

HOW TO TERMINATE AN EMPLOYEE FROM YOUR GUIDESTONE GROUP PLANS COVERAGE USING THE 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 remove an employee from your Group Plans coverage using EAP.

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



Log in

User Name:

[I forgot my User Name](#)

Password:

[I forgot my Password](#)

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: Enter Name or SSN

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 6: Complete all the required information and select “Next”.

Group Plans Termination

To terminate the selected employee, choose a termination date and termination reason and click the "Next" button.

Termination Details

Termination Date:

Termination Reason:

Cancel **Next**

STEP 7: Review the employee’s information and — if it is all correct — select “Save”. Once this request is submitted, GuideStone® will terminate all active Group Plans coverage for this employee and his or her active dependents.

Group Plans Termination

Are you sure you want to terminate this employee?

Termination Details

Date:

Reason:

The following products will be terminated:

Back **Cancel** **Save**

CONGRATULATIONS!

You’ve successfully removed all coverage for this employee and his or her active dependents!

