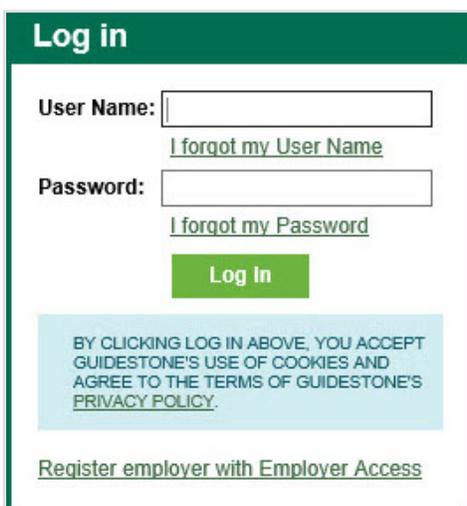


HOW TO ADD A DEPENDENT IN YOUR GUIDESTONE EMPLOYER ACCESS PROGRAM

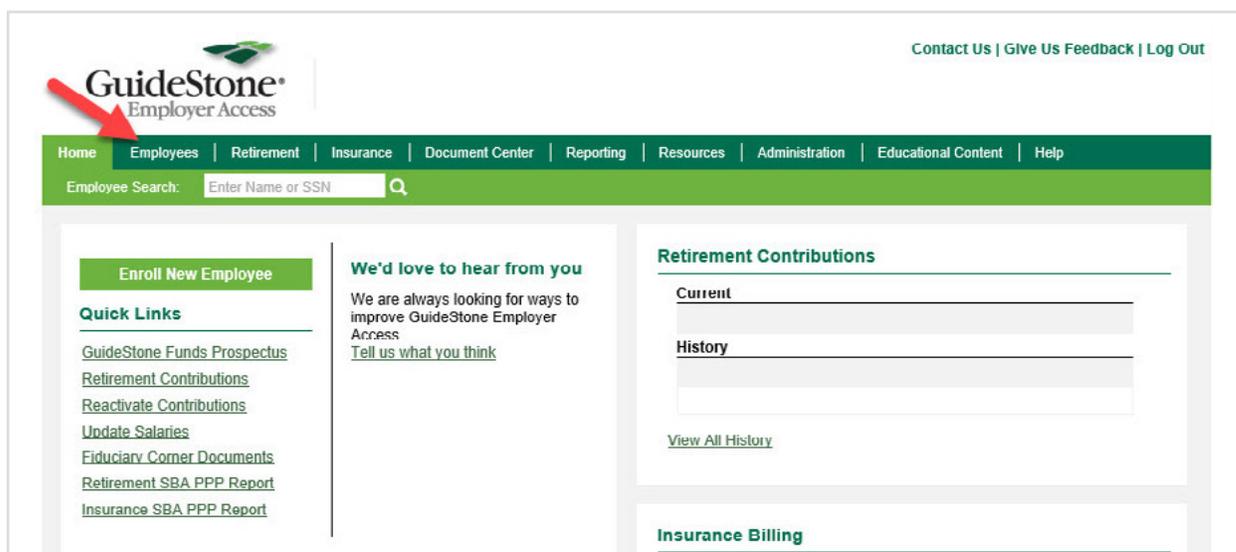
Using your GuideStone Employer Access® Program (EAP) is a fast and efficient way to streamline your everyday administrative tasks. These tutorials are designed to provide step-by-step instructions for some of the most-used functions in EAP.

This tutorial outlines how to add a dependent to an existing employee's coverage in EAP. It is important to keep dependent information updated to ensure all of the employee's dependents are included in the appropriate coverage.

STEP 1: Go to EAP.GuideStone.org and log into your EAP account.



STEP 2: Select "Employees" from the main toolbar.





STEP 3: Select the employee's name from the roster.

GuideStone Employer Access

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Home Employees Retirement Insurance Document Center Reporting Resources Administration Educational Content Help

Employee Search: Enter Name or SSN [Q] | View All Employees

Enroll New Employee

Retirement

[Update Contributions](#)
[Reactivate Contributions](#)
[New Enrollment or Rehire](#)

Insurance

[Update Salaries](#)

Group Plans Insurance

[Add Employee](#)
[Submitted Transactions](#)

Employees

Name or SSN: [] ? OR Lact Name Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search By: [] [Search]

Include Employees Who Have: Insurance Retirement Both Either

Include Employees Who Are: Active Inactive, Suspended or Non-Participating Either

[Reset]

✓ = Active ✓ = Inactive ✓ = Retirement, Suspended or Non-Participating

| Name | SSN | Insurance | Retirement |
|---------------------------|-------------|-----------|------------|
| Doe, John | XXX-XX-1234 | ✓ | |

STEP 4: In the Group Plans Insurance box, select "Add Dependent".

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Home Employees Insurance Document Center Reporting Resources Administration Educational Content Help

Employee Search: Enter Name or SSN [Q] | View All Employees

John Doe XXX-XX-1234 [Terminate Employee](#)

Products Employee Detail

GROUP PLANS INSURANCE

[Add Dependent](#) **Dental Coverage**

[Add Product](#)

[Terminate Employee](#)

[Terminate Dependent](#)

[Terminate Product](#)

[Submitted Transactions](#)

Medical Coverage



STEP 5: Complete the requested dependent information and select "Next".

Add Dependent

Dependent Details

To add a dependent for the employee, enter the required fields below and click the "Done With Dependents" button.

First Name*:

Middle Initial:

Last Name*:

SSN*: This is a newborn and SSN is unknown.

Birth Date*:

Relationship*: Son Daughter Wife (Jane A. Biggerstaff)

Requests for coverage are subject to plan guidelines and may require underwriting.
Not all plans constitute "credible coverage" for Massachusetts residents.

STEP 6: Select all products you will be adding for the new dependent and select "Next".

Select Products to Add

Add Product Details

To add a product for the employee and select dependents, click a checkbox next to the product (s) and click the "Next" button. Products without a checkbox next to them have already been selected by the eligible people.

| Select | Product Description | Current Coverage |
|--------------------------|---------------------|------------------|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Requests for coverage are subject to plan guidelines and may require underwriting.
Not all plans constitute "credible coverage" for Massachusetts residents.



STEP 7: Complete the requested information and check the new dependent’s name. If applicable, please also check the box underneath the dependent’s name and provide the required notice to your employee. Select “Next”.

If you selected the check box due to a qualifying event, complete the requested information verifying the event and select “Next”.

Please note: The qualifying event date cannot be a future date when you are enrolling online through EAP.

Enter Product Info

Employee Effective Date*:

Product Effective Date:

Please select the people to add to this product:

| Select | Name |
|--------------------------|------|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

Please check if adding product for any of the following reasons due to a qualifying event (not for new hires):

- Due to loss of other coverage
- For spouse due to marriage
- For child due to birth, adoption or marriage

Qualifying Event:

Qualifying Event Date:

Provide this [required notice](#) about certain benefits to your employee.

STEP 8: Review the dependent’s information and if it is all correct, select “Submit”.

Pending Transactions

You have chosen the following list of actions. These actions will not be processed until you press the Submit button.

| Transaction | Person | Product | Volume | Effective Date |
|-------------|--------|---------|--------|----------------|
| | | | | |

If you leave the Employee Detail area without submitting your transactions, all of your work will be lost.

CONGRATULATIONS!

You’ve successfully added a dependent to your Group Plans coverage!