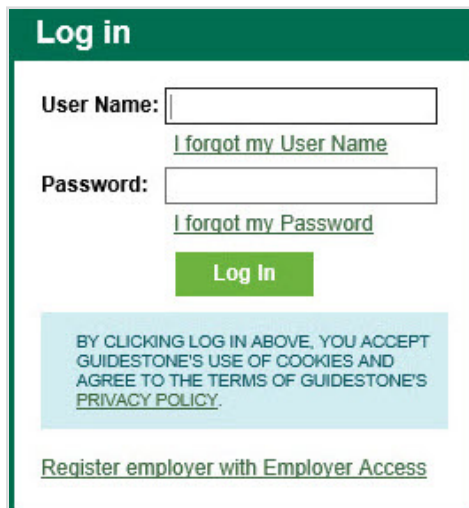


# HOW TO TERMINATE AN EMPLOYEE FROM YOUR GUIDESTONE GROUP PLANS COVERAGE USING THE EMPLOYER ACCESS PROGRAM

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 remove an employee from your Group Plans coverage using EAP.

**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:

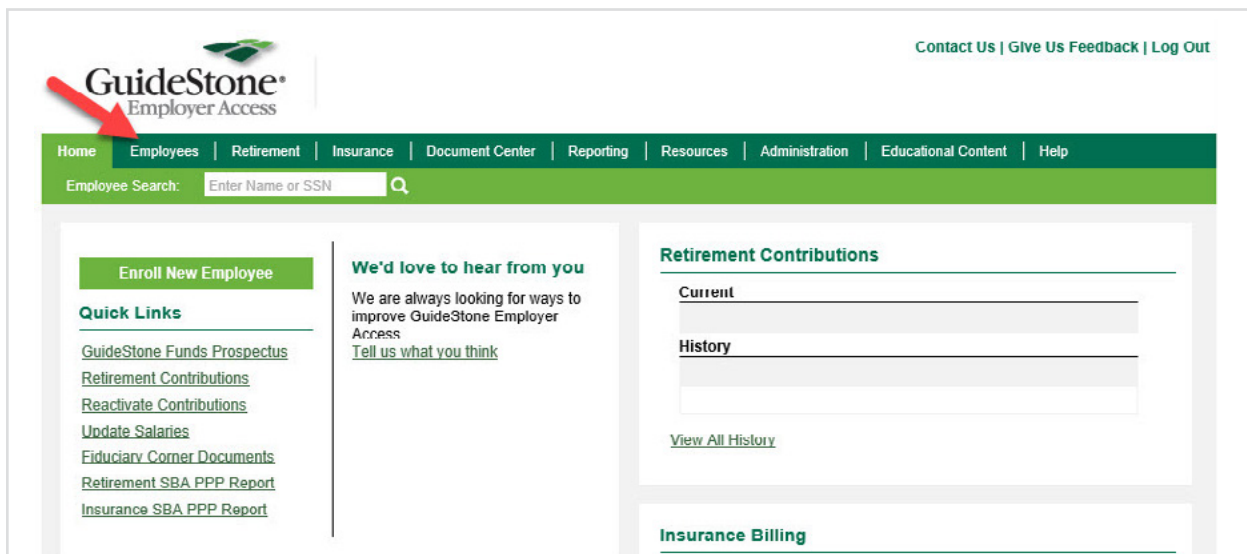
[I forgot my Password](#)

**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:** Select “Employees” from the main toolbar.



GuideStone®  
Employer Access

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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:** Select the employee's name from the roster.

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Employee Search: Enter Name or SSN [Q] | 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](#)

**Employees**

Name or SSN: [ ] ? OR Last Name Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search [Search]

Include Employees Who Have:  Insurance  Retirement  Both  Either

Include Employees Who Are:  Active  Inactive, Suspended or Non-Participating  Either

Reset

✓ = Active ✓ = Inactive ✓ = Retirement, Suspended or Non-Participating

Name	SSN	Insurance	Retirement
<a href="#">Doe, John</a>	XXX-XX-1234	✓	

**STEP 4:** Select "Terminate Employee".

GuideStone Employer Access

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Employee Search: Enter Name or SSN [Q] | View All Employees

**John Doe** XXX-XX-1234

**Terminate Employee**

Products | Employee Detail

**STEP 5:** Click on the options to terminate and select "Terminate Products".

**Please indicate the plans and products to terminate:**

**RETIREMENT**

**GROUP PLANS INSURANCE**

Cancel | **Terminate Products**





**STEP 6:** Complete all the required information and select "Next".


**Group Plans Termination**

To terminate the selected employee, choose a termination date and termination reason and click the "Next" button.

**Termination Details**

Termination Date:  

Termination Reason:  



**STEP 7:** Review the employee's information and – if it is all correct – select "Save". Once this request is submitted, GuideStone® will terminate all active Group Plans coverage for this employee and his or her active dependents.

**Group Plans Termination**


Are you sure you want to terminate this employee?

**Termination Details**

Date:

Reason:

The following products will be terminated:



**CONGRATULATIONS!**

You've successfully removed all coverage for this employee and his or her active dependents!