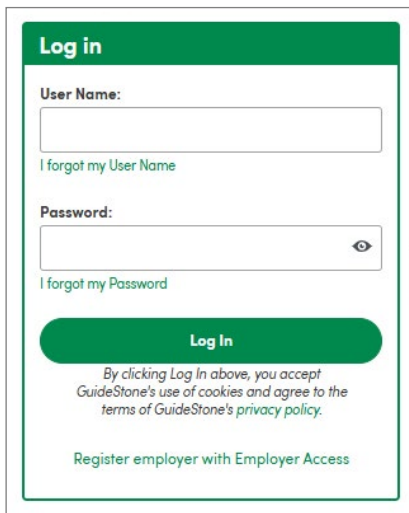# How to Add an Administrator
to the GuideStone Employer Access Program

The GuideStone Employer Access® Program (EAP) is the fastest and most efficient way to streamline your everyday administrative tasks.
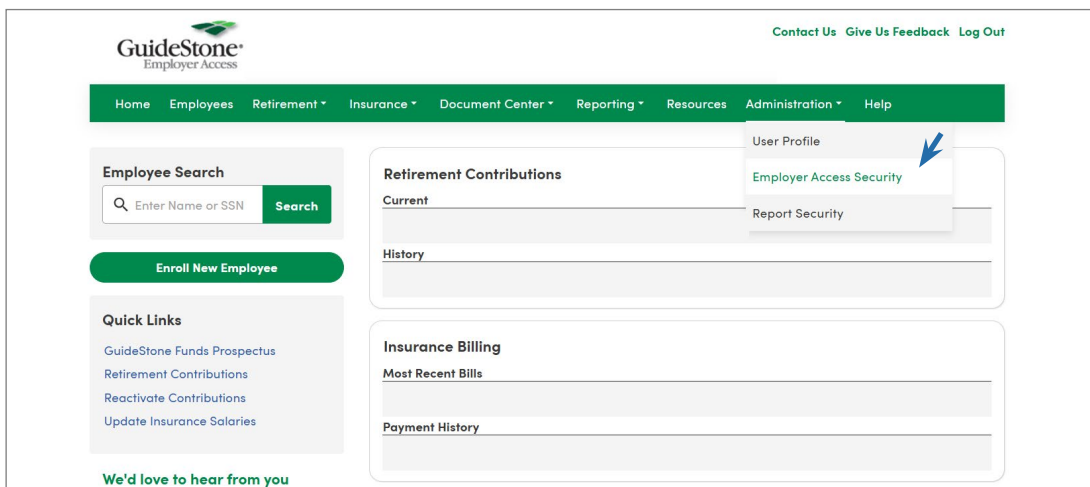
Follow these steps to add an administrator to your organization's EAP account. Even if only one individual typically manages day-to-day tasks, it is good practice to have a backup administrator.

1 Log in to _EAP.GuideStone.org_.

2 Select "Administration" from the main toolbar. Then select "Employer Access Security".

3 Select "Add A New Administrator".

4 Complete the requested information and select "Save Invitation". A one-time six-digit access code will be provided. The one-time access code will expire in four days.

5 The new administrator will receive an email invitation to log in to EAP. The individual who created the request will be copied on the email.

Congratulations! You've successfully added a new administrator to your EAP account!