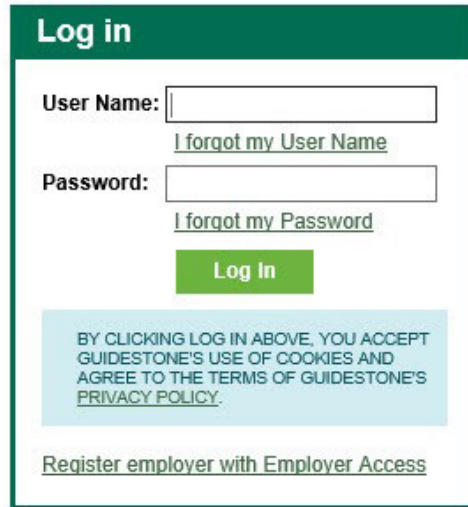


HOW TO ADD AN EMPLOYEE TO YOUR GUIDESTONE GROUP PLANS INSURANCE USING THE EMPLOYER ACCESS PROGRAM

Using your GuideStone Employer Access® Program (EAP) is a fast and efficient way to streamline your everyday administrative tasks. These tutorials are designed to provide step-by-step instructions for some of the most-used functions in EAP.

This tutorial outlines how to add an employee to your Group Plans coverage using EAP.

STEP 1: Go to EAP.GuideStone.org and log into your EAP account.



Log in

User Name:

[I forgot my User Name](#)

Password:

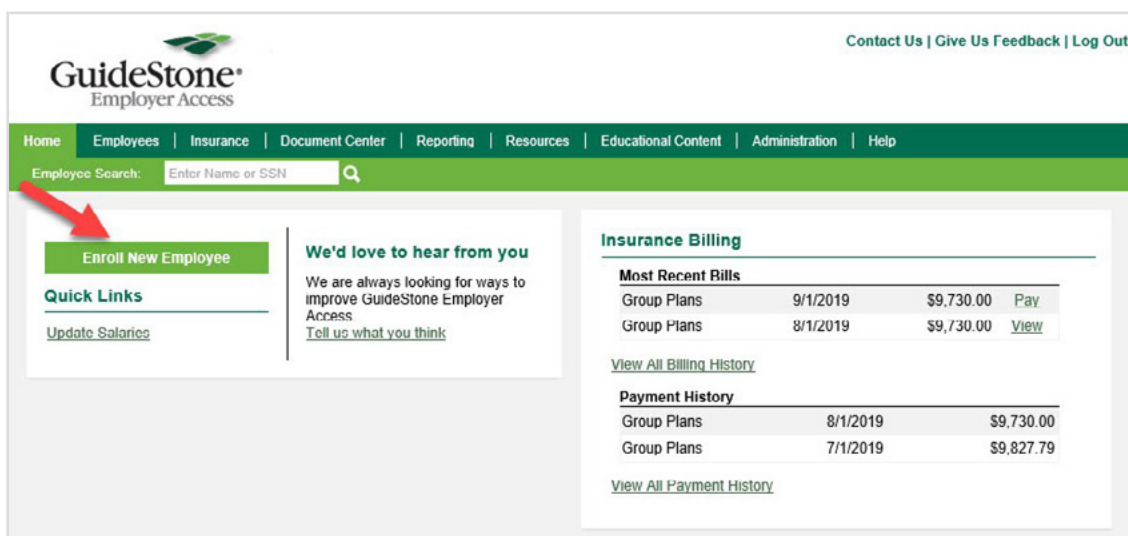
[I forgot my Password](#)

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: Select “Enroll New Employee” from the home screen.



GuideStone
Employer Access

Contact Us | Give Us Feedback | Log Out

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

Employee Search: Enter Name or SSN

Enroll New Employee

Quick Links

[Update Salaries](#)

We'd love to hear from you

We are always looking for ways to improve GuideStone Employer Access.

[Tell us what you think](#)

Insurance Billing

Most Recent Bills

Group Plans	Date	Amount	Action
Group Plans	9/1/2019	\$9,730.00	Pay
Group Plans	8/1/2019	\$9,730.00	View

[View All Billing History](#)

Payment History

Group Plans	Date	Amount
Group Plans	8/1/2019	\$9,730.00
Group Plans	7/1/2019	\$9,827.79

[View All Payment History](#)



STEP 3: Complete all of the Personal Info and select “Next”.



The screenshot shows the 'Insurance Enrollment' application window. At the top, there is a navigation menu with options: Employees, Insurance, Document Center, Reporting, Resources, Educational Content, Administration, and Help. Below the menu is a progress bar with six steps: 1. Personal Info (highlighted in green), 2. Contact Info, 3. Employment Info, 4. Add Dependents, 5. Add Products, and 6. Enroll. The main content area is titled 'Personal Info' and contains the following fields:

- Title: A dropdown menu.
- First Name*: A text input field.
- Middle Initial: A text input field.
- Last Name*: A text input field.
- Preferred Name: A text input field.
- SSN*: A text input field.
- Birth Date*: A date picker.
- Gender*: A dropdown menu.
- Marital status*: A dropdown menu.

At the bottom of the form, there are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.

STEP 4: Complete Contact Info and select “Next”.



The screenshot shows the 'Insurance Enrollment' application window. At the top, there is a navigation menu with options: Employees, Insurance, Document Center, Reporting, Resources, Educational Content, Administration, and Help. Below the menu is a progress bar with six steps: 1. Personal Info, 2. Contact Info (highlighted in green), 3. Employment Info, 4. Add Dependents, 5. Add Products, and 6. Enroll. The main content area is divided into two sections:

- Address**:
 - Address: A text input field.
 - City*: A text input field.
 - State*: A dropdown menu.
 - Zip*: A text input field.
- Contact Details**:
 - Phone Number: A text input field.
 - Email: A text input field.

At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.



STEP 5: Complete Employment Info and select “Next”.



The screenshot shows the 'Insurance Enrollment' form with the '3. Employment Info' step highlighted in green. The form contains the following fields:

- Classification:
- Full-Time Hire Date:
- Effective Date:
- Monthly Salary:

At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.

STEP 6: If you would like to add dependents, select “Yes”.



The screenshot shows the 'Insurance Enrollment' form with the '4. Add Dependents' step highlighted in green. The form contains the following text:

Would you like to add a dependent?

At the bottom of the form, there are four buttons: 'Back', 'Cancel', 'Yes', and 'No'. A red arrow points to the 'Yes' button.



STEP 7: Complete Add Dependents and select “Done With Dependents”.



The screenshot shows the 'Insurance Enrollment' interface with a progress bar at the top indicating the current step is '4. Add Dependents'. The main content area is titled 'Dependent Details' and contains the following fields and options:

- First Name*:
- Middle Initial:
- Last Name*:
- SSN*:
 This is a newborn and SSN is unknown.
- Birth Date*:
- Relationship*: Son Daughter

Below the fields, there is a note: "Requests for coverage are subject to plan guidelines and may require underwriting. Not all plans constitute 'credible coverage' for Massachusetts residents." At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Done With Dependents'. A red arrow points to the 'Add Another Dependent' button, and another red arrow points to the 'Done With Dependents' button.

STEP 8: Complete Add Products and select “Next”.



The screenshot shows the 'Insurance Enrollment' interface with a progress bar at the top indicating the current step is '5. Add Products'. The main content area is titled 'Add Product Details' and contains the following information:

To add a product for the employee and select dependents, click a checkbox next to the product(s) and click the "Next" button. Products without a checkbox next to them have already been selected by the eligible people.

Select	Product Description	Current Coverage
<input type="checkbox"/>		
<input type="checkbox"/>		

Below the table, there is a note: "Requests for coverage are subject to plan guidelines and may require underwriting. Not all plans constitute 'credible coverage' for Massachusetts residents." At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.



STEP 9: Select who will be covered by each product.



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

Insurance Enrollment

1. Personal Info 2. Contact Info 3. Employment Info 4. Add Dependents 5. Add Products 6. Enroll

Medical

Employee Effective Date*: 06/15/2020
Product Effective Date: 06/15/2020

Please select the people to add to this product:

Select	Name
<input type="checkbox"/>	John Doe (Employee)
<input type="checkbox"/>	Jane Doe
<input type="checkbox"/>	Jack Doe

Please check if adding product for any of the following reasons:

- Due to loss of other coverage
- For spouse due to marriage
- For child due to birth, adoption or marriage

Dental

Employee Effective Date*: 06/15/2020
Product Effective Date: 06/15/2020

Please select the people to add to this product:

Select	Name
<input type="checkbox"/>	John Doe
<input type="checkbox"/>	Jane Doe
<input type="checkbox"/>	Jack Doe

Back Cancel Next

STEP 10: Review the employee's information and – if it is all correct – select “Submit”.



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

Insurance Enrollment

1. Personal Info 2. Contact Info 3. Employment Info 4. Add Dependents 5. Add Products 6. Enroll

You have chosen the following list of actions. These actions will not be processed until you press the Submit button.

Transaction	Person	Product	Volume	Effective Date
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Add Another Dependent Add Another Product Cancel Submit

You are currently adding a new employee. Please do not submit your transactions until you have completed all desired changes. After submitting, you will not be able to make any further changes to this employee.

CONGRATULATIONS! You've successfully added an employee to your Group Plans coverage!