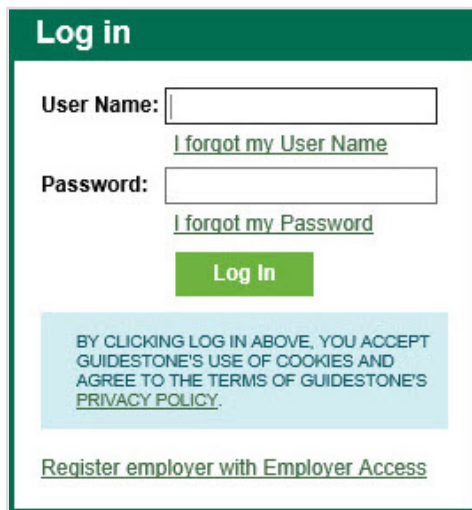


HOW TO ADD A DEPENDENT IN YOUR GUIDESTONE EMPLOYER ACCESS PROGRAM

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.



Log in

User Name:

[I forgot my User Name](#)

Password:

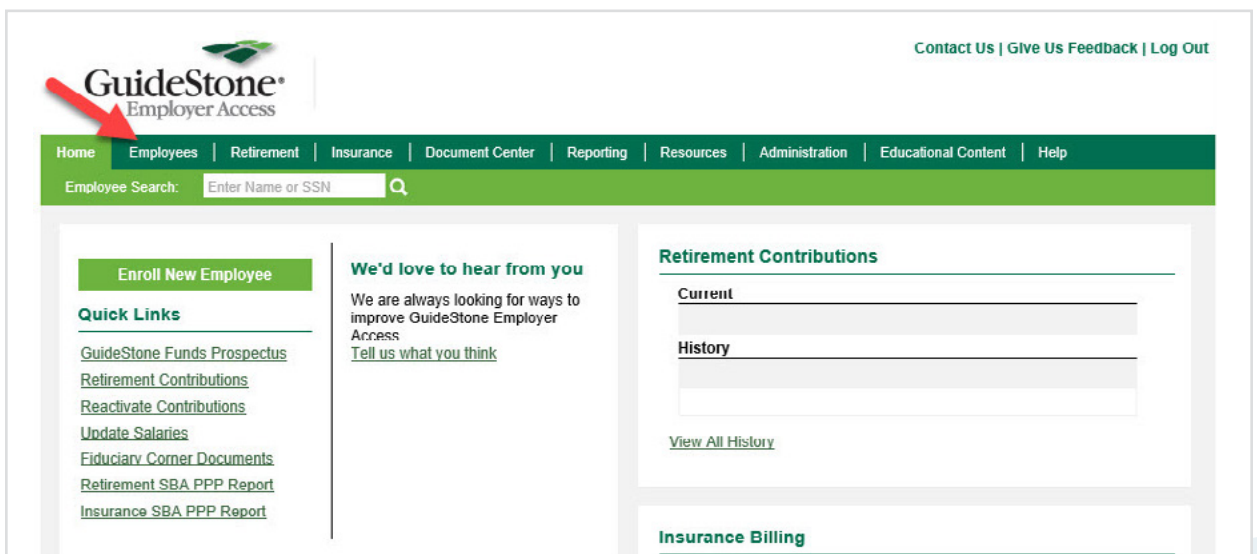
[I forgot my Password](#)

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: 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 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: _____
Search By: _____ OR 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

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: Select "Products".

GuideStone Employer Access

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Employee Search: Enter Name or SSN | View All Employees

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

Products Employee Detail

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

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Employee Search: Enter Name or SSN | 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 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.

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
<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 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.

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 9: 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!