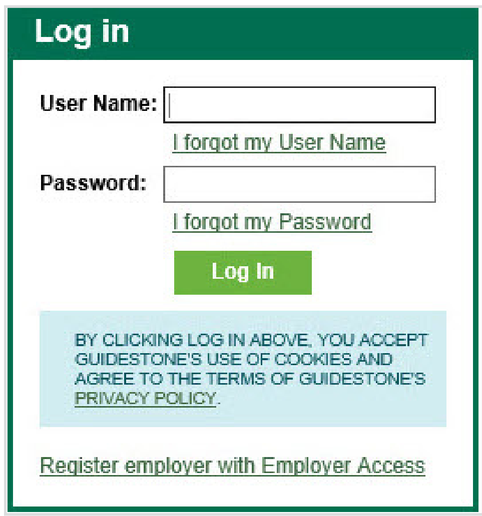
HOW TO ADD A DEPENDENT IN YOUR GUIDESTONE EMPLOYER ACCESS PROGRAM

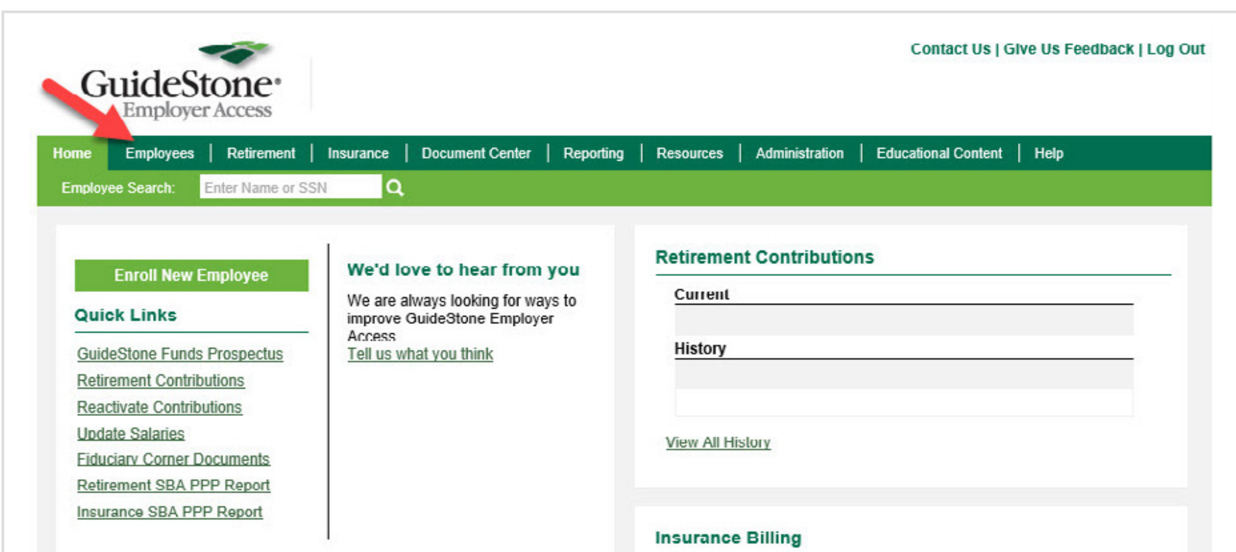
Using your GuideStone Employer Access® Program (EAP) is a fast and efficient way to streamline your everyday administrative tasks. These tutorials are designed to provide step-by-step instructions for some of the most-used functions in EAP.

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.

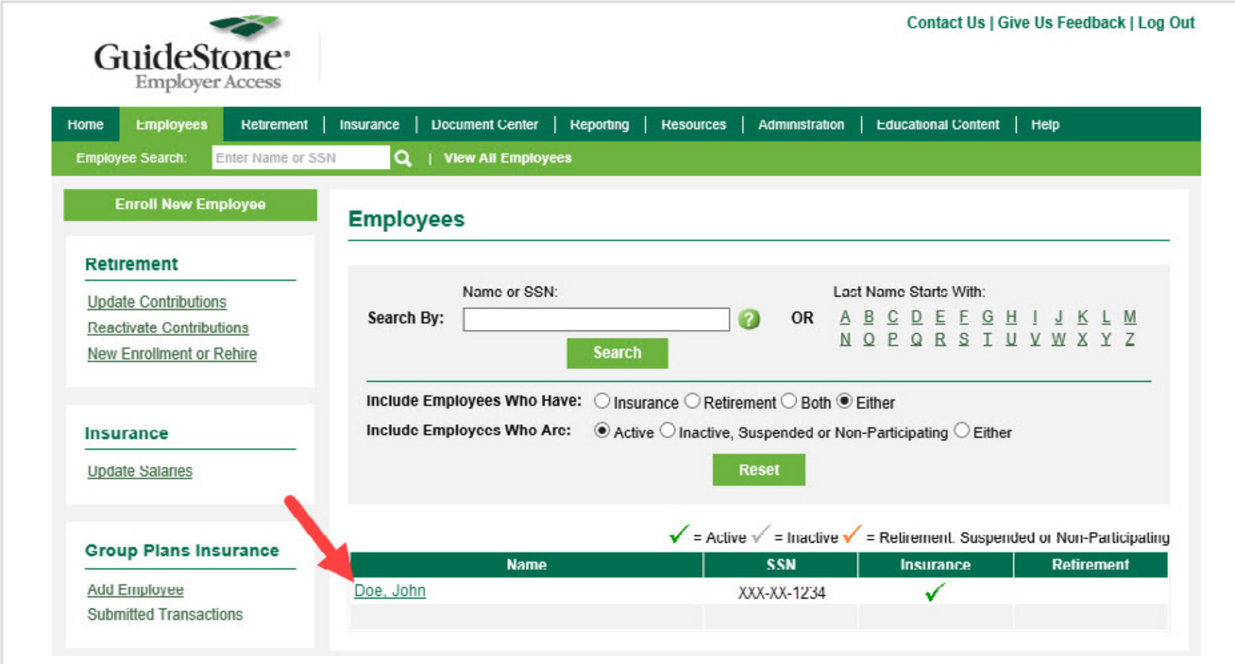
STEP 1: Go to *EAP.GuideStone.org* and log into your EAP account.



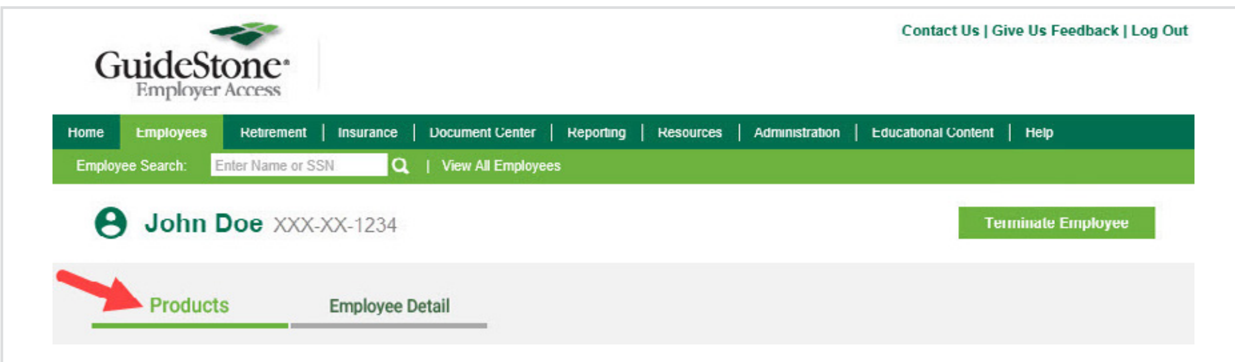
STEP 2: Select "Employees" from the main toolbar.



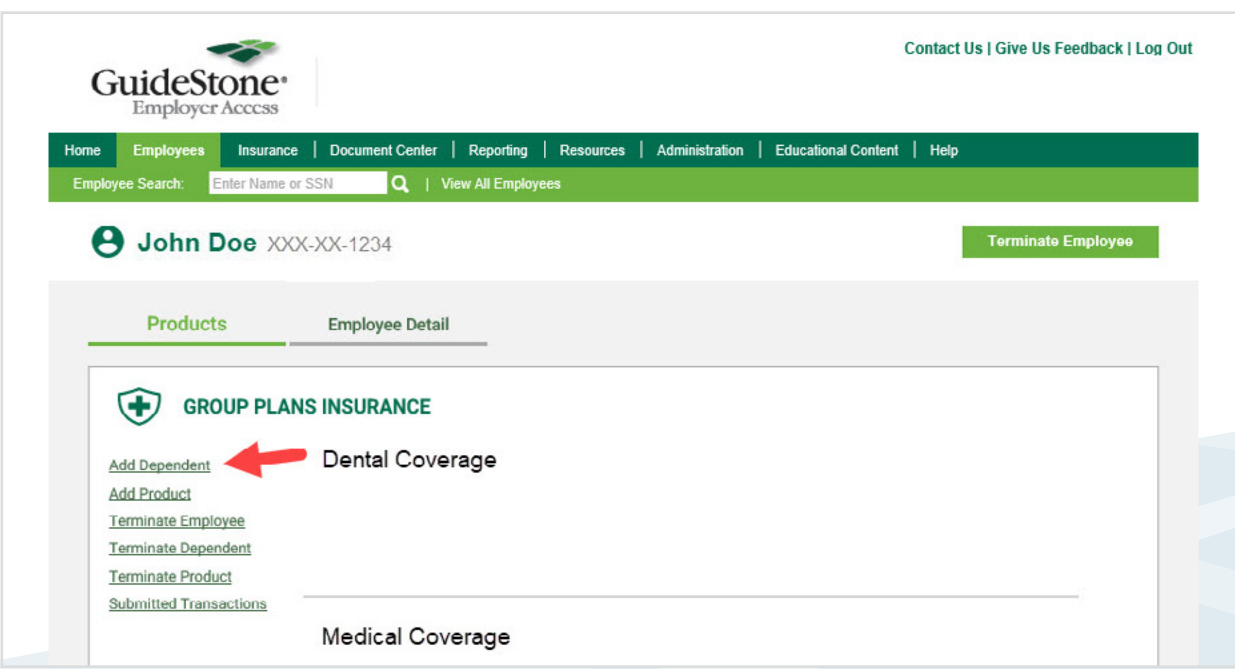
STEP 3: Select the employee's name from the roster.



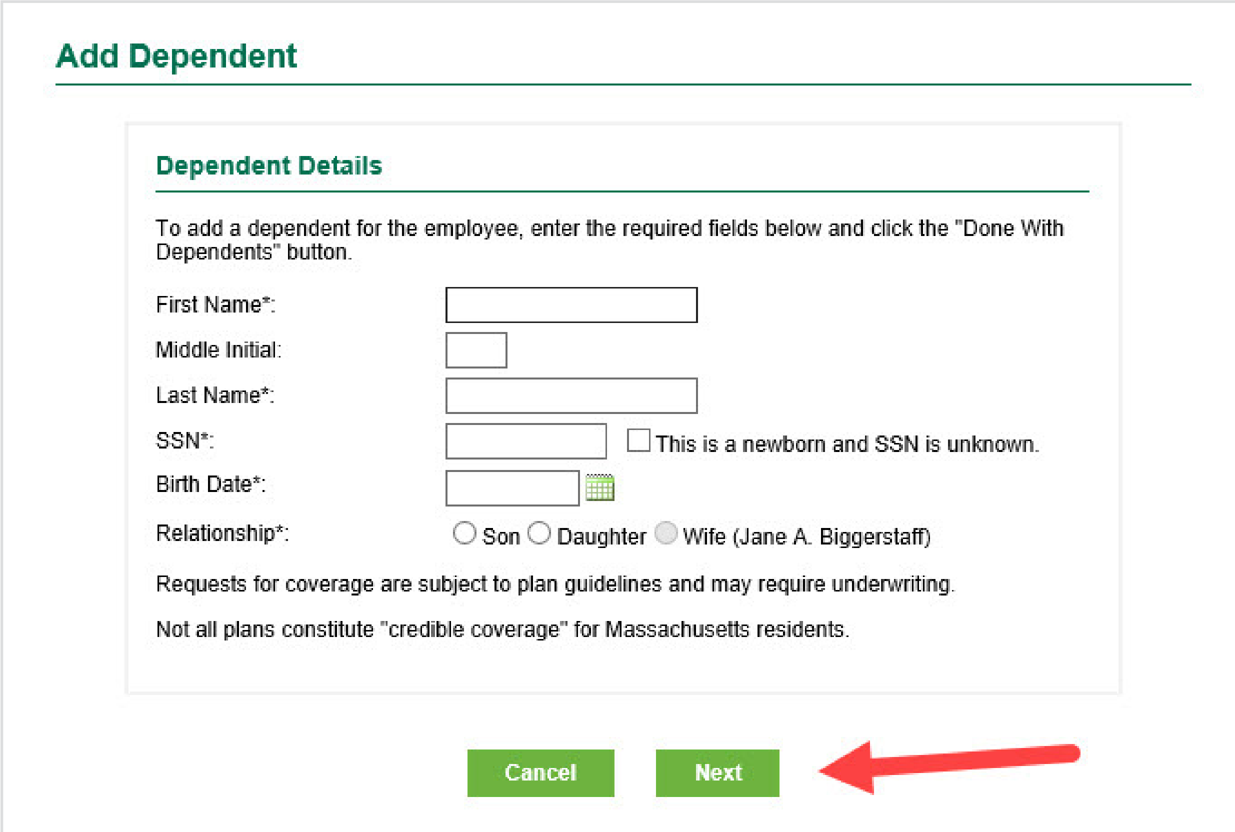
STEP 4: Select "Products".



STEP 5: In the "Group Plans Insurance" box, select "Add Dependent".



STEP 6: 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*:

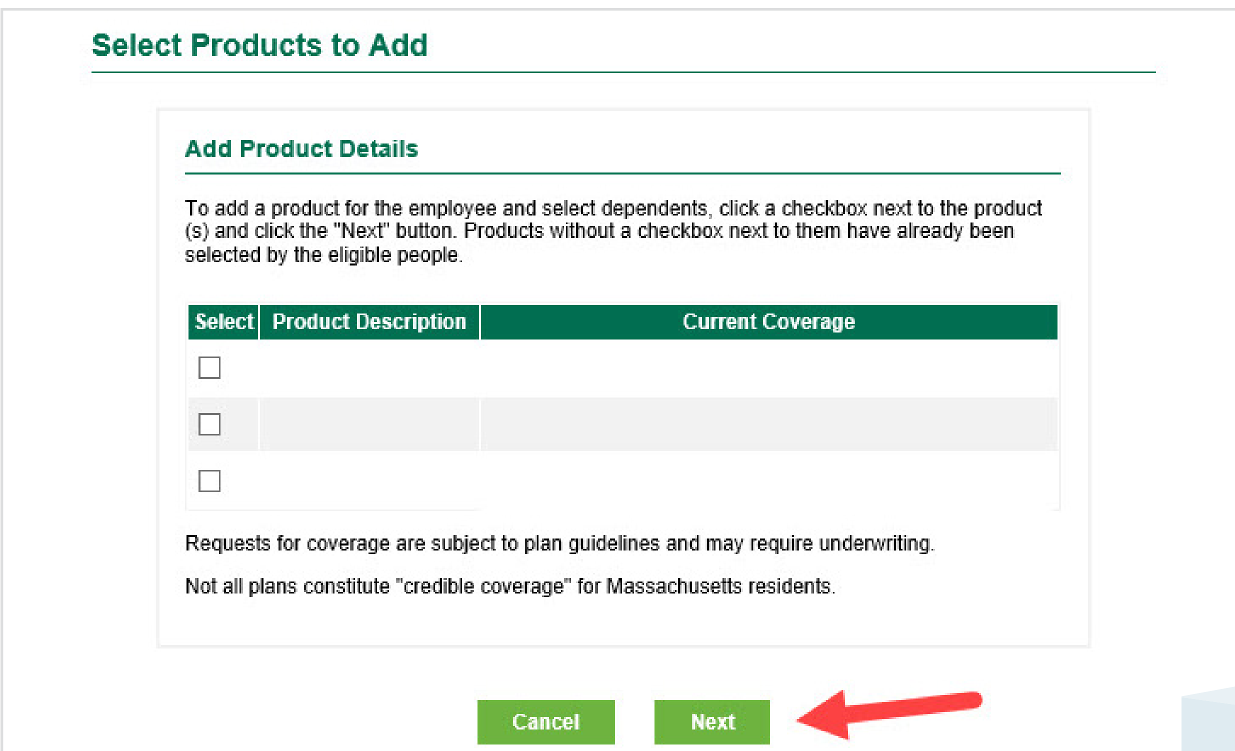
Relationship*: Son Daughter Wife (Jane A. Biggerstaff)

Requests for coverage are subject to plan guidelines and may require underwriting.

Not all plans constitute "credible coverage" for Massachusetts residents.

Cancel Next

STEP 7: 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
☐		
☐		
☐		

Requests for coverage are subject to plan guidelines and may require underwriting.

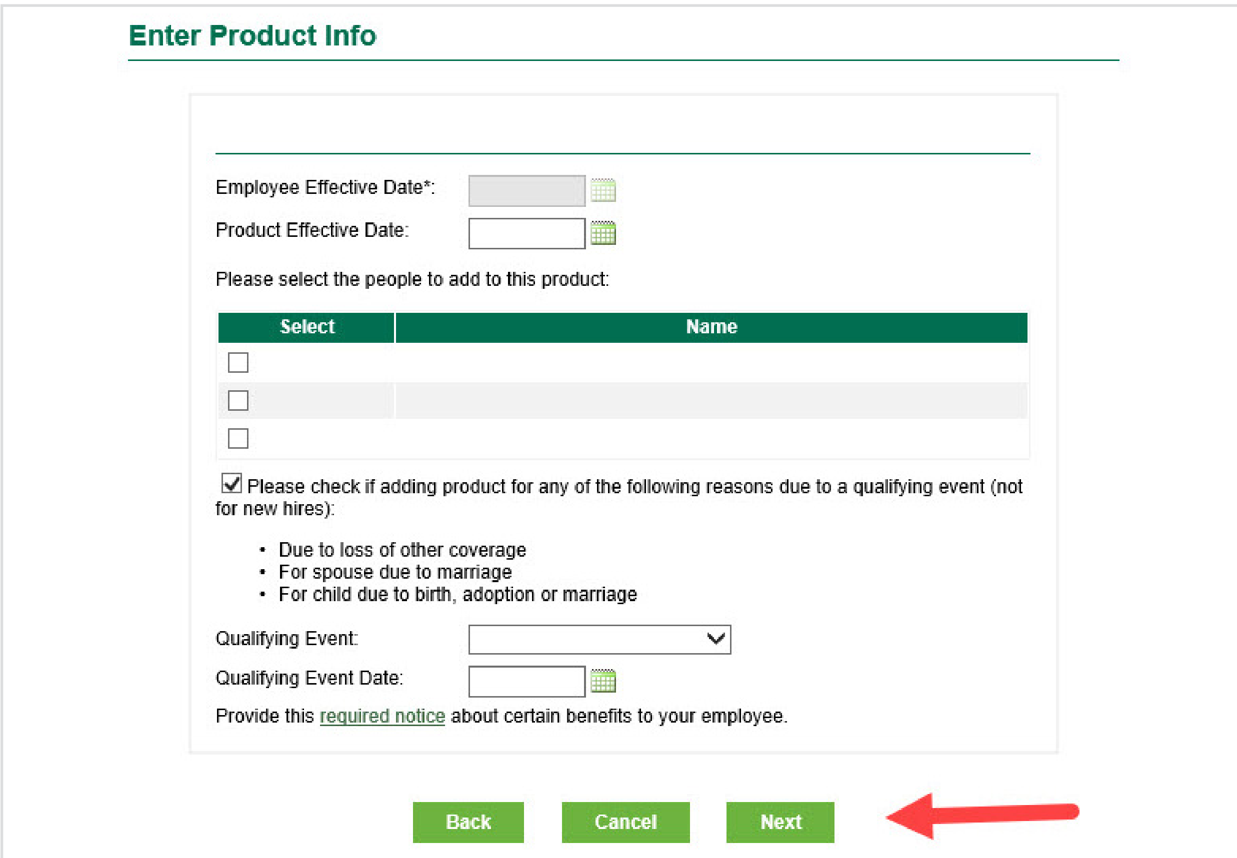
Not all plans constitute "credible coverage" for Massachusetts residents.

Cancel Next

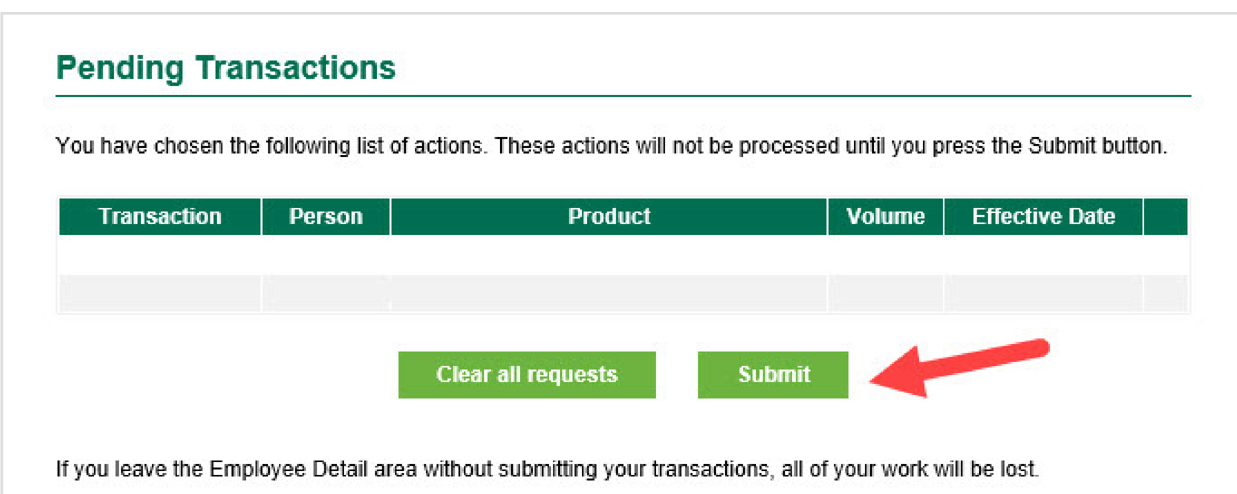
STEP 8: Complete the requested information and check the new dependent's name. If applicable, please also check the box underneath the dependent's name and provide the required notice to your employee. Select "Next".

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.



STEP 9: Review the dependent's information and if it is all correct, select "Submit".



CONGRATULATIONS!

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