

How to Use GuideStone's Online Re-Enrollment Tool for Group Plan Employers

GuideStone's online re-enrollment tool is a fast and easy way to choose your benefit options for the coming year. For a demonstration of the re-enrollment tool, visit [GuideStone.org/EmployerDemo](https://www.guidestone.org/EmployerDemo).

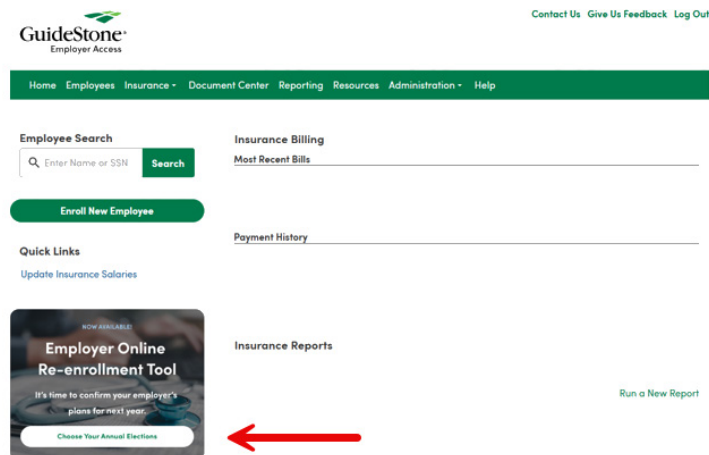
Step 1: GuideStone Employer Access®

Log in to your EAP account at EAP.GuideStone.org.



Step 2: Employer Online Re-Enrollment

Click on the "Employer Online Re-enrollment Tool" banner, which will open the online re-enrollment tool in a new tab.



Step 3: Enrollment Options

Decide how your employees will re-enroll and what type of rates they should see.

Option 1: By Employee Online. Employees re-enroll themselves through MyGuideStone®.

- Enter the dates for their re-enrollment window, which can begin as soon as one day after this tool submission and must last a minimum of seven days.
- **The employee re-enrollment deadline is November 13, 2025.** Employees who re-enroll after **November 13** might not receive new ID cards, due to plan changes, by January 1.
- Select the product rates you wish to show employees when they re-enroll in MyGuideStone. You may select “Don’t Show Rates”.

Enrollment Options

Please answer the following questions.

How will your employees be re-enrolling?

By Employee Online By Admin Online

Re-enrollment period will start and end on dates shown below:

Start date: 10/01/2025 End date: 11/13/2025

If employee elections are not submitted by 11/01/2025 your employees will not have their new ID cards by January 2026, and your January 2026 bill will be inaccurate.

Which cost would you like your employees to see on their confirmation?

Don't Show Rates

Employees will be instructed to contact you for rate information.

Next

Option 2: By Admin Online. An EAP Admin re-enrolls employees through this online re-enrollment tool.

- This tool will be available to you through December 31, 2025. You may begin re-enrolling employees as soon as you submit this tool.
- **The employee re-enrollment deadline is November 13, 2025.** Employees who are re-enrolled after **November 13** might not receive new ID cards, due to plan changes, by January 1.
- Select the rates you wish to show employees on their re-enrollment confirmation emails, which are sent after an administrator completes an employee’s individual re-enrollment. You may select “Don’t Show Rates”.

Enrollment Options

Please answer the following questions.

How will your employees be re-enrolling?

By Employee Online By Admin Online

Re-enrollment period will start and end on dates shown below:

Start date: 09/18/2025 End date: 12/31/2025

All enrollments must be submitted by 11:59pm 12/31/2025.

If employee elections are not submitted by 11/01/2025 your employees will not have their new ID cards by January 2026, and your January 2026 bill will be inaccurate.

Which cost would you like your employees to see on their confirmation?

Don't Show Rates

Employees will be instructed to contact you for rate information.

Next

Click “Next”.

Next

If you would like to go back to the previous screen at any time, select “Back” or the appropriate section from the menu at the top.

Step 4: Employer Plans

This page displays your ministry's plans and the total monthly rate associated with each plan by coverage type next year, all rates are shown, even if you elected not to show rates in the previous step.



Employer Plans

Please review the plans that will be offered to your employees during re-enrollment. Monthly costs are shown below.

If you would like to make plan changes, please complete the [Annual Employer Election Form](#). To discuss your options, please contact GuideStone.

For additional information on life, accident, and disability, please review our FAQs for [term life and accident](#) or [disability](#) plans.

Coverage effective date: 1/1/2026

Medical Plans

	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Health Choice 1500	\$300.00	\$400.00	\$425.00	\$500.00
Health Choice 2500	\$200.00	\$300.00	\$325.00	\$400.00

Dental Plans*

	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Choice Dental Care Plan	\$100.00	\$325.00	\$300.00	\$350.00
Premier Dental Care Plan	\$200.00	\$475.00	\$450.00	\$500.00

Vision Plans*

	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Standard Vision Plan	\$10.00	\$15.00	\$20.00	\$25.00

If your ministry needs to change or add plans effective January 1, **STOP HERE**.

- Download the *Annual Employer Election Form* from the link on this page and contact your GuideStone® relationship manager to discuss options and complete the form. Then you may submit your *Annual Employer Election Form* to InsuranceRenewal@GuideStone.org for processing.
- You will receive an email with instructions on when to access the online re-enrollment tool again. Do not submit this online re-enrollment tool until the information shown in the tool is correct.

If you're ready to confirm that your ministry will offer the plans and rates next year as shown on the screen, scroll to the bottom of the page and click "Next".



Step 5: Class Plans

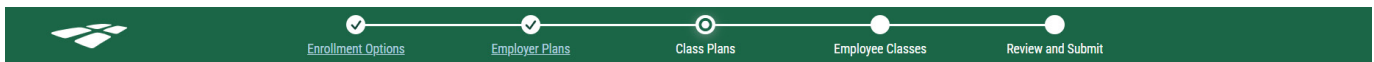
If you chose "Don't Show Rates" in Step 3, move to Step 6.

If you chose to show rates:

- Select "By Dollars" or "By Percentages".
- Manually enter the monthly dollar or percentage amounts that you, as the employer, will be responsible for in 2026.
- The online re-enrollment tool will use this information to calculate your employees' monthly responsibility.
- **IMPORTANT:** Numbers you manually input on this page **will NOT affect** your monthly billed amount and are only used for display purposes during re-enrollment. GuideStone is not liable for incorrect rates entered on this page, and you will not be able to return to this page after you submit your 2026 Employer Online Re-enrollment Tool in Step 7. Click "Enrollment Options" from the menu at the top to select a different rate option or "Don't Show Rates".

Option 1: Calculate rates "By Dollars"

- Type the monthly dollar amount your ministry will pay for each coverage option for all plans within each classification.
- Employee rates will not be shown on this page but will be calculated and shown as dollar amounts in MyGuideStone or confirmation emails.



Class Plans

Please review the plans offered for each class during re-enrollment. Since you have indicated to show your employees' cost, please indicate the monthly amounts for each product and coverage option.

The monthly amounts will not change your rate and are only used for display purposes in the online re-enrollment that your employees will access. GuideStone is not liable for incorrect rates that are entered on this page.

If you would like to make changes to your contribution levels, please contact your relationship manager.

How would you like to calculate employees' costs?

All Others

	Employer Contribution Amounts			
	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Health Choice 1500	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Health Choice 2500	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Choice Dental Care Plan	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Option 2: Calculate rates "By Percentages"

- Input the percentage that you, as the employer, will pay for the employees and their dependents. If you do not enter a number, a 0% contribution will be assumed.
- Review the monthly amounts that you, as the employer, will pay. Amounts are displayed on the right and adjust accordingly.
- Employee rates will not be shown on this page but will be calculated and shown as dollar amounts in MyGuideStone or confirmation emails if you elected to show employee rates.



Class Plans

Please review the plans offered for each class during re-enrollment. Since you have indicated to show your employees' cost, please indicate the monthly amounts for each product and coverage option.

The monthly amounts will not change your rate and are only used for display purposes in the online re-enrollment that your employees will access. GuideStone is not liable for incorrect rates that are entered on this page.

If you would like to make changes to your contribution levels, please contact your relationship manager.

How would you like to calculate employees' costs?

All Others

	Employer Contribution % for Employee	Employer Contribution % for Dependent(s)	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Health Choice 1500	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00	\$0.00
Health Choice 2500	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00	\$0.00
Choice Dental Care Plan	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$0.00	\$0.00	\$0.00

Click "Next".

Step 6: Employee Classes

Confirm that your employees are in the correct classification and have a correct email address. Select “Export” at the top of this page to review this information outside of the re-enrollment tool. If everything is correct, click “Next”.

Employee Name	Email Address	MyGuideStone Account
John Doe	john.doe@email.com	Yes
Jimmy Jones	jimmy.jones@email.com	Yes
Marsha Martin	marsha.martin@email.com	Yes
Patrick Peterson	Email address not on file	No
Sharon Samuels	sharon.samuels@email.com	Yes

Employee Name	Email Address	MyGuideStone Account
Donald Dey	donal.dey@email.com	Yes

IMPORTANT: The email addresses shown will be used to notify your active employees about re-enrollment actions that they need to take or that an administrator has taken on their behalf. If email addresses are missing or incorrect, make sure you inform your employees about any necessary actions they need to take. (Online re-enrollment options are not available for retirees or members on continuation).

If an employee on this screen:

- **Is classified incorrectly, STOP HERE.** Classifying employees correctly will ensure that they are only able to enroll in plans they are eligible for. Complete the *Employee Maintenance Form* through DocuSign® for each employee who needs an updated classification and email your Group Plans support specialist (last page) for faster classification updates.
- **Does not have an email address on file,** make sure they have registered their MyGuideStone account. Then, inform the employee about any actions they need to take in MyGuideStone during re-enrollment.
- **Has an incorrect email address,** open a new tab, log in to EAP and select that employee’s name from the “Employees” tab. Then select “Employee Detail” and update the email address. Do this before clicking “Next” in the online re-enrollment tool.

Step 7: Review

Review and confirm your plans. Then click “Submit”.

If changes are needed, STOP HERE and go back to Step 4. Download the *Annual Employer Election Form* from the link on this page. Then contact your GuideStone relationship manager to discuss options and complete the form. Then you may submit your *Annual Employer Election Form* to InsuranceRenewal@GuideStone.org for processing.

Review

Please confirm your selections.

If you would like to make plan changes, please complete the [Annual Employer Election Form](#). To discuss your options, please contact GuideStone.

1. Employees will be re-enrolled by the Administrator.
2. Cost will not be shown on the confirmation page that can be sent to the employee. Employees will be instructed to contact you for rate information.
3. You are offering the following plans to each class of employees.

All Others

Health Choice 1500

Health Choice 2500

Choice Dental Care Plan

Premier Dental Care Plan

Advanced Vision Plan

Standard Vision Plan

Employee Term Life

Coverage

2 X Salary

If no changes are needed and you are ready to proceed, click “Submit”.

Congratulations!

You have submitted your selections. Your employees will receive an email notification from GuideStone on the first day you elected to start re-enrollment.

Use the "Print" button at the top to print a PDF of all the selections you made.

Important: Once you leave the re-enrollment tool, you will not be able to return or access these records.

Congratulations! You have saved the following choices:

 Print 

1. Employees will be re-enrolled by the Administrator.
2. Both employer and employee cost will be shown on the confirmation page that can be sent to the employee.
3. To guarantee employees receive their new ID Cards, please re-enroll them by 11/1/2025.
4. You have until 12/31/2025 to re-enroll your employees.
5. You are offering the following plans to each class of employees. Monthly costs are shown.

All Others

	Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Health Choice 1500				
Employer Pays:	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays:	\$300.00	\$400.00	\$425.00	\$500.00
Total:	\$300.00	\$400.00	\$425.00	\$500.00
Health Choice 2500				
Employer Pays:	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays:	\$200.00	\$300.00	\$325.00	\$400.00
Total:	\$200.00	\$300.00	\$325.00	\$400.00
Choice Dental Care Plan				
Employer Pays:	\$0.00	\$0.00	\$0.00	\$0.00
Employee Pays:	\$100.00	\$325.00	\$300.00	\$350.00

Re-Enroll Employees Now

*You may click on the Employer Online Re-Enrollment banner in EAP to re-enroll employees later.



You're finished! We welcome your feedback. Please click the "Leave Feedback" button to share comments about your online re-enrollment experience.

We'd like to hear from you about your experience.

Questions? Reach out to your GuideStone relationship manager.

Leave Feedback

Important Information

If you selected "By Employee Online", you can return to the Employer Online Re-enrollment Tool to make changes until your selected re-enrollment time frame begins.

- Example: Church A allows employees to re-enroll online between October 15, 2025, and November 1, 2025. If Church A decides to change which rates are shown, the church can go back into the tool to make the update as long as it is done before October 15, 2025.
- Example: On October 14, 2025, Church B allows employees to re-enroll online between October 15, 2025, and November 1, 2025. If Church B wants to change the open enrollment date to begin on October 20, 2025, the church must make that change before October 15, 2025.

If you are enrolling "By Admin Online", you can start the re-enrollment process by selecting "Re-enroll Employees Now" at the bottom of this screen.

If you have any questions or concerns, please contact your Group Plans support team.

Groups with 2 to 24 employees:

Insurance.CSS1@GuideStone.org

(214) 720-2640

Groups with 25+ employees:

Insurance.CSL@GuideStone.org

(214) 720-2650