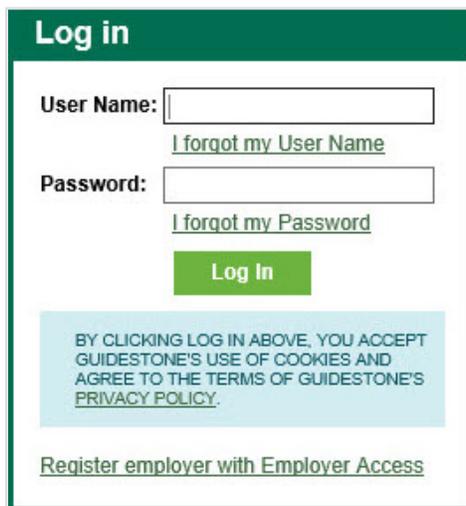


# HOW TO EDIT AN EMPLOYEE'S CONTACT INFORMATION IN YOUR GUIDESTONE EMPLOYER ACCESS PROGRAM

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 edit an existing employee's contact information in EAP. It is important to keep this contact information updated so GuideStone® and our vendors can provide the employee with information regarding coverage and claims.

**STEP 1:** Go to [EAP.GuideStone.org](http://EAP.GuideStone.org) and log into your EAP account.



**Log in**

User Name:

[I forgot my User Name](#)

Password:

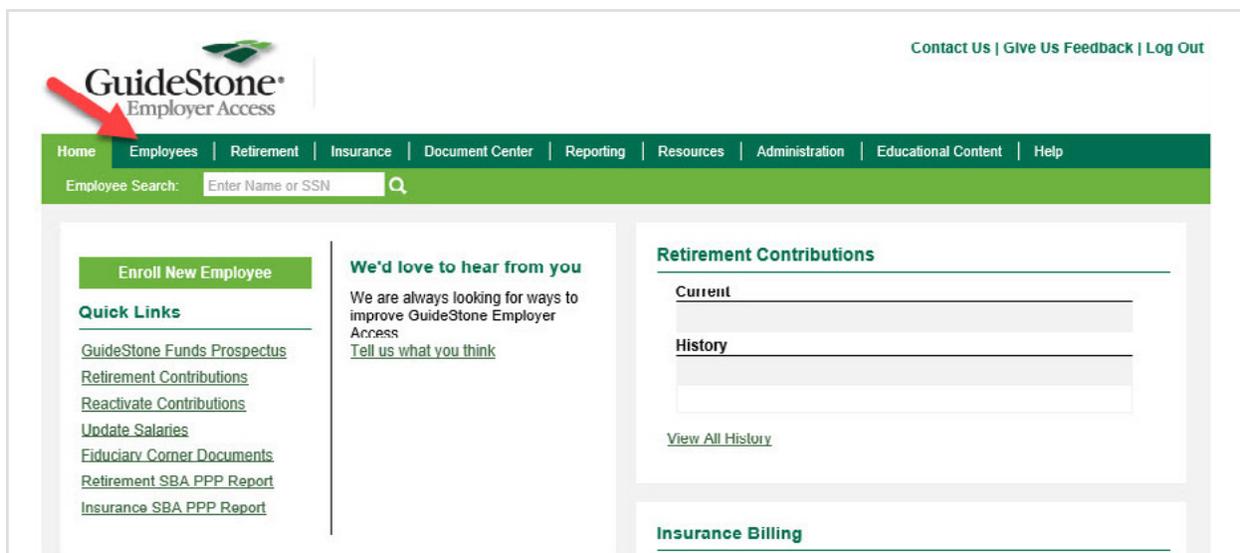
[I forgot my Password](#)

**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:** Select "Employees" from the main toolbar.



GuideStone®  
Employer Access

Contact Us | Give Us Feedback | Log Out

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

Employee Search:

**Enroll New Employee**

**Quick Links**

- [GuideStone Funds Prospectus](#)
- [Retirement Contributions](#)
- [Reactivate Contributions](#)
- [Update Salaries](#)
- [Fiduciary Corner Documents](#)
- [Retirement SBA PPP Report](#)
- [Insurance SBA PPP Report](#)

**We'd love to hear from you**

We are always looking for ways to improve GuideStone Employer Access

[Tell us what you think](#)

**Retirement Contributions**

**Current**

**History**

[View All History](#)

**Insurance Billing**



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

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Employee Search: Enter Name or SSN   | 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:  ? Last 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:  ? OR

Include Employees Who Have:  Insurance  Retirement  Both  Either

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

✓ = Active ✓ = Inactive ✓ = Retirement: Suspended or Non Participating

Name	SSN	Insurance	Retirement
<a href="#">Doe, John</a>	XXX-XX-1234	✓	

**STEP 4:** Select "Employee Detail".

GuideStone Employer Access

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Employee Search: Enter Name or SSN   | View All Employees

**John Doe** XXX-XX-1234

[Products](#) [Employee Detail](#)



**STEP 5:** Select "Edit" in the "Employee Information" and/or "Contact Information" section.

The screenshot shows the 'Employee Detail' page with two tabs: 'Products' and 'Employee Detail'. The page is divided into four sections:

- EMPLOYEE INFORMATION:** Fields include TITLE, NAME, SSN, BIRTH DATE, GENDER, and MARITAL STATUS. A green 'Edit' button is located at the bottom right of this section, with a red arrow pointing to it.
- SPOUSE:** Fields include TITLE, NAME, SSN, BIRTH DATE, and GENDER. A light blue box contains the text: "If the spouse's information is incorrect, please contact GuideStone at 1-888-98-GUIDE (1-888-984-8433) since proper documentation is required."
- CONTACT INFORMATION:** Fields include ADDRESS, HOME PHONE, WORK PHONE, MOBILE PHONE, FAX, and EMAIL. A green 'Edit' button is located at the bottom right of this section, with a red arrow pointing to it.
- SALARY:** Contains the text: "There is no salary information on file for this employee."



**STEP 6:** Complete the requested employee information and select "Save".

**Edit Employee Information**

\*Required information.

**Title\*:**

**First Name\*:**

**Middle Initial:**

**Last Name\*:**

**Preferred name:**

**Birth Date\*:**

**Gender\*:**  
 Male  Female

**Marital Status:**  
Our records indicate that the participant is Married. If this is incorrect, the participant should contact GuideStone.







**STEP 7:** Complete any applicable changes and select "Save".

**Edit Contact Information**

\*Required information.

Foreign Address

**Address\*:**

3115 Delamere Dr

(optional)

(optional)

**City\*:**

Matthews

**State\*:**

North Carolina

**Zip\*:**

28104-6837

**Home Phone:**

(704) 843-6110

**Work Phone:**

**Mobile Phone:**

**Fax:**



**CONGRATULATIONS!** You've successfully updated an employee's contact information!