

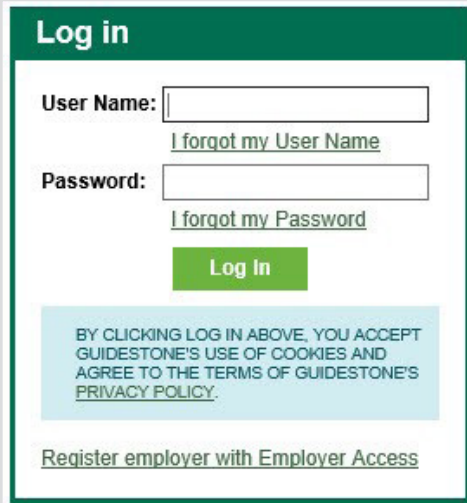
HOW TO UPDATE AN EMPLOYEE'S SALARY USING GUIDESTONE'S EMPLOYER ACCESS PROGRAM

Finding fast and efficient ways to streamline your everyday administrative tasks has never been easier! All you have to do is use GuideStone's Employer Access® Program, which we call "EAP" for short.

Follow this quick tutorial and learn how this EAP shortcut for updating an employee's salary can improve efficiency in your church or ministry office.

STEP 1: LOG INTO EAP.

Go to EAP.GuideStone.org and log into your EAP account.



Log in

User Name:

[I forgot my User Name](#)

Password:

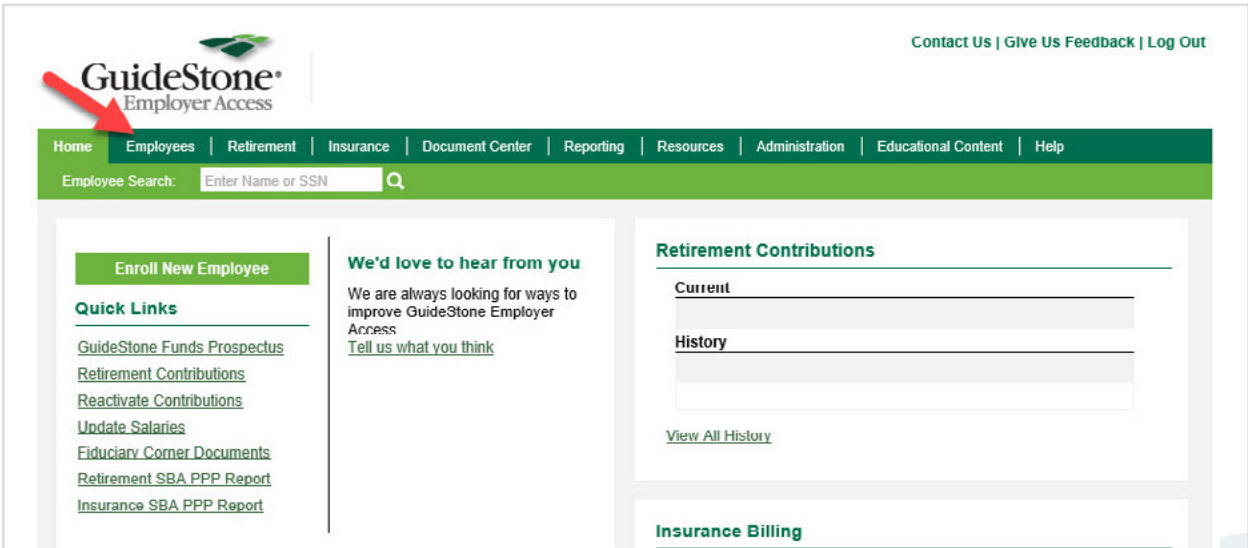
[I forgot my Password](#)

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

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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: IN THE “INSURANCE” BOX, SELECT “UPDATE SALARIES”.

GuideStone Employer Access

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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](#)

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

OR

Search By:

Include Employees Who Have: Insurance Retirement Both Filter

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

STEP 4: COMPLETE ALL THE APPLICABLE CHANGES AND SELECT “UPDATE”.

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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](#)

Salary Updates

Please enter monthly salaries rounded to the next whole dollar.

Filter by: Group Plans Personal Plans Both

New Salary Effective Date:

Name	SSN	Last Reported Salary Monthly	Last Effective date	New Salary Monthly
Doe, Jane	XXX-XX-1234			<input type="text"/>
Doe, John	XXX-XX-5678			<input type="text"/>

THANK YOU FOR USING EAP TO UPDATE EMPLOYEE SALARIES.

GUIDESTONE INSURANCE PRODUCTS AND SOLUTIONS
MEDICAL | DENTAL | LIFE | ACCIDENT | DISABILITY

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