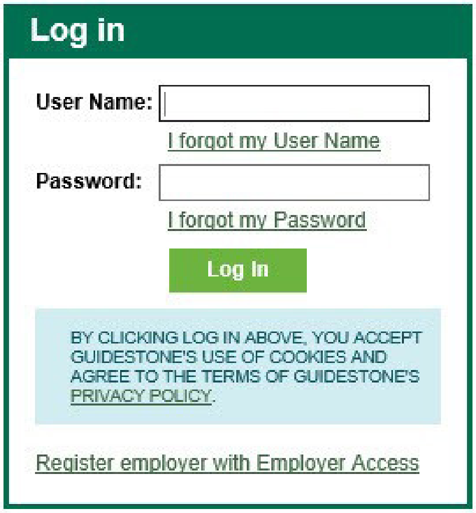
HOW TO ADD AN EMPLOYEE
TO YOUR GUIDESTONE GROUP PLANS INSURANCE USING THE EMPLOYER ACCESS PROGRAM

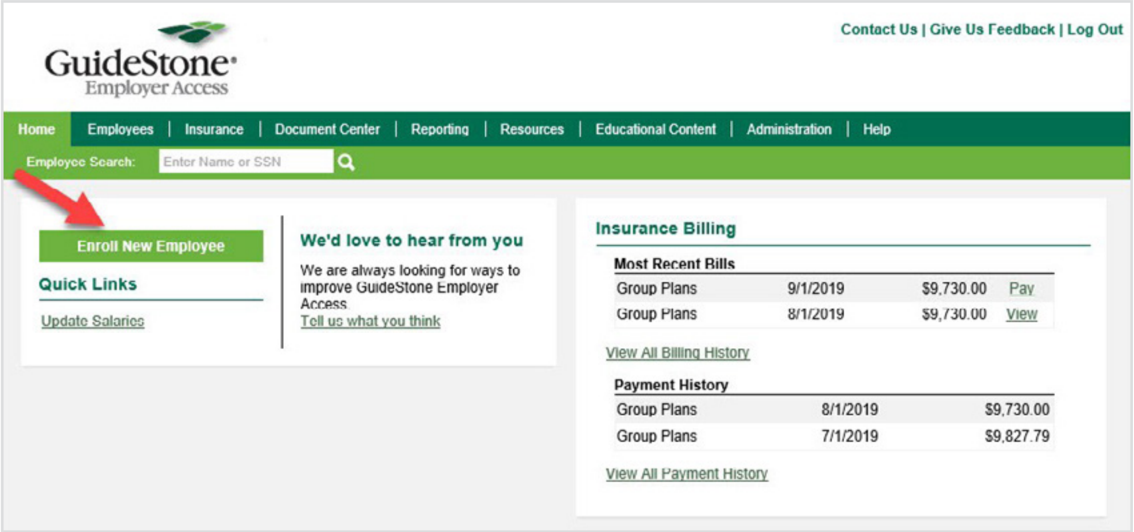
Using your GuideStone Employer Access® Program (EAP) is a fast and efficient way to streamline your everyday administrative tasks. These tutorials are designed to provide step-by-step instructions for some of the most-used functions in EAP.

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.



STEP 2: Select "Enroll New Employee" from the home screen.



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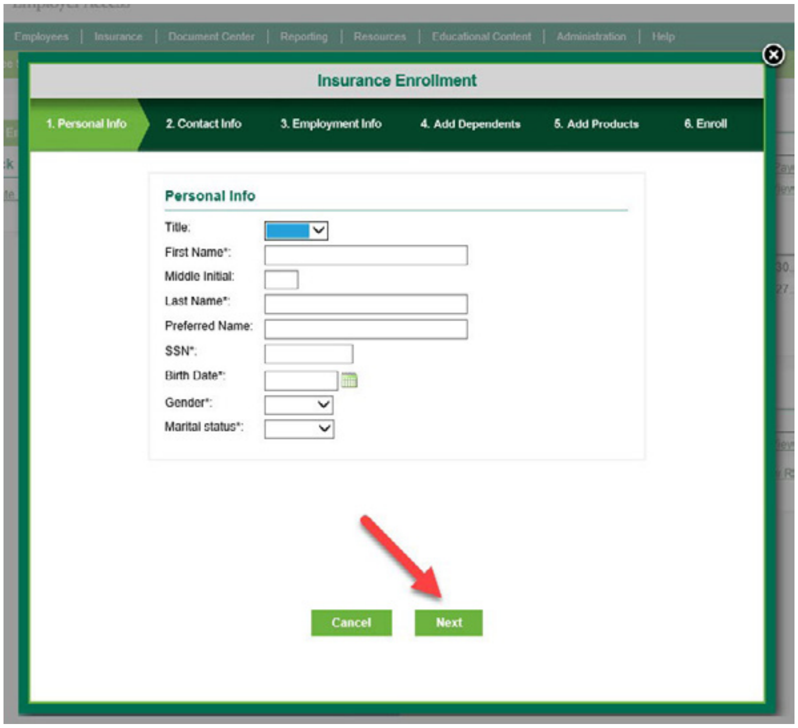
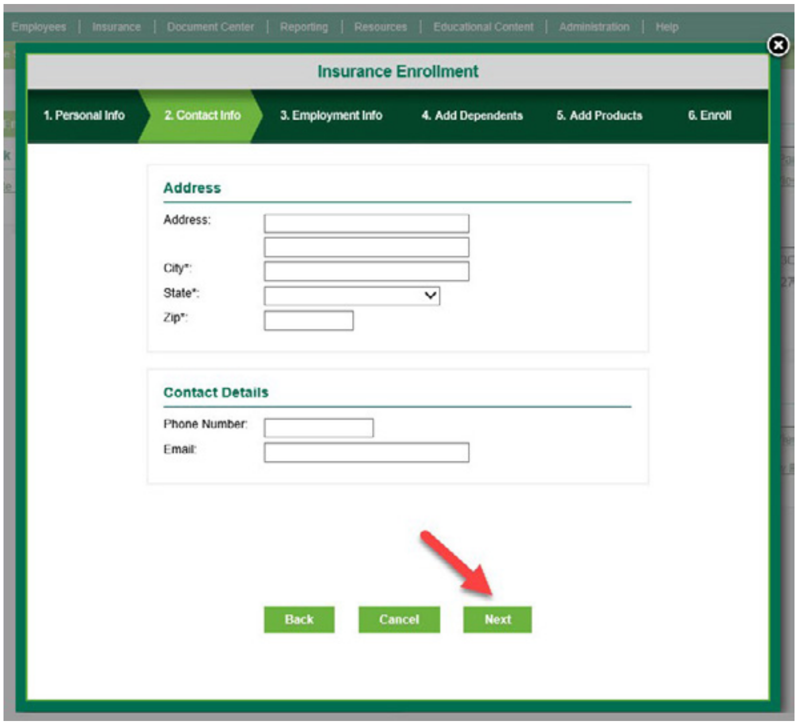
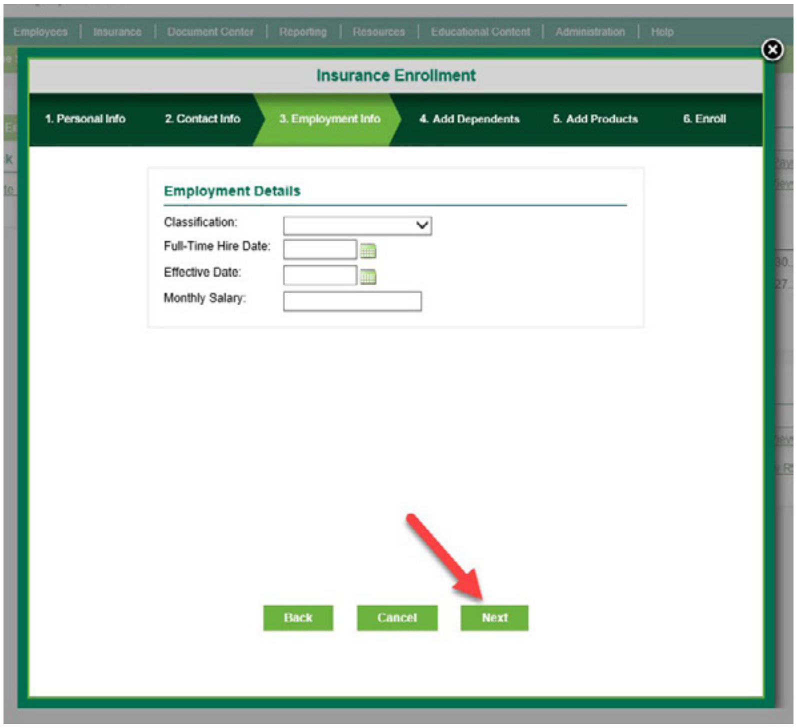
STEP 3: Complete all of the Personal Info and select “Next”.



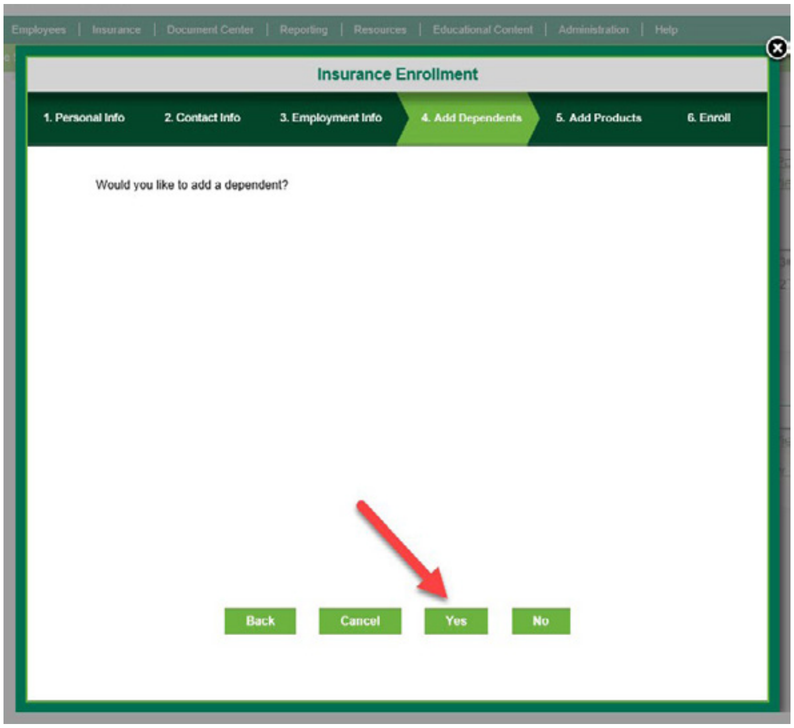
STEP 4: Complete Contact Info and select “Next”.



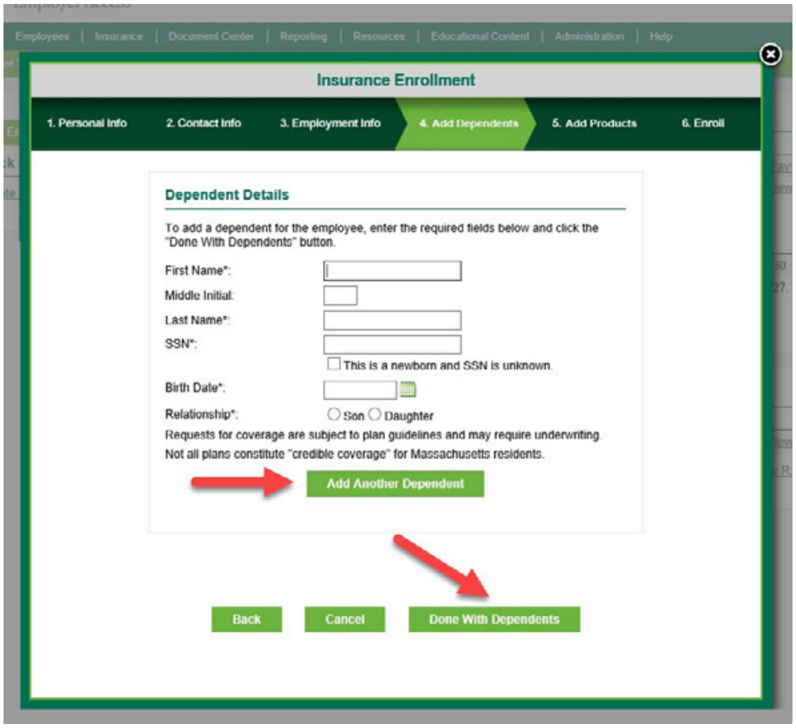
STEP 5: Complete Employment Info and select “Next”.



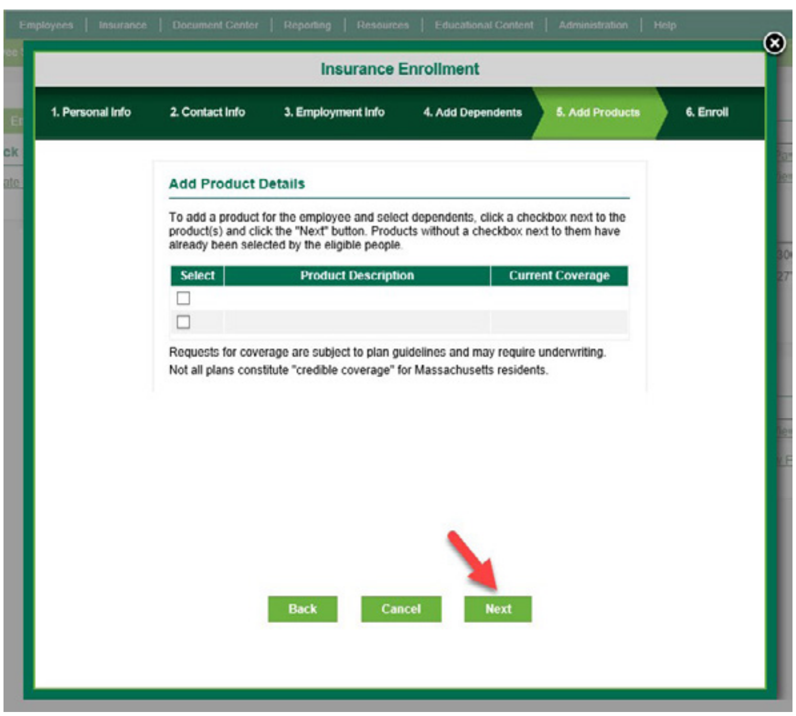
STEP 6: If you would like to add dependents, select “Yes”.



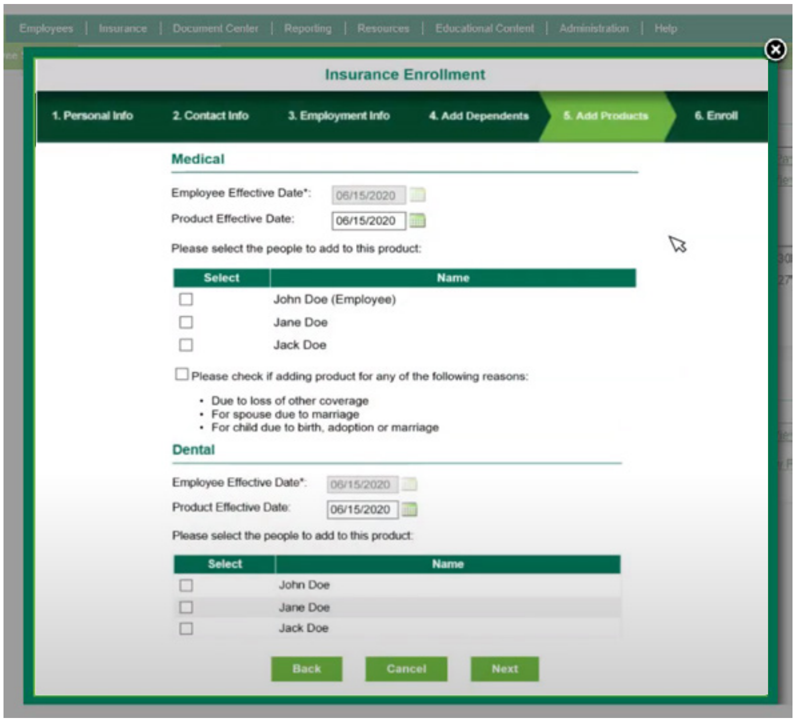
STEP 7: Complete Add Dependents and select “Done With Dependents”.



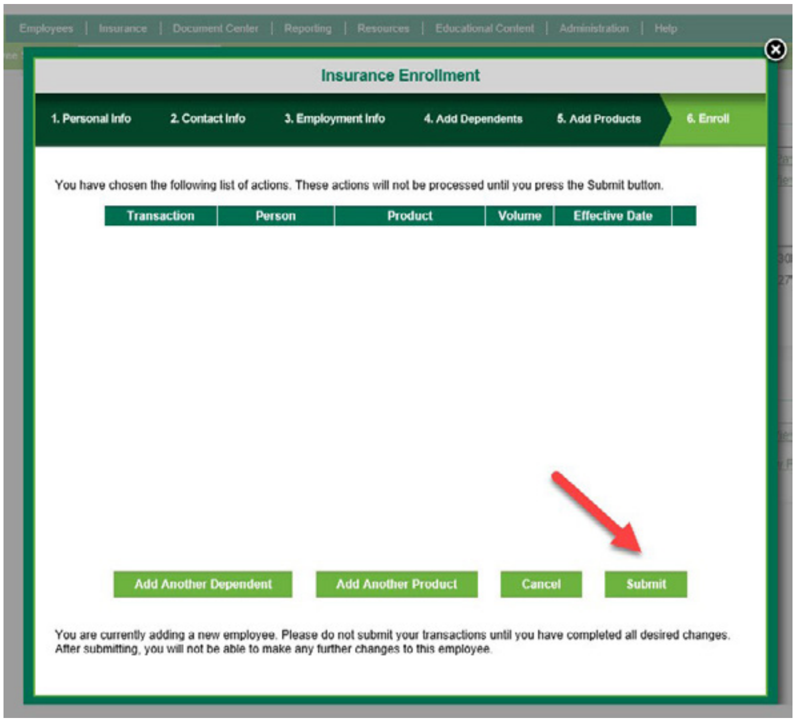
STEP 8: Complete Add Products and select “Next”.



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



STEP 10: Review the employee's information and — if it is all correct — select "Submit".



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