

# 2026 Renewal Checklist

## Easy Steps to Renewal

For Groups with 5+ Employees

### October 1, 2025



#### REVIEW 2026 Plan Options and Rates

Your 2026 “Group Plans Insurance Renewal Documents” will be available on the [GuideStone Employer Access® Program \(EAP\)](#) on October 1, 2025. There you will find the:

- *Renewal Plan Benefits Booklet*
- *Renewal Rates Booklet*
- *2026 Plan Changes* document

Use these resources to learn more about 2026 GuideStone® plans, review plan costs and determine which plans you’ll offer next year.

#### Your First Deadline is Coming Up

After reviewing 2026 plan options and rates in EAP, confirm or request changes to your ministry’s 2026 plans by **October 23, 2025**.

## Before October 23, 2025



#### REQUEST a Change

If you need to request a change to your health, dental and/or vision plan for next year:

- 1 **Contact your relationship manager** to discuss your requested change **before October 23, 2025**.
- 2 Complete the *Employer Annual Election Form* in [EAP](#).

Review employees’ classifications in the “**Census Report**” report in [EAP](#). To change employees’ classifications, complete an [Employee Maintenance Form](#) through DocuSign® form for each employee.

#### Reminders:

- [DocuSign Instructions](#) are available for you to use when completing required forms.
- Forms processing takes around 8-10 business days.
- Do NOT proceed to the following step, “Confirm Your 2026 Plan Options and Rates”, until you receive an email stating your plan changes have processed.

## By October 23, 2025



### CONFIRM Your 2026 Plan Options and Rates

Select the “**Employer Online Re-enrollment Tool**”<sup>\*</sup> from the [EAP](#) homepage and select:

- “By Employee Online” (employees re-enroll themselves through [MyGuideStone](#)<sup>®</sup>) or
- “By Admin Online” (administrators re-enroll employees through the [EAP re-enrollment tool](#))

Review all information in the re-enrollment tool. **Once it correctly reflects your ministry’s benefit elections for 2026, select “Submit”.**

<sup>\*</sup>See [Employer Online Re-enrollment Tool Instructions](#) for detailed instructions on how to use the tool.

### IMPORTANT!

Ministries that fail to confirm 2026 plans or fail to request changes will be **automatically renewed with the same plans on November 11, 2025**, and GuideStone will email a benefit renewal invitation to their employees on the same day.

## Before November 13, 2025



### CONDUCT a Renewal Meeting for Employees

During your meeting:

- Explain changes made by your ministry (if any).
- Explain all applicable changes found in the *2026 Plan Changes* document in [EAP](#).
- Distribute required notices from [Important Notices for Re-enrollment](#).
- Inform employees that the **employee benefit election deadline is November 13, 2025**.

### Your Final Deadline is Coming Up

Employee benefit elections are due on **November 13, 2025**. Employees who submit elections after this deadline may experience a delay in the arrival of ID cards (due to plan changes) and cause your January 2026 bill to be inaccurate.

# By November 13, 2025



## **SUBMIT** All Employee Benefit Elections

If your employees are re-enrolling through *MyGuideStone*, distribute these [instructions](#).

If you will re-enroll your employees online through the EAP re-enrollment tool, you may leave and return to the tool as needed. Each completed re-enrollment will be saved.

You may generate an *Employee Re-enrollment Report* in [EAP](#) to review all completed re-enrollments.

### **January Billing**

Your January bill will be available to review in EAP as soon as mid-December. Eligible employee elections submitted after the November 13 deadline will likely appear as corrections on a later bill.

# November 17, 2025

## **AUTO RENEWAL DATE**

Ministries that fail to confirm 2026 plans or fail to request changes will be **automatically renewed with the same plans on November 17, 2025**, and GuideStone will email a benefit renewal invitation to their employees on the same day.

### **IMPORTANT!**

Benefit renewal invitation emails allow employees to re-enroll in benefits for 2026 through *MyGuideStone*. If employees need to register their *MyGuideStone* account, please offer these [registration instructions](#).