

Ascend Attendant Portal Guide

Attendants who need to view/print pay stubs and other payroll data will need to access the [Ascend Attendant Portal](https://portal.bluesummit.io/). 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*

Domain Name
RAIL

First Name
Test

Last Name
Attendant

E-Mail Address
c dsattendant.rail@gmail.com

Social Security #
111-11-1111

User Name (must be 6 - 20 characters)
tattendant

Password (must be 8 - 20 characters)

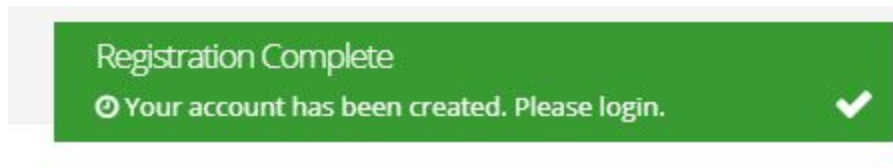
Confirm Password

Register

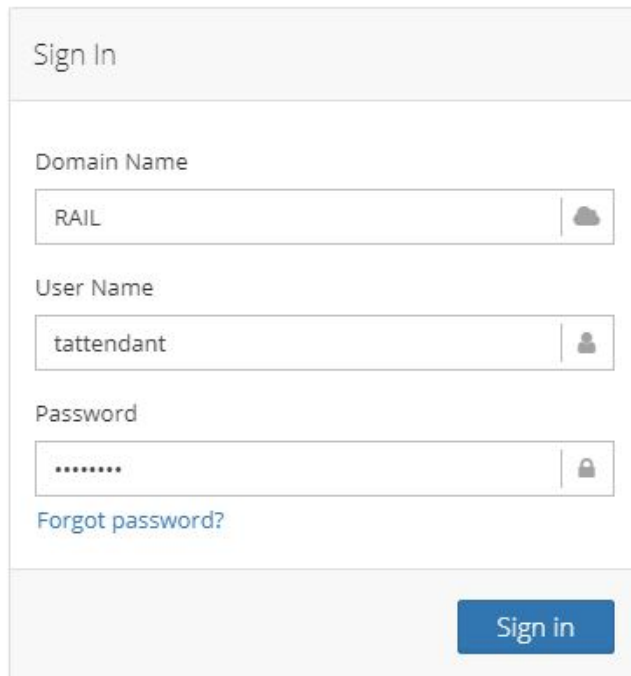
Use the sample above as a guide to complete the fields. The Agency ID is *RAIL* (uppercase or lowercase will work.). The email address is used for password resets and should be one that is checked frequently. Using the current security standards of one uppercase, one lowercase, one number and one special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

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



Then, the *Sign In* box below will appear.

A light gray rectangular form titled "Sign In". It contains three input fields: "Domain Name" with the value "RAIL", "User Name" with the value "tattendant", and "Password" with masked characters ".....". Each field has a small icon to its right (cloud, person, and lock respectively). Below the password field is a blue link that says "Forgot password?". At the bottom right of the form is a blue button labeled "Sign in".

- Enter the Agency ID (RAIL), the username and password created in the previous step, then click the blue *Sign In* button.
- 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.



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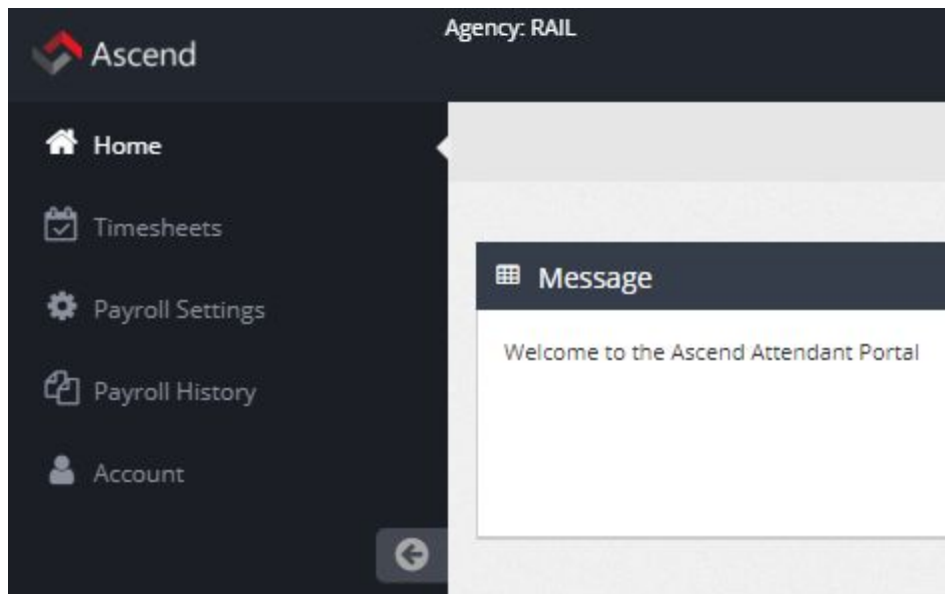
- Review the text of the license and terms of use. Then, scroll to the bottom of the screen and click the red *I Agree* button.

ENTIRE AGREEMENT:
This Agreement constitutes the entire agreement
Application.

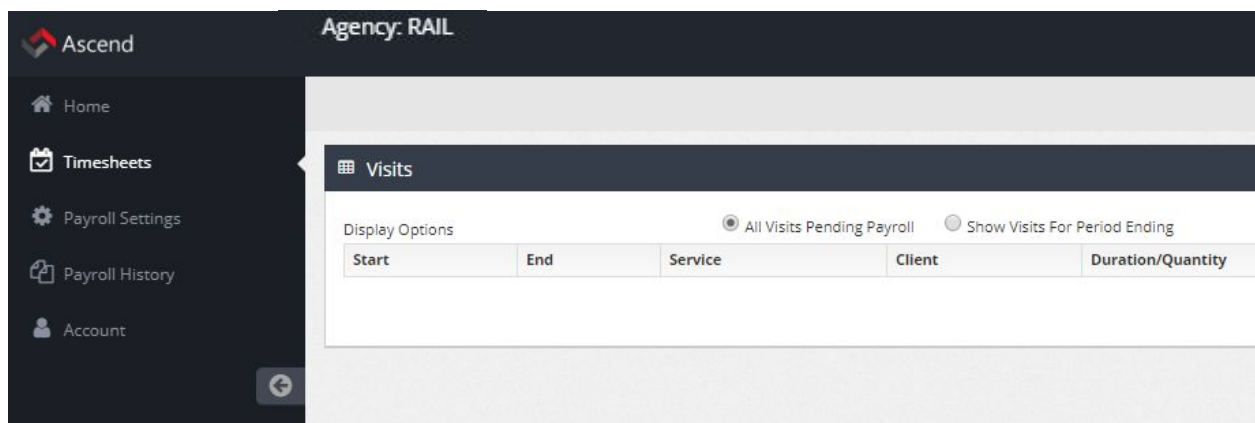
CONTACT US:
By Email: info@bluesummit.io
By Mail:
David Schauer
4306 Green Haven Dr.
Nixa, MO 65714

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.

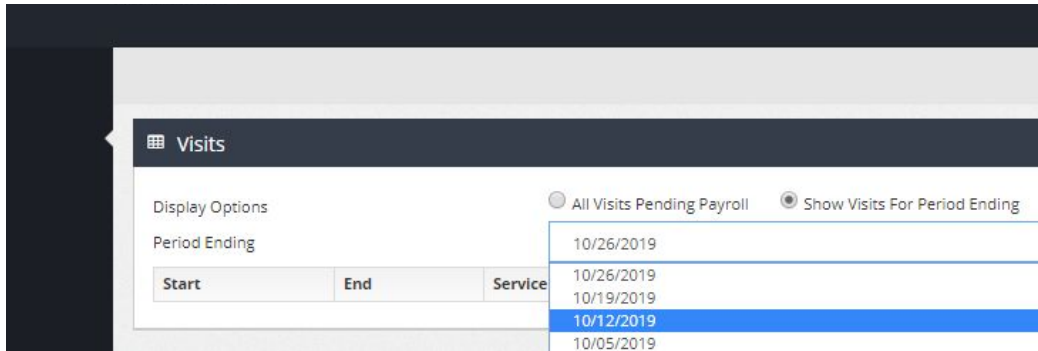


The **Timesheets** tab can show either *All Visits Pending Payroll*, shifts worked but not paid...

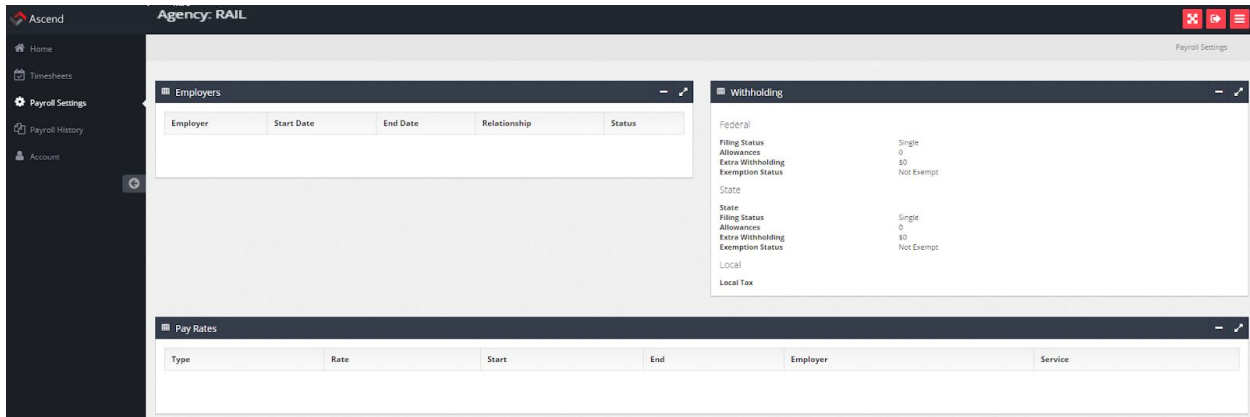


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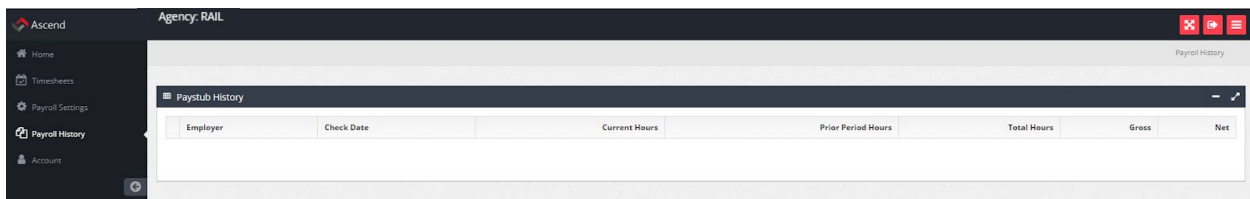
...or *Show Visits for Period Ending*, shifts already worked and paid.



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

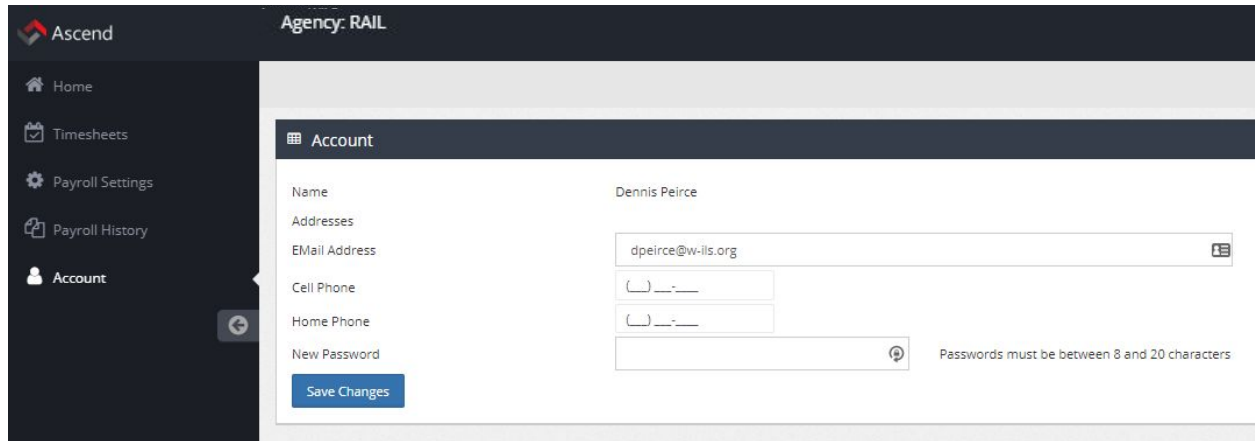


The **Payroll History** tab is where pay stubs will be available in PDF format and can be viewed or printed.



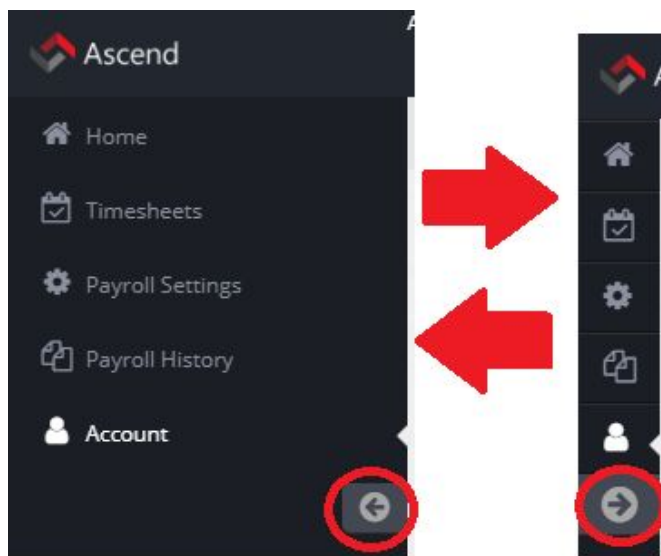
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The **Account** tab is where email address, cell phone, and home phone can be updated. It is also where password changes can be completed.

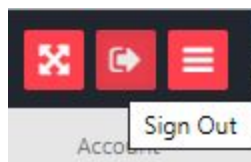


The screenshot shows the 'Account' page in the Ascend Attendant Portal. The page title is 'Agency: RAIL'. The left sidebar contains navigation options: Home, Timesheets, Payroll Settings, Payroll History, and Account. The main content area displays the user's profile information for Dennis Peirce. Fields include Name (Dennis Peirce), Addresses, Email Address (dpeirce@w-ils.org), Cell Phone, Home Phone, and New Password. A 'Save Changes' button is located at the bottom left. A note on the right states 'Passwords must be between 8 and 20 characters'. A small arrow icon is visible at the bottom of the sidebar.

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.

