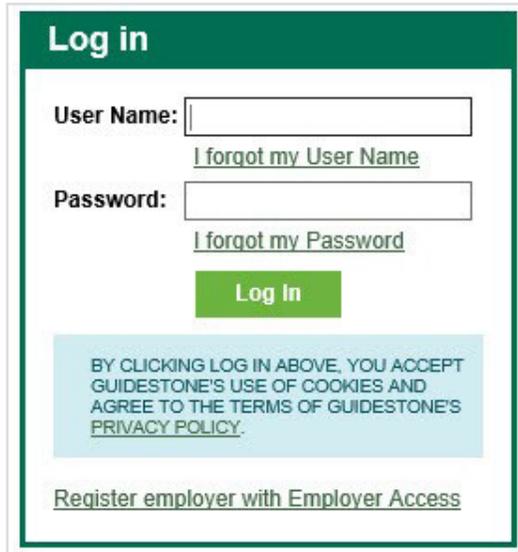


# HOW TO UPDATE AN EMPLOYEE'S SALARY USING GUIDESTONE'S EMPLOYER ACCESS PROGRAM

Finding fast and efficient ways to streamline your everyday administrative tasks has never been easier! All you have to do is use GuideStone's Employer Access® Program, which we call "EAP" for short.

Follow this quick tutorial and learn how this EAP shortcut for updating an employee's salary can improve efficiency in your church or ministry office.

**STEP 1:** Go to [EAP.GuideStone.org](http://EAP.GuideStone.org) and log into your EAP account.



**Log in**

User Name:

[I forgot my User Name](#)

Password:

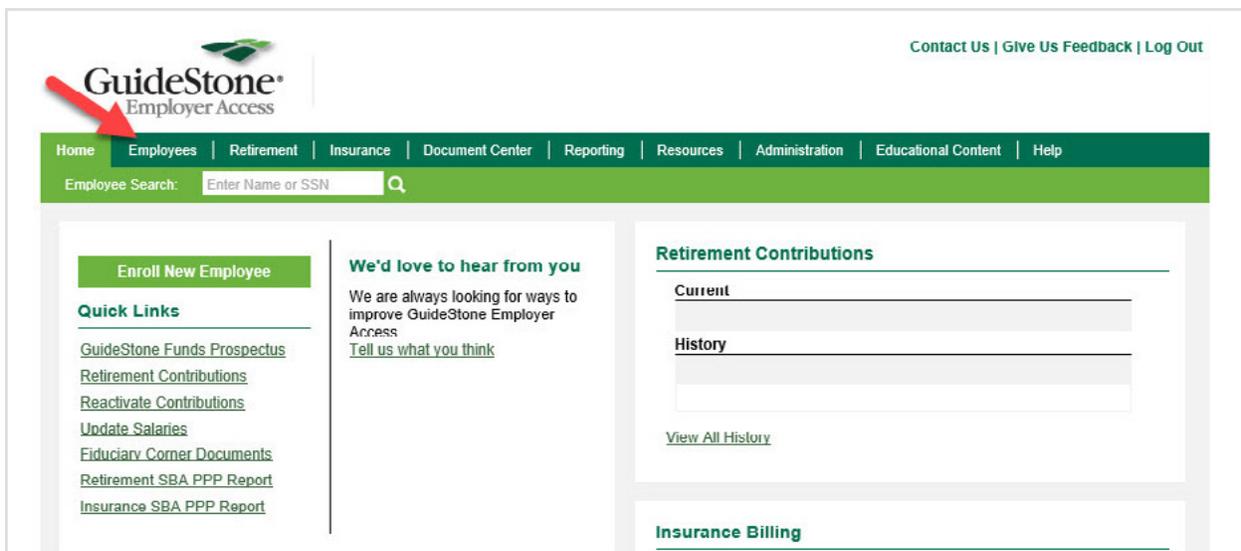
[I forgot my Password](#)

**Log In**

BY CLICKING LOG IN ABOVE, YOU ACCEPT GUIDESTONE'S USE OF COOKIES AND AGREE TO THE TERMS OF GUIDESTONE'S PRIVACY POLICY.

[Register employer with Employer Access](#)

**STEP 2:** Locate the "Quick Links" panel and then select "Update Salaries"



GuideStone®  
Employer Access

Contact Us | Give Us Feedback | Log Out

Home | Employees | Retirement | Insurance | Document Center | Reporting | Resources | Administration | Educational Content | Help

Employee Search:

**Enroll New Employee**

**Quick Links**

- [GuideStone Funds Prospectus](#)
- [Retirement Contributions](#)
- [Reactivate Contributions](#)
- [Update Salaries](#)
- [Fiduciary Corner Documents](#)
- [Retirement SBA PPP Report](#)
- [Insurance SBA PPP Report](#)

**We'd love to hear from you**

We are always looking for ways to improve GuideStone Employer Access. Tell us what you think.

**Retirement Contributions**

**Current**

**History**

[View All History](#)

**Insurance Billing**



### STEP 3: Complete the "New Salary Effective Date".

GuideStone Employer Access

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Employee Search: Enter Name or SSN | View All Employees

**Enroll New Employee**

**Retirement**

[Update Contributions](#)  
[Reactivate Contributions](#)  
[New Enrollment or Rehire](#)

**Insurance**

[Update Salaries](#)

**Group Plans Insurance**

[Add Employee](#)  
[Submitted Transactions](#)

### Salary Updates

Please enter monthly salaries rounded to the next whole dollar.

Filter by:  Group Plans  Personal Plans  Both

New Salary Effective Date:  

Name	SSN	Last Reported Salary	Last Effective date	New Salary
		Monthly		Monthly
<a href="#">Doe, Jane</a>	XXX-XX-1234			<input type="text"/>
<a href="#">Doe, John</a>	XXX-XX-5678			<input type="text"/>

### STEP 4: Beside the employee's name, enter the new monthly salary amount.

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Employee Search: Enter Name or SSN | View All Employees

**Enroll New Employee**

**Retirement**

[Update Contributions](#)  
[Reactivate Contributions](#)  
[New Enrollment or Rehire](#)

**Insurance**

[Update Salaries](#)

**Group Plans Insurance**

[Add Employee](#)  
[Submitted Transactions](#)

### Salary Updates

Please enter monthly salaries rounded to the next whole dollar.

Filter by:  Group Plans  Personal Plans  Both

New Salary Effective Date:  

Name	SSN	Last Reported Salary	Last Effective date	New Salary
		Monthly		Monthly
<a href="#">Doe, Jane</a>	XXX-XX-1234			<input type="text"/>
<a href="#">Doe, John</a>	XXX-XX-5678			<input type="text"/>



**STEP 5:** Complete the “New Salary Effective Date”.

GuideStone® Employer Access

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Employee Search:   | [View All Employees](#)

**Enroll New Employee**

**Retirement**

[Update Contributions](#)  
[Reactivate Contributions](#)  
[New Enrollment or Rehire](#)

**Insurance**

[Update Salaries](#)

**Group Plans Insurance**

[Add Employee](#)  
[Submitted Transactions](#)

### Salary Updates

Please enter monthly salaries rounded to the next whole dollar.

Filter by:  Group Plans  Personal Plans  Both

New Salary Effective Date:

Name	SSN	Last Reported Salary Monthly	Last Effective date	New Salary Monthly
<a href="#">Doe, Jane</a>	XXX-XX-1234			<input type="text"/>
<a href="#">Doe, John</a>	XXX-XX-5678			<input type="text"/>

**THANK YOU** for using EAP to update employee salaries.