

# HOW TO UPDATE

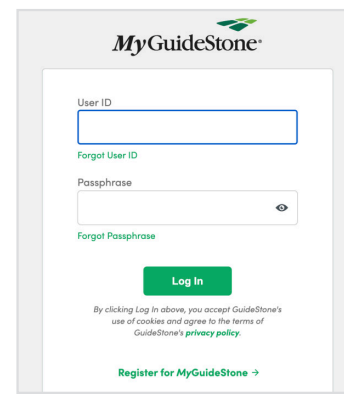
## YOUR EMAIL ADDRESS AND EDELIVERY PREFERENCES IN MYGUIDESTONE

Now is a great time to confirm your preferred email address is both accurate and connected with your MyGuideStone® profile.

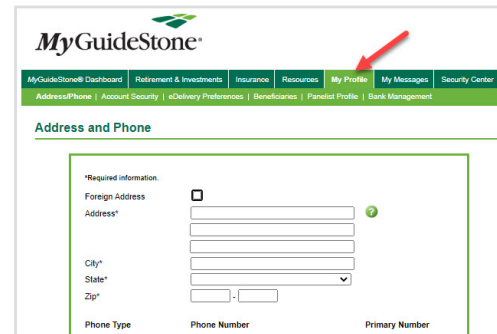
Plus, you can now elect to receive important information and documents via eDelivery rather than through U.S. Mail. This means re-enrollment information, tax documents and much more will be sent to you electronically.

Follow this quick tutorial to update your email address and preferences in MyGuideStone.

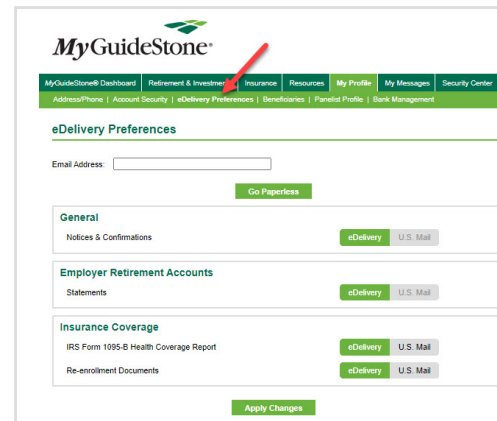
**STEP 1:** visit [MyGuideStone.org](https://MyGuideStone.org) and log in with your personal User ID and Passphrase.

The image shows the MyGuideStone login page. It features a 'User ID' input field, a 'Forgot User ID' link, a 'Passphrase' input field with a toggle for visibility, and a 'Forgot Passphrase' link. Below these is a green 'Log In' button. At the bottom, there is a disclaimer about cookies and a link to the privacy policy, followed by a 'Register for MyGuideStone' link.

**STEP 2:** Select “My Profile” from the main menu on your dashboard and then select “eDelivery Preferences”.

The image shows the MyGuideStone dashboard. The 'My Profile' link in the top navigation bar is highlighted with a red arrow. Below the navigation bar, the 'Address and Phone' section is visible, containing fields for 'Foreign Address', 'City', 'State', 'Zip', 'Phone Type', 'Phone Number', and 'Primary Number'.

**STEP 3:** Update your email address for the account for which you prefer to receive information from GuideStone, and then select “Apply Changes”.

The image shows the MyGuideStone dashboard with the 'eDelivery Preferences' section highlighted by a red arrow. This section includes an 'Email Address' input field, a 'Go Paperless' button, and a table for selecting delivery preferences for various documents. The table has columns for 'General', 'Employer Retirement Accounts', and 'Insurance Coverage', each with 'eDelivery' and 'U.S. Mail' options. At the bottom is an 'Apply Changes' button.

## CONGRATULATIONS!

You’ve successfully updated your MyGuideStone account!