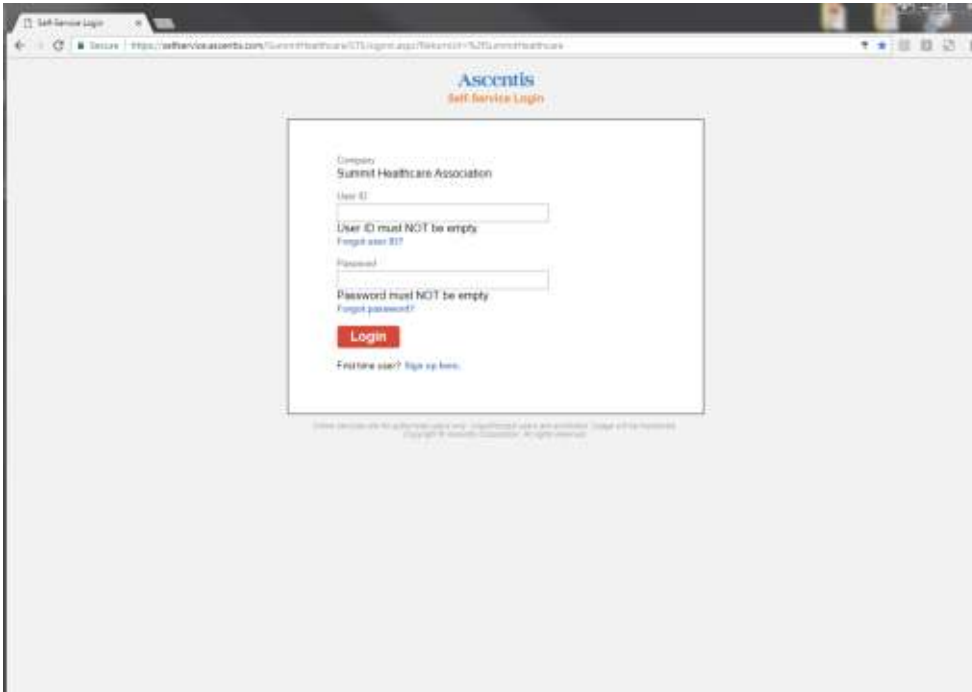


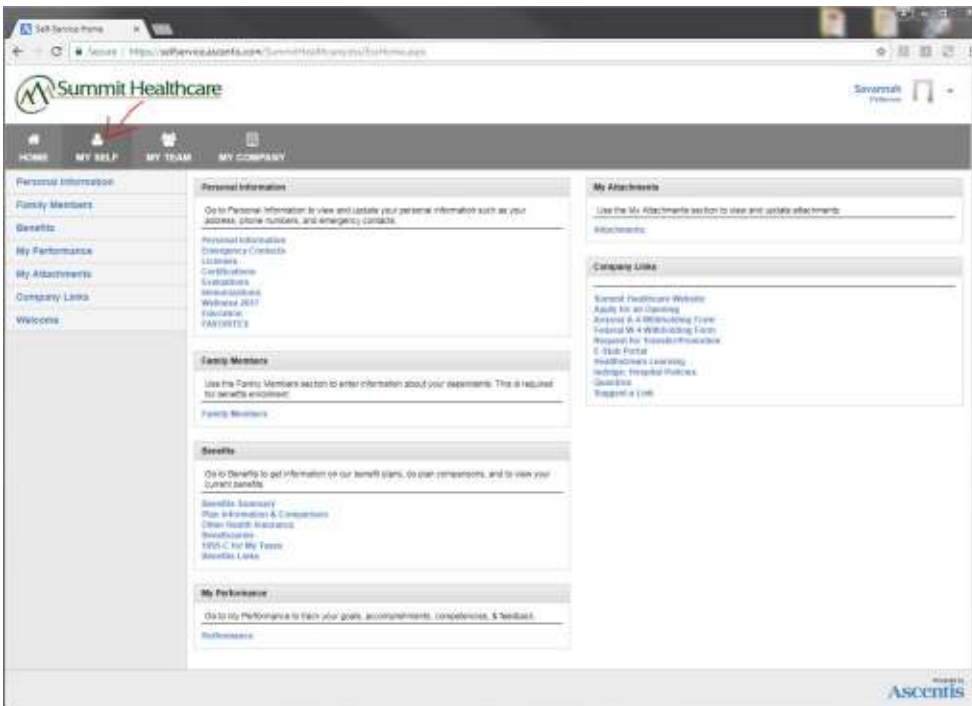
Scanning Wellness Documents into your Ascentis

1. Login to your Self-Service Ascentis.

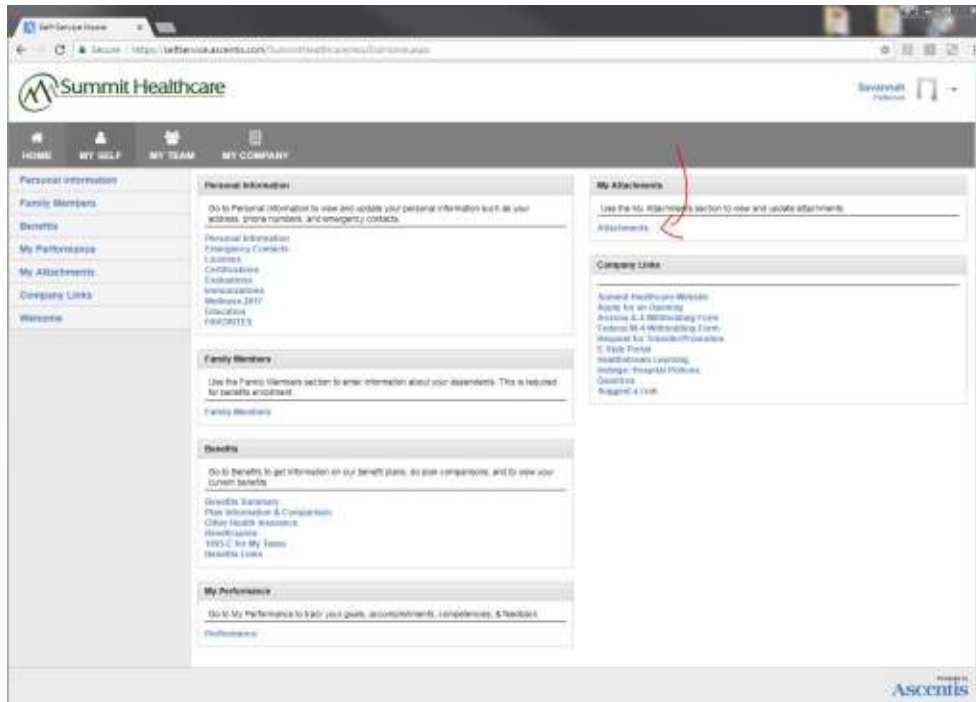
<https://selfservice.ascentis.com/SummitHealthcare/STS/signin.aspx?ReturnUrl=%2fSummitHealthcare>



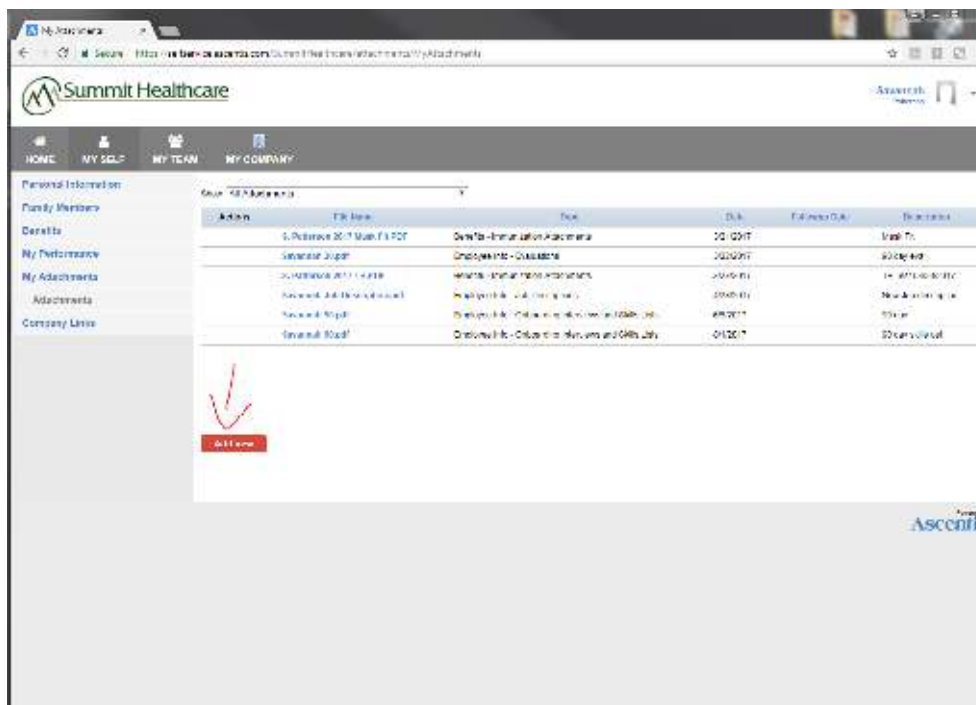
2. Go to the "My Self" tab.



3. Click on “Attachments” under My Attachments.



4. Click the red “Add new” button on the bottom left.



5. Make sure the Type of document is “Benefits-Wellness Attachments”

Followup Date:

Type:

Description:

6. Description-Ex: 2018 Wellness Program

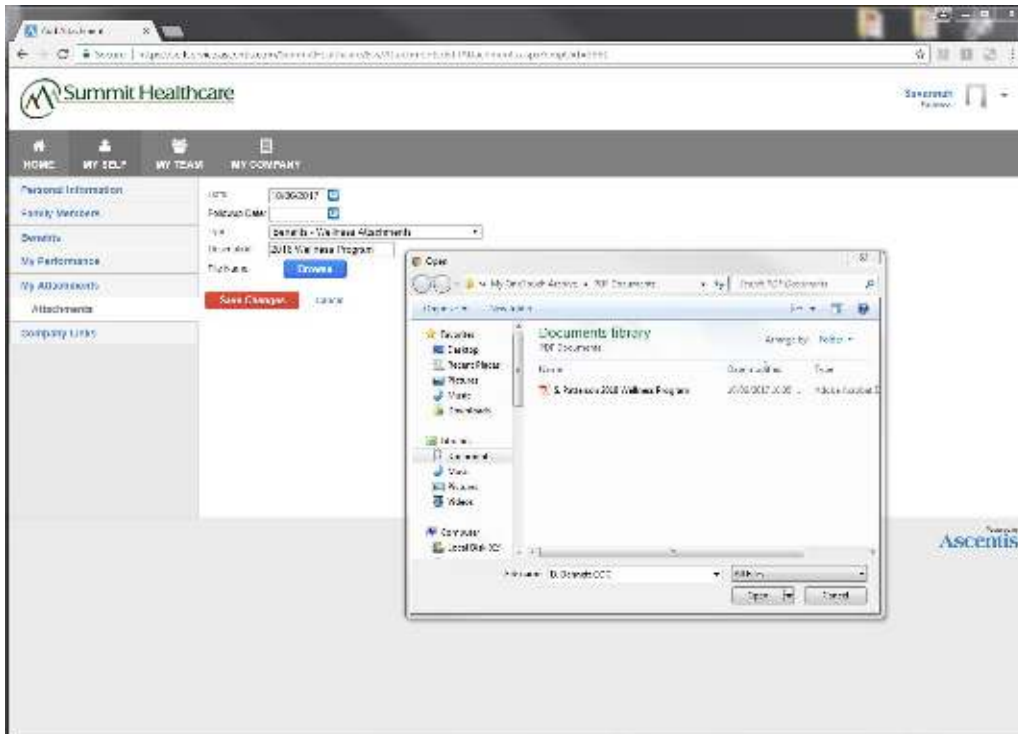
Storage Class:

Type:

Description:

File Name:

7. Browse for your scanned image & attach.



8. Save Changes.