

How to Register

For the GuideStone Employer Access Program (EAP)

The GuideStone Employer Access® Program (EAP) is a secure, effective way to consolidate and simplify your plan administrative tasks.

You'll need the following information to begin.

- Your GuideStone® account number for retirement or health plans and other coverages
- A registration code provided by GuideStone or your last billing amount

- 1 Go to [EAP.GuideStone.org](https://www.EAP.GuideStone.org) and select “Register employer with Employer Access”.

Log in

User Name:

[I forgot my User Name](#)

Password:

[I forgot my Password](#)

Log In

By clicking Log In above, you accept GuideStone's use of cookies and agree to the terms of GuideStone's privacy policy.

[Register employer with Employer Access](#)

2 Enter your account number for retirement or health plans and other coverages. Then enter the exact dollar amount of your last bill. If you don't have access to that information, call **1-888-98-GUIDE** (1-888-984-8433) to request a registration code instead.

Employer Registration

Employer Number:

Please provide one of the following:

Registration Code:

OR

Last Bill Amount:

Continue

Cancel

Employer Number

You can locate your employer number on your most recent retirement statement or insurance bill.

Retirement Statement:

GuideStone Financial Resources of the Southern Baptist Convention Church Retirement Plan Contribution Statement Statement Period Ending: 03/31/2017 Due Date 04/28/2017		Statement Total \$1,218.74 Amount Enclosed <input type="text"/>
Employer Number: 012345 FIRST BAPTIST CHURCH 1000 MAIN ST ANYTHERE, USA 12345-1234		If billing address has changed or the amount enclosed is not the correct one, please contact GuideStone prior to payment: 1-800-89-GUIDE (1-800-894-6433) Please make check payable to: GUIDESTONE FINANCIAL RESOURCES SBC P.O. BOX 472072 DALLAS, TX 75287-2072
031677458003 030466 02 4778 01 370403 000021676 5		

Insurance Bill:


GuideStone Financial Resources of the Southern Baptist Convention						
FIRST BAPTIST CHURCH 1000 MAIN ST ANYTHERE, USA 12345-1234		1801 S-Hall, Springtown DALLAS, TEXAS 75781-1666 1-800-894-6433		123456 12345 0000017 EMPLOYER NUMBER MONTH OF COVERAGE		
PLAN NAME	MEMBERS COVERED	COVERAGE	MEMBER CHARGE	DEPENDENT CHARGE	ADJUSTMENTS	TOTAL
MBR	0					
WIFE	0					
ADMS	1	50.00	1.25			1.25
CHILD	0					
TOTAL	1	1.257	7.34			7.34
WIFE	1	60.00	6.00			6.00
ESADO	0					
CURRENT CHARGE						14.65
PRIOR CHARGE						0.00
UNPAID PAYMENTS/ADJUSTMENTS						0.00
TOTAL AMOUNT DUE						14.65

PAYMENT MUST BE RECEIVED BY THE 1ST OF THE INDICATED MONTH OF COVERAGE.
IF YOU ARE SET UP FOR AUTO DRAFT, THE AMOUNT WILL BE DEBITED FROM YOUR ACCOUNT.

3 Choose from two options.

If you already have an employer account online and simply need to make changes, choose “Yes, I have a user account.”

If you are establishing an account for the first time, choose “No, I am a new user.”



Create Your Account

Do you already have an existing GuideStone Employer Access account for a different organization?

☐ Yes, I have a user account.

☐ No, I am a new user.

Congratulations! You’ve successfully registered for EAP.

Now you’ll be able to view account details and make updates anytime.