

# SUMMIT OFFICER ONBOARDING

## REGISTER IN THREE EASY STEPS

**NOTE:** Please clear the cache on your device to begin. Due to department firewalls, we recommend using a personal computer or your mobile device to access the registration portal.

### STEP 1

#### GET SUMMIT CERTIFIED & SET UP YOUR PROFILE

- ▲ Go to the Summit Officer Portal to sign up [SummitOfficers.com](http://SummitOfficers.com)
- ▲ Add your email and create a password to begin
- ▲ Create an account by filling in the required fields
- ▲ Input your contact and department profile details
- ▲ Update all contract forms
  - To update, check the "Agree" box next to each form*
  - You DO NOT need to fill out each form*
  - Click Sign Agreement Document to proceed*
- ▲ Enter your Social Security Number (SSN)
- ▲ Review and complete the contract forms
  - Click FINISH to complete your form submissions*

### STEP 2

#### DOWNLOAD THE ROLLKALL APP & CREATE AN ACCOUNT

- ▲ Download the RollKall app on your mobile device
- ▲ Sign up for Rollkall and Rkpay
  - A completed verification form with supervisor signature is required*
  - You must provide your supervisors department email address for verification*
  - A referral code is NOT required for the sign up process*
  - Input badge or unique employee number in the police ID field*
- ▲ Check email for RkPay verification link
  - Once your profile is complete, RollKall will send an email with verification link to set up RkPay*
- ▲ Invoicing and payments are processed directly through the RollKall app within 21 days
  - RollKall's RkPay is the fastest way to pay you for the off duty jobs you've worked*

### STEP 3

#### SIGN IN & GET ASSIGNED

- ▲ That's it! Your access is set with Summit
  - You're ready to work off duty jobs*
- ▲ Check the RollKall app regularly
  - Scheduling and assignment information regarding available off duty shifts*
  - Track and submit your invoices, payment status and shifts details*
- ▲ 24/7 access to the Summit Communications Center
  - For questions or assistance by calling 972-427-1320*

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**TO REGISTER:**

[www.summitoffduty.com/summitofficeronboarding](http://www.summitoffduty.com/summitofficeronboarding)