

# HOW TO REGISTER YOUR EMPLOYER 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.

Before you start, you'll need the following information to complete the process:

- Your GuideStone® retirement or insurance account number
- A registration code provided by GuideStone or your last billing amount

**STEP 1:** Go to [EAP.GuideStone.org](http://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](#)



**STEP 2:** Provide your retirement or insurance account number. After you've provided your account number, you'll need to provide 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), and we will provide you with a registration code to use instead.



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### Employer Registration

Employer Number:

Please provide one of the following:

Registration Code:

**OR**

Last Bill Amount:

Cancel
Continue to next step

#### 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**  
Contributions Retirement  
 Statement Period Ending: 03/31/2017

**Statement Total** 51,218.74

**Amount Enclosed**

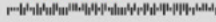
If billing address has changed or the amount enclosed is not the statement total, please contact GuideStone prior to payment: 1-888-98-GUIDE (1-888-984-8433)

**Due Date** 04/20/2017

**Employer Number: 012345**

**Please make check payable to:**

FIRST BAPTIST CHURCH      GUIDESTONE FINANCIAL RESOURCES SBC  
 1000 MAIN ST                P.O. BOX 672972  
 ANYWHERE, USA 12345-1234      DALLAS, TX 75287-2972



016772656003 030466 02 6778 03 170403 0000323874 5

Insurance Bill:

**GuideStone Financial Resources of the Southern Baptist Convention**

FIRST BAPTIST CHURCH      2801 Cedar Springs Road      05/2017  
 1000 MAIN ST                DALLAS, TEXAS 75201-1488      **12345-12345**      EMPLOYER NUMBER      MONTH OF COVERAGE  
 ANYWHERE, USA 12345-1234      1-888-984-8433

| PLAN NAME                      | MEMBERS COVERED | COVERAGE | MEMBER CHARGE | DEPENDENT CHARGE | ADJUSTMENTS | TOTAL |
|--------------------------------|-----------------|----------|---------------|------------------|-------------|-------|
| ARBR                           | 0               |          |               |                  |             |       |
| ARBR                           | 0               |          |               |                  |             |       |
| ADHD                           | 1               | 50,000   | 1.25          |                  |             | 1.25  |
| CLFE                           | 0               |          |               |                  |             |       |
| DENTAL                         | 0               |          |               |                  |             |       |
| DSD                            | 1               | 1,287    | 7.34          |                  |             | 7.34  |
| ELFE                           | 1               | 50,000   | 6.00          |                  |             | 6.00  |
| ESADO                          | 0               |          |               |                  |             |       |
| CURRENT CHARGE                 |                 |          |               |                  |             | 14.59 |
| PRIOR CHARGE                   |                 |          |               |                  |             | 0.00  |
| UNAPPLIED PAYMENTS/ADJUSTMENTS |                 |          |               |                  |             | 0.00  |
| TOTAL AMOUNT DUE               |                 |          |               |                  |             | 14.59 |

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

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**STEP 3:** Once you've verified your information, you'll be presented with 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 this employer for the first time, choose "No, I am a new user."

GuideStone  
Employer Access

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### Create Your Account

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

Yes, I have a user account.

No, I am a new user.

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**CONGRATULATIONS!** You've successfully registered for EAP.

Now you'll be able to see your account details and make updates anytime.

**IF YOU'RE BRAND NEW TO EAP,  
USE THESE STEP-BY-STEP TUTORIALS TO HELP YOU GET STARTED.**