

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 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 5: Select “Edit” in the “Employee Information” and/or “Contact Information” section.

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

- EMPLOYEE INFORMATION:** Contains fields for 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:** Contains fields for TITLE, NAME, SSN, BIRTH DATE, and GENDER. A light blue informational box at the bottom states: "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:** Contains fields for 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 a message: "There is no salary information on file for this employee."

A vertical dotted green line with a downward-pointing arrow is positioned on the left side of the page.



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!

