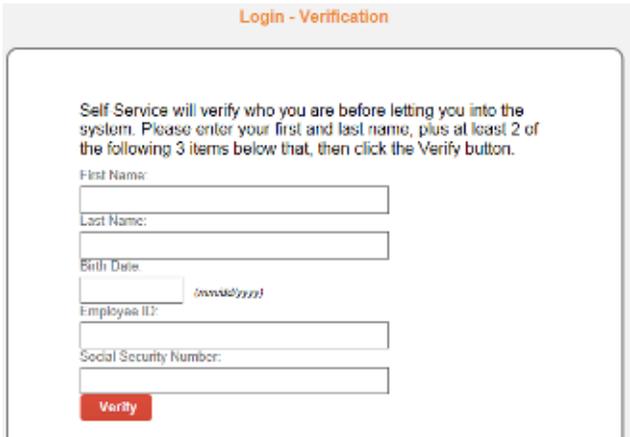
This document provides information on how to log in and navigate the Employee Self Service (ESS) environment.

## Introduction

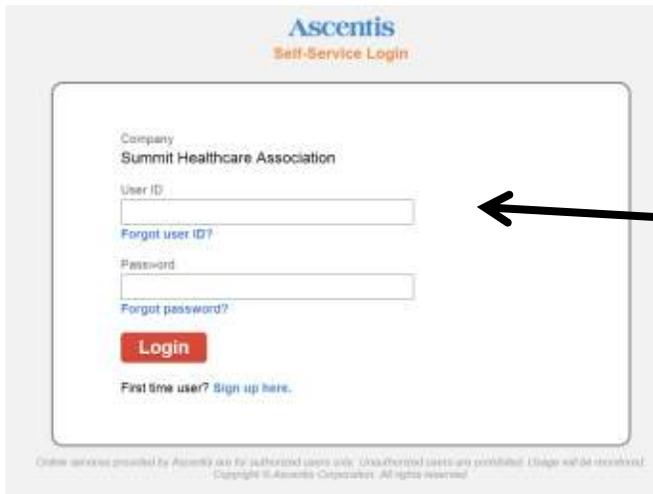
Employee Self Service (ESS) is a web application that makes it easy for employees to view information about themselves, their Family Members, and Benefits. ESS allows employees to manage and confirm their own data. It is also a place where directors can view information about employees in their departments.

Access the application using the icon on your desk top (insert icon here). Or,

Go to: <https://selfservice.ascentis.com/SummitHealthcare/> in your internet browser. Save this URL as a *Favorite or Bookmark*.

<p><b><u>Login screen</u></b></p> 	<p><b>If you are a first time user:</b></p> <p>Click "<a href="#">Sign up here</a>" for first time users</p>
	<p>Type in your name and two pieces of the three identification items.</p> <p>Note: For employee ID, DO NOT enter leading 0's. If you ID number is 01234 enter 1234.</p> <p>Press the verify button. This will generate your log in name and allow you to establish a password.</p>

# Employee Self-Service LOG IN Instructions



Ascentis  
Self-Service Login

Company  
Summit Healthcare Association

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

**Login**

First time user? [Sign up here.](#)

Online services provided by Ascentis are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.  
Copyright © Ascentis Corporation. All rights reserved.

Once the above step is complete, you will be asked to do the self-service log in.

This time enter your user ID and password.

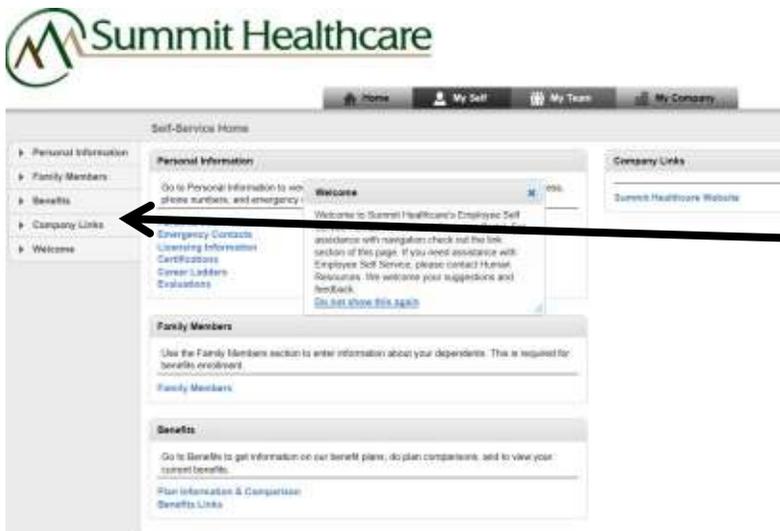
Enter your new log in name and password

## Employee Self Service Home Page

You are now logged in to Employee Self Service

Tabs take you to:

- Home
- My Self
- My Team
- My Company



Summit Healthcare

Home My Self My Team My Company

Self-Service Home

Personal Information  
Go to Personal Information to work on your profile, update your contact information, and emergency contacts.

Family Members  
Use the Family Members section to enter information about your dependents. This is required for benefits enrollment.

Benefits  
Go to Benefits to get information on our benefit plans, do plan comparisons, and to view your current benefits.

Company Links  
Summit Healthcare Website

The Left Hand Column helps you navigate through each section