

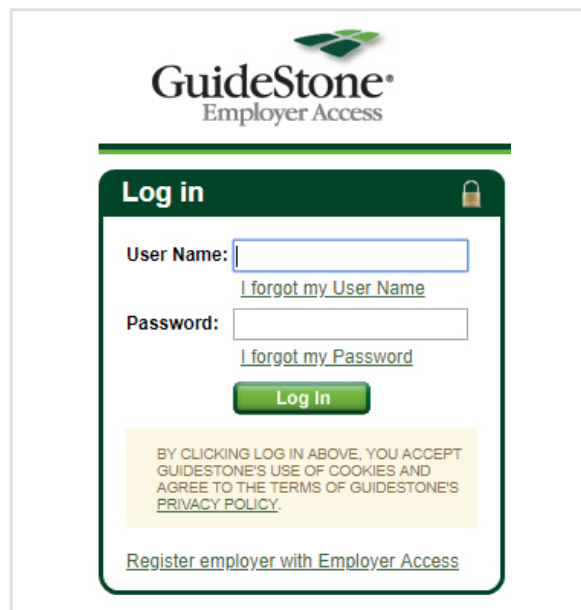
HOW TO USE

GUIDESTONE'S ONLINE ADMINISTRATOR INVITATION 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.

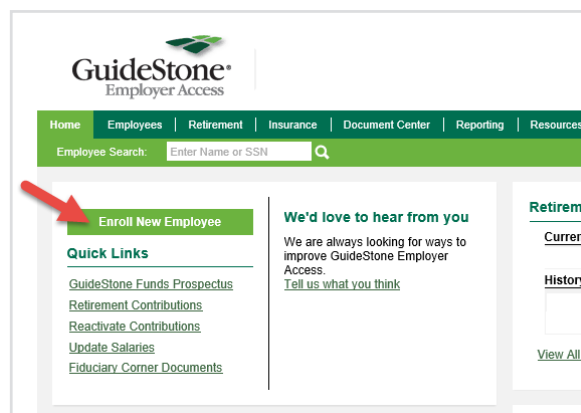
STEP 1: Log into the GuideStone Employer Access® Program (EAP)

Go to EAP.GuideStone.org and log into your EAP account.

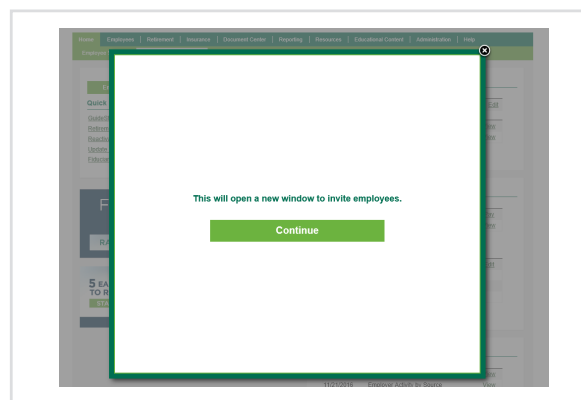


STEP 2: Select "Enroll New Employee"

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 if you offer salary-based products please add their annual salary.

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.



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.

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.



CONGRATULATIONS!

You have completed the Online Administrator Invitation 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.

The screenshot shows the 'Employee Information' page. At the top, there are three tabs: 'Employees', 'Products & Rates', and 'Review & Submit'. Below the tabs, there's a heading 'Employee Information' and a welcome message: 'Welcome back First Baptist Church! 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.' There are two forms for adding new employees. The first form has fields for 'First', 'Last', '01/01/1980', 'Email Address', 'Class', and 'Salary', with a 'Delete' button. The second form has fields for 'Second', 'Last', '01/01/1970', 'Email Address', 'Class', and 'Salary', with a 'Delete' button. Below these forms is a table titled 'Existing Invitations' with columns: 'First name', 'Last name', 'Birth date', 'Email address', 'Class', 'Annual Salary', and 'Date sent'. The table contains two rows: one for 'Third Last' (Support Staff, \$12,345, 07/28/2022) and one for 'Fourth Last' (Executive Staff, \$3,000, 07/28/2022). Each row has 'Edit', 'Delete', and 'Resend' buttons. At the bottom, there is a 'Next' button.

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 the 'Employee Information' page in a read-only state. At the top, there are three tabs: 'Employees', 'Products & Rates', and 'Review & Submit'. Below the tabs, there's a heading 'Employee Information' and a yellow message box: 'The submitted enrollments are currently being processed. During this time you may only view the enrollment invitations that were sent.' Below this is a table titled 'Existing Invitations' with columns: 'First name', 'Last name', 'Birth date', 'Email address', 'Class', and 'Date sent'. The table contains two rows: one for 'Kevin Lin' (Non-Pastors, 10/08/2019) and one for 'Test Test' (Pastoral Staff, 10/15/2019). There are no buttons visible on the table rows.