Ascend Attendant Portal Guide

Attendants who need to view/print pay stubs and other payroll data will need to access the Ascend Attendant Portal. Please visit https://portal.bluesummit.io/ and follow the instructions below to create a portal login. *(Chrome, Firefox or Safari browsers are highly recommended for this site to work properly.)*

1. The box below will appear. Click the green *Enroll* button to get started.

If you haven't registered for your portal account yet, click the Enroll button below.

Enroll

2. The dialog box below will appear.

Registration is FREE*

Agency ID
WILS

First Name
Wils

Last Name
Attendant

EMail Address
wilsattendant@gmail.com

Social Security #
456-78-9123

User Name (must be 6 - 20 characters)
wattendant

Password (must be 8 - 20 characters)
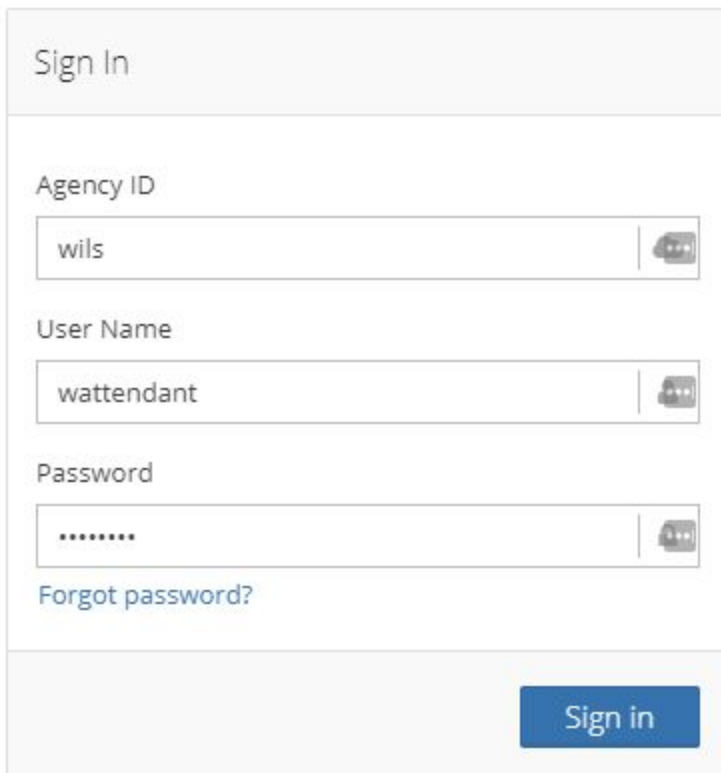••••••••

Confirm Password
••••••••

Register

Use the sample above as a guide to complete the fields. The Agency ID is *WILS* (uppercase or lowercase will work.). The email address is used for password resets and should be one that is checked frequently. Using the current security standards of one uppercase, one lowercase, one number and one special character for the password field is strongly recommended.

3. Once the fields are completed, click the blue *Register* button. A green confirmation message will appear at the top right side of the screen.

> Registration Complete
> ⊘ Your account has been created. Please login. ✔
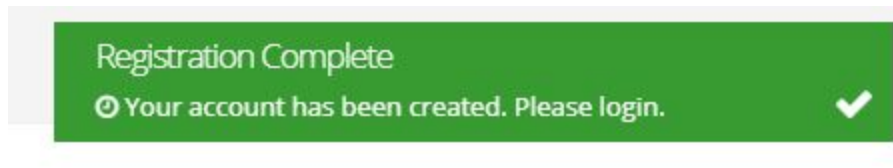
Then, the *Sign In* box below will appear.

Sign In

Agency ID

wils

User Name

wattendant

Password

••••••••

Forgot password?

Sign in

4. Enter the Agency ID (wils), the username and password created in the previous step, then click the blue *Sign In* button.
5. The Blue Summit Application License and Terms of Use message will appear. Click the blue *View Terms of Use* box.

Blue Summit Application License and Terms of Use

You must accept the terms of use prior to logging in.
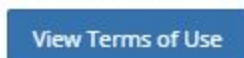
View Terms of Use

6. Review the text of the license and terms of use. Then, scroll to the bottom of the screen and click the red *I Agree* button.

ENTIRE AGREEMENT:
This Agreement constitutes the entire agreement
Application.

CONTACT US:
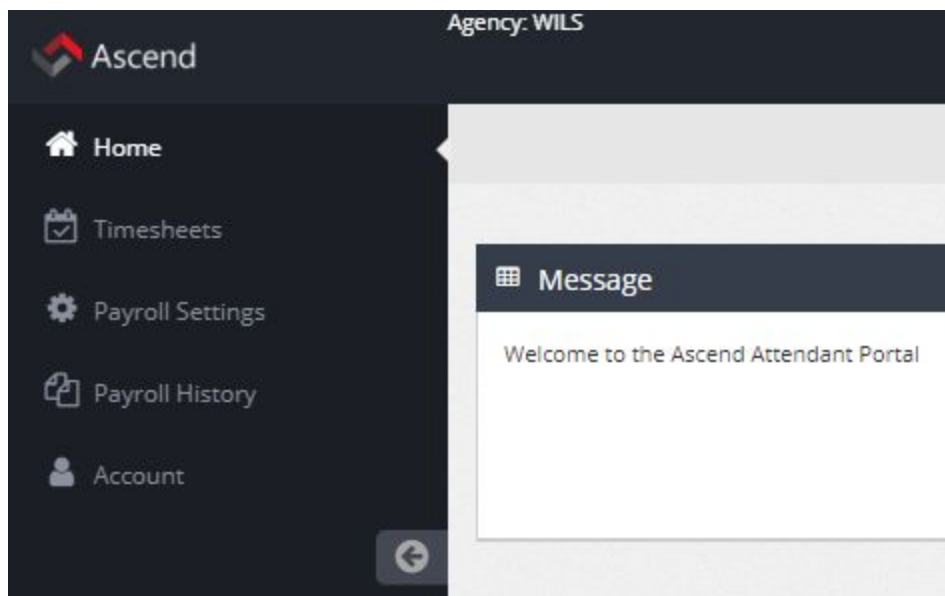By Email: info@bluesummit.io
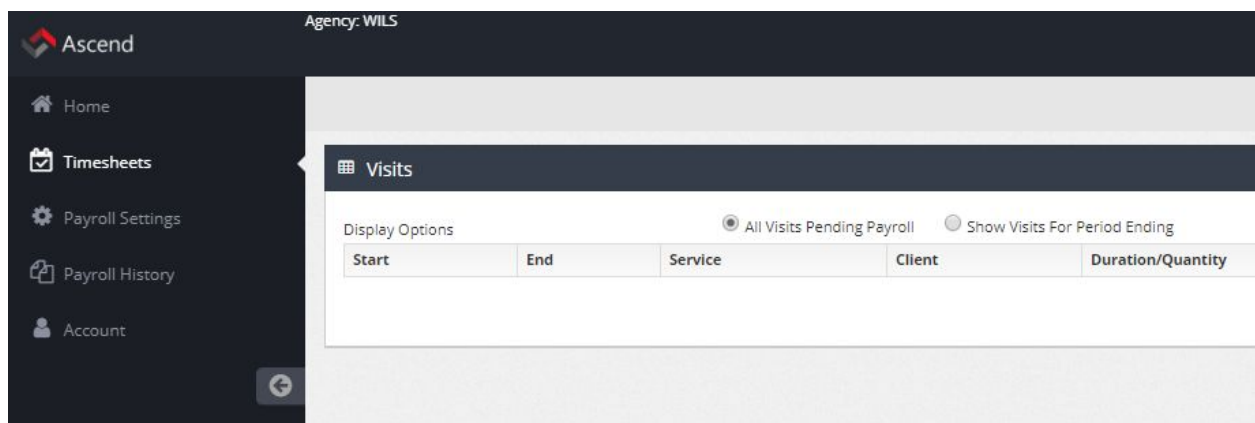By Mail:
David Schauer
4306 Green Haven Dr.
Nixa, MO 65714

I Agree

The portal Home below will appear. The **Home** tab is where messages regarding tax code updates or other time-sensitive information may be posted.
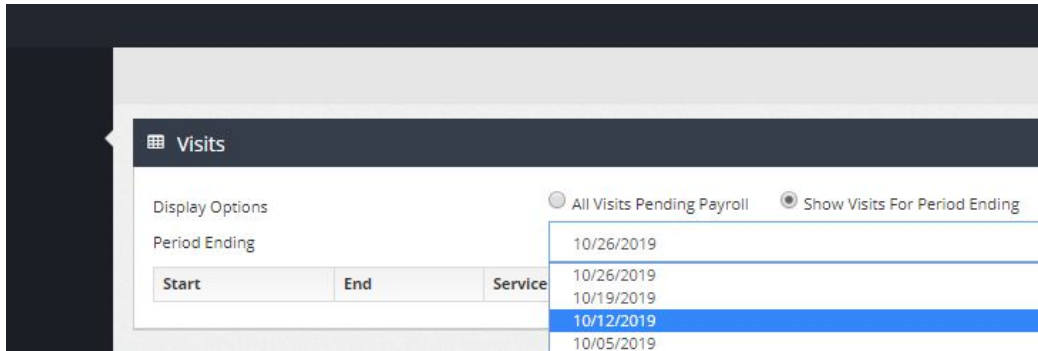
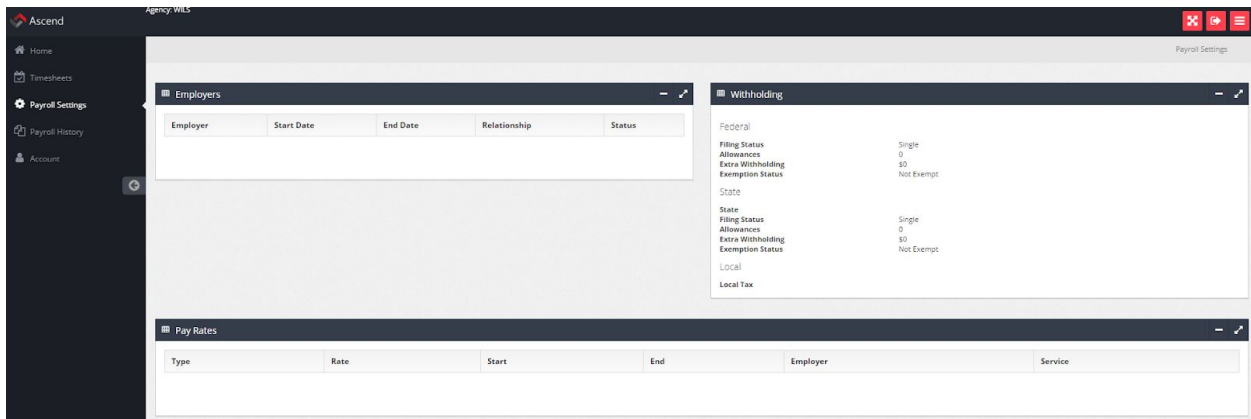The **Timesheets** tab can show either *All Visits Pending Payroll*, shifts worked but not paid…
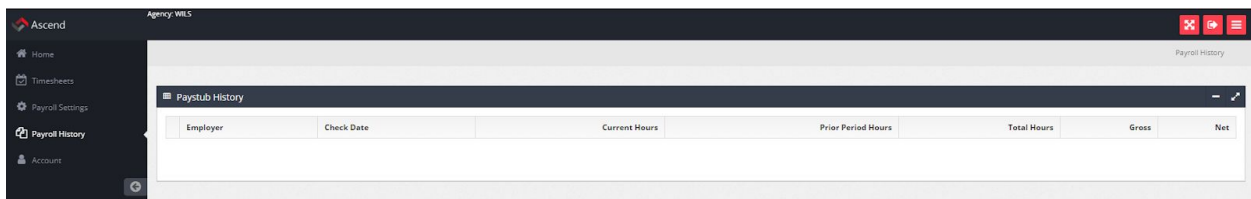
...or *Show Visits for Period Ending*, shifts already worked and paid.

The **Payroll Settings** tab shows consumers for whom care is provided, withholdings data (including federal, state & local) and pay rates for each consumer.
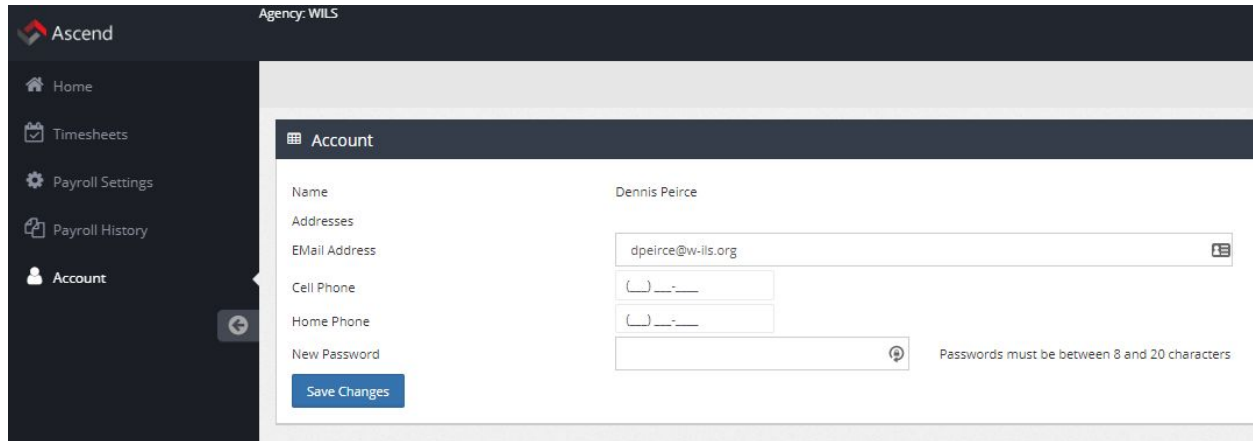

The **Payroll History** tab is where pay stubs will be available in PDF format and can be viewed or printed.
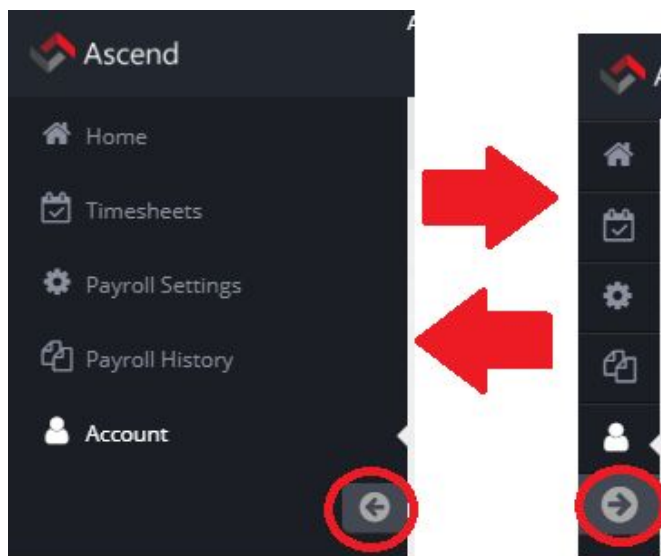
Ascend Attendant Portal Guide

The **Account** tab is where email address, cell phone, and home phone can be updated. It is also where password changes can be completed.
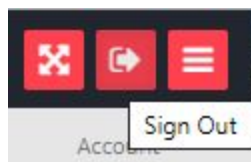

Once familiar with the Ascend Attendant Portal, the highlighted arrow can be used to collapse the tab menu down to icons only.

In the icon bar at the top right of the screen, click the middle button with the arrow to sign out.

The following message will appear. Click Yes and close the browser window.