

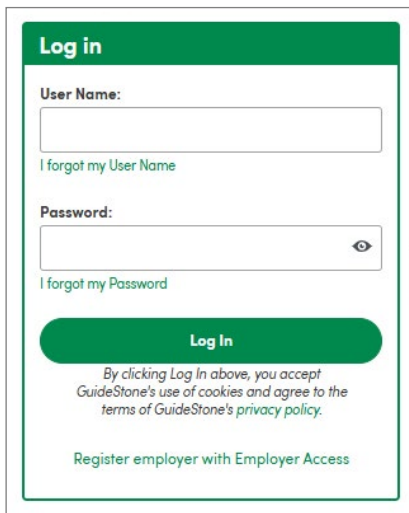
How to Add an Administrator

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.

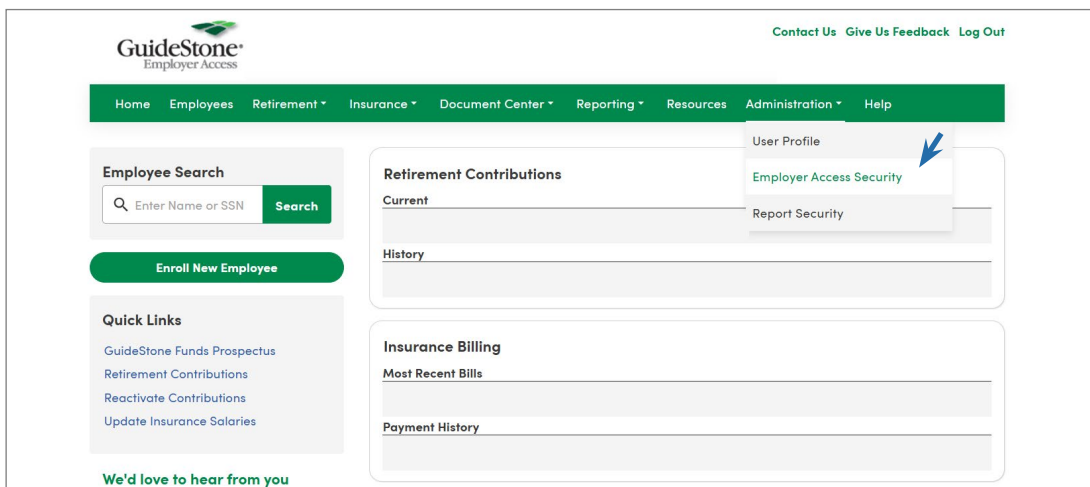
Follow these steps to add an administrator to your organization's EAP account. Even if only one individual typically manages day-to-day tasks, it is good practice to have a backup administrator.

- 1 Log in to EAP.GuideStone.org.



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:'. The 'User Name' field has a link 'I forgot my User Name' below it. The 'Password' field has a toggle icon (an eye) to its right and a link 'I forgot my Password' below it. A green 'Log In' button is positioned below the password field. Under the button, a disclaimer states: 'By clicking Log In above, you accept GuideStone's use of cookies and agree to the terms of GuideStone's privacy policy.' At the bottom of the form, there is a link 'Register employer with Employer Access'.

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



The screenshot shows the main toolbar and navigation menu of the GuideStone Employer Access Program. The toolbar is green and contains the following links: Home, Employees, Retirement, Insurance, Document Center, Reporting, Resources, Administration, and Help. The 'Administration' link is highlighted with a blue arrow. Below the toolbar, there is a dropdown menu with the following options: User Profile, Employer Access Security (highlighted with a blue arrow), and Report Security. The page also features an 'Employee Search' section with a search bar and a 'Search' button. Below the search bar is a green button labeled 'Enroll New Employee'. There is also a 'Quick Links' section with links to GuideStone Funds Prospectus, Retirement Contributions, Reactivate Contributions, and Update Insurance Salaries. At the bottom of the page, there is a link 'We'd love to hear from you'.

3 Select "Add A New Administrator".

The screenshot shows the GuideStone Employer Access interface. At the top, there is a navigation bar with links: Home, Employees, Retirement, Insurance, Document Center, Reporting, Resources, Administration, and Help. A blue arrow points to the 'Add A New Administrator' button in the Administration section. Below this, the 'New Administrator' form is displayed, featuring three input fields: 'Administrator's Name:', 'Email Address:', and 'Confirm Email Address:'.

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.

The screenshot shows the 'GuideStone Central Access' section of the form. It contains two checkboxes: 'Update' and 'View'. The 'Update' checkbox is selected. To the right of the checkboxes, there is a description of the role: '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. 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. This role allows the user to view employee information related to insurance.' Below the checkboxes, there is a section titled 'GuideStone Central Access' with a checkbox labeled 'GuideStone Central Access'. To the right of this checkbox, there is a description: 'The user will be authorized to access the GuideStone Central education portal.' At the bottom of the form, there are two buttons: 'Cancel' and 'Save Invitation'. A blue arrow points to the 'Save Invitation' button.

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!