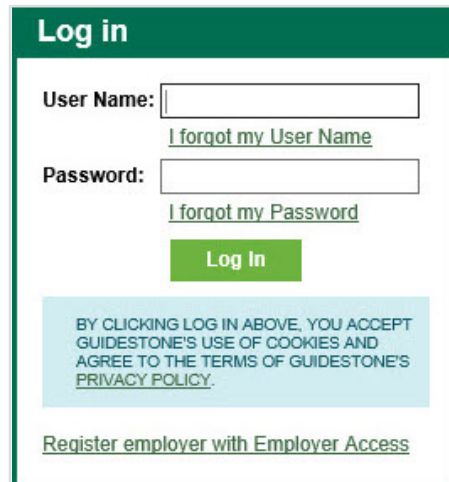


HOW TO ADD AN ADMINISTRATOR IN YOUR GUIDESTONE EMPLOYER ACCESS PROGRAM

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.

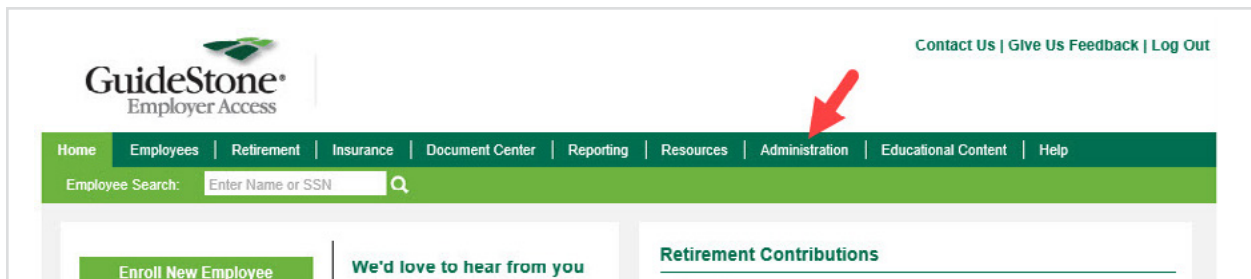
This tutorial outlines how to add an administrator to your organization's EAP account. Even if there is only one individual managing the day-to-day tasks, it is a good practice to have a backup administrator.

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



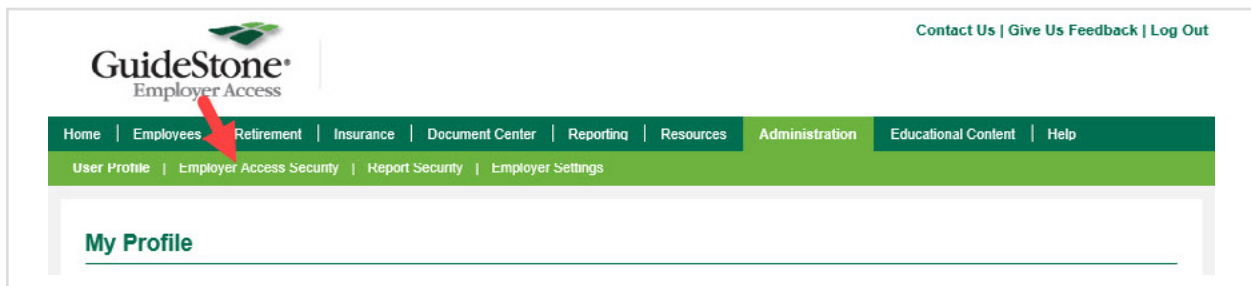
The screenshot shows the 'Log in' page of the GuideStone Employer Access program. It features a green header with the text 'Log in'. Below the header, there are two input fields: 'User Name:' and 'Password:'. Each field has a corresponding link: 'I forgot my User Name' and 'I forgot my Password'. A green 'Log In' button is positioned below the password field. At the bottom of the form, there is a light blue box containing the text: 'BY CLICKING LOG IN ABOVE, YOU ACCEPT GUIDESTONE'S USE OF COOKIES AND AGREE TO THE TERMS OF GUIDESTONE'S PRIVACY POLICY.' Below this box is a link that says 'Register employer with Employer Access'. A vertical dotted line with a downward arrow is on the left side of the page.

STEP 2: Select "Administration" from the main toolbar.



The screenshot shows the main toolbar of the GuideStone Employer Access program. The toolbar is green and contains the following links: Home, Employees, Retirement, Insurance, Document Center, Reporting, Resources, Administration, Educational Content, and Help. A red arrow points to the 'Administration' link. Below the toolbar, there is a search bar labeled 'Employee Search:' with the placeholder text 'Enter Name or SSN' and a magnifying glass icon. Below the search bar, there are three buttons: 'Enroll New Employee', 'We'd love to hear from you', and 'Retirement Contributions'. The GuideStone Employer Access logo is in the top left corner, and 'Contact Us | Give Us Feedback | Log Out' is in the top right corner. A vertical dotted line with a downward arrow is on the left side of the page.

STEP 3: Select "Employer Access Security" from the light green toolbar.



The screenshot shows the light green toolbar of the GuideStone Employer Access program. The toolbar contains the following links: Home, Employees, Retirement, Insurance, Document Center, Reporting, Resources, Administration, Educational Content, and Help. A red arrow points to the 'Employer Access Security' link. Below the toolbar, there are three buttons: 'User Profile', 'Employer Access Security', 'Report Security', and 'Employer Settings'. The GuideStone Employer Access logo is in the top left corner, and 'Contact Us | Give Us Feedback | Log Out' is in the top right corner. A vertical dotted line with a downward arrow is on the left side of the page.



STEP 4: Select “Add A New Administrator”.

GuideStone® Employer Access

Contact Us | Give Us Feedback | Log Out

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

User Profile | Employer Access Security | Report Security | Employer Settings

Add A New Administrator

Administrators

Doe, John

Employer Access Security

John Doe

John.Doe@fbc.org
Last login:

[Reset Password](#)
[Remove Access](#)

STEP 5: Complete the requested information and select “Save Invitation”. When you save, a one-time six-digit access code will pop up on the screen. Share this code with the new administrator, who will need it to log into his or her account the first time. The new administrator will receive an email invitation to log into EAP. The individual who created the administrator request will be copied on the email. Please note: The one-time access code will expire in four days.

GuideStone® Employer Access

Contact Us | Give Us Feedback | Log Out

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

User Profile | Employer Access Security | Report Security | Employer Settings

Add A New Administrator

Administrators

Doe, John

New Administrator

Administrator's Name:

Email Address:

Confirm Email Address:

Employer Administrator

Full Rights Access? **Please Note:** By granting full authorization, this user will have complete access to all features within the Employer Access system. This role also allows the user to grant or remove other users' access to various roles within the Employer Access system.

Insurance

Insurance Administrator **The user will be authorized for all of the roles listed below. This role allows you to give authorization to users for the roles listed under this module, as well as remove any users from this module who are not administrators.**

Update **This role allows the user to view, add or update employee information, view insurance pending transactions, add, update or view insurance billing, pay the bill and add, update or terminate products, employees or dependents**

View **This role allows the user to view employee information related to insurance.**

GuideStone Central Access

GuideStone Central Access **The user will be authorized to access the GuideStone Central education portal.**

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