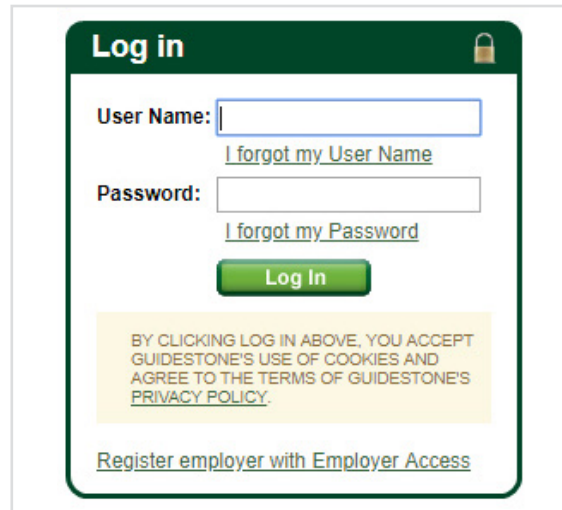


# HOW TO USE GUIDESTONE'S ONLINE ADMINISTRATOR ENROLLMENT TOOL

GuideStone's Online Administrator Enrollment Tool is a fast and easy way to send enrollment forms to your employees. Our simple, five-step process is designed to help streamline your administrative responsibilities and deliver each employee's forms in a timely and efficient manner.

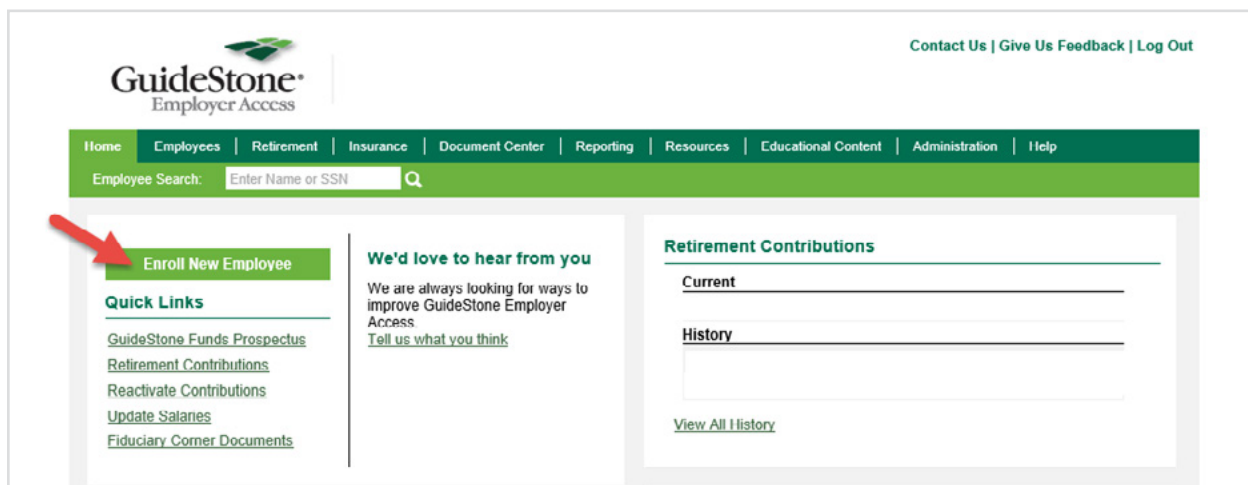
## STEP 1: Log into the GuideStone Employer Access® Program (EAP)

Go to [EAP.GuideStone.org](http://EAP.GuideStone.org) and log into your EAP account.

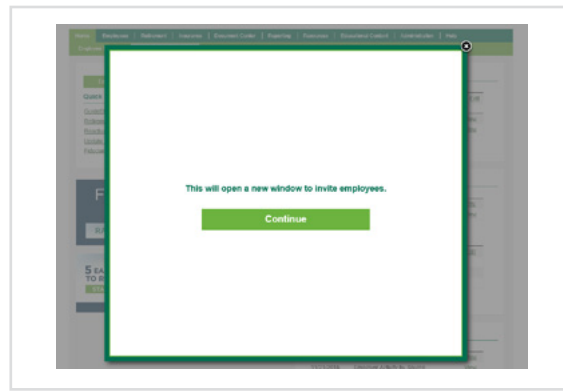


## STEP 2: Select “Enroll New Employee”

Selecting this button allows you to access the Online Administrator Enrollment Tool – which will be available only during the enrollment process. Below is an example of what you may see when you enter EAP to access the tool.



Once you select “Enroll New Employee”, you should see the following pop-up. Select “Continue” to enter the Online Administrator Enrollment Tool:



### STEP 3: Review and Modify Employees

Each employee's first name, last name and birth date that was included within your plan census will be loaded into the tool. Please review your employees' information and add the appropriate email address and assigned class to each employee as needed.

You may also select "Add New Employee" to add an employee who is not displayed in the list, or you can select "Delete" if the employee shown is no longer employed with your organization or is no longer eligible for benefits. Do not use the "Delete" button if the employee will be waiving benefits with GuideStone®; they will still be required to decline benefits in the enrollment tool.

Employees Products & Rates Review & Submit

#### Employee Information

Welcome **FIRST BAPTIST CHURCH CHARLESTON!** Please review and update (as needed) the list of employees that will be enrolling into GuideStone's group health benefit plans. These individuals will be sent an email with a personalized link to an online enrollment tool to make their benefit choices.

Welcome **CHURCH NAME!** Please review and update (as needed) the list of employees that will be enrolling into GuideStone's group health benefit plans. These individuals will be sent an email with a personalized link to an online enrollment tool to make their benefit choices.

First1	Last1	01/01/1981	Email Address	Class	Delete
First2	Last2	02/02/1982	Email Address	Class	Delete

Next

### STEP 4: Review Employer Rates

Your product rates will be displayed next, and you will have the ability to show or not to show the estimated monthly employer rates to your employees within the employee enrollment form.

Once you've made your rate display selection, please continue to the next page.

Employees Products & Rates Review & Submit

#### Product Rates

Your ministry has determined to offer the following product(s). Please review and determine if you want the full employer monthly rate displayed to employees when they make their benefit elections through the online tool.

##### Medical Plans

	Employee Only	Employee Plus Spouse	Employee Plus Child(ren)	Employee Plus Family
Health Choice 2000	\$604.85	\$1,270.19	\$1,149.22	\$1,814.55
Health Saver 2800	\$517.87	\$1,087.53	\$983.95	\$1,553.61

Show Employer Rates to Employee: Show Employer Rates

Back Next

Note: These are the estimated monthly employer rates and not the employee rates.



## STEP 5: Review Your Employee and Rate Selections

You're almost there! Your final step is to review the details you entered, confirm your selections are accurate and then select "Submit" to send the employee enrollment email links.

**Review Selections**

Please review your selections and submit. This will initiate the online enrollment process for your employees to select their benefit choices.

1. You have selected to send enrollment invitations to the following employees:

Employee Name	Email Address
Kevin Lin	Kevin.Lin@GuideStone.Org
Test Test	test@guidestone.org
Testing Test2	test@guidestone.org

2. You have chosen to show employer rates to employees as they are enrolling.

[Back](#) [Submit](#)

## CONGRATULATIONS!

You have completed the Online Administrator Enrollment Tool process. From here, your employees will each receive their employee enrollment link. They will be able to access the link using their birth date and enroll in the benefits your organization has chosen for them. If an employee is declining coverage, they are still required to complete the tool using the declination indication to decline coverage.

## A SPECIAL NOTE

You're able to access the tool at any time during the enrollment process; however, the tool may look different at different stages, as follows:

## WHILE EMPLOYEES ARE ENROLLING

Once you have sent out the employee email invitations, you are able to revisit the tool to make adjustments as needed. You can also resend invitations, edit and modify fields (such as birth date or email address), and delete invitations – as seen below.

**Employee Information**

Welcome back CHURCH NAME! See the list below for the enrollment invitations that have been sent to your employees. Please follow the prompts below if any changes are needed.

[Add New Employee](#)

First name Last name Birth Date Email Address Class [Delete](#)

**Existing Invitations**

First name	Last name	Birth date	Email address	Class	Date sent
Kevin	Lin	01/01/1980	Kevin.Lin@GuideStone.Org	Non-Pastors	10/08/2019
Test	Test	01/01/1989	test@guidestone.org	Pastoral Staff	10/15/2019

The invitation will be resent.

[Edit](#) [Delete](#) [Resend](#) [Next](#)



Please follow the instructions below to make a modification within the Online Administrator Enrollment Tool after initial enrollment emails have already been sent.

1. Enter EAP and click on the green “Enroll New Employee” button. Follow the prompts to proceed to the Online Administrator Enrollment Tool.
2. Identify which employee’s information you would like to update.
3. Select the “Edit” button to make the fields editable.
4. Make your updates in the fields.

Example: If the birth date is incorrect, you will be able to enter the correct date.

5. Once you’ve made all your updates, continue to the Product Rates page. Choose “Show Employer Rates” or “Not to Show Rates”, and then continue to the Review Selections page.
6. Review the changes you made and the emails you will send.
7. Once you are satisfied, submit the new emails to be sent to your selected employees.

## ONCE ENROLLMENTS HAVE BEEN SUBMITTED

GuideStone is now working on your employees’ enrollments. During this time, the tool will be read-only and allow you to see only which employees have been sent an invitation.

The screenshot shows a web interface with a green header bar containing three navigation tabs: 'Employees', 'Products & Rates', and 'Review & Submit'. Below the header, the main content area is titled 'Employee Information'. A yellow banner message states: 'The submitted enrollments are currently being processed. During this time you may only view the enrollment invitations that were sent.' Below this, there is a section titled 'Existing Invitations' which contains a table with the following data:

First name	Last name	Birth date	Email address	Class	Date sent
Kevin	Lin	01/01/1980	Kevin.Lin@GuideStone.Org	Non-Pastors	10/08/2019
Test	Test	01/01/1989	test@guidestone.org	Pastoral Staff	10/15/2019

We look forward to serving you with quality, cost-effective coverage.