

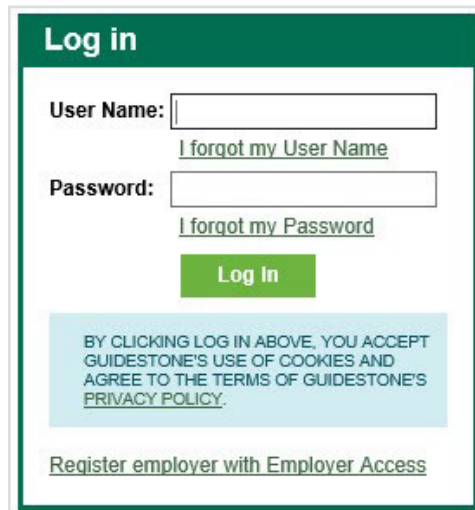
HOW TO MAKE A PAYMENT USING GUIDESTONE'S EMPLOYER ACCESS PROGRAM

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.

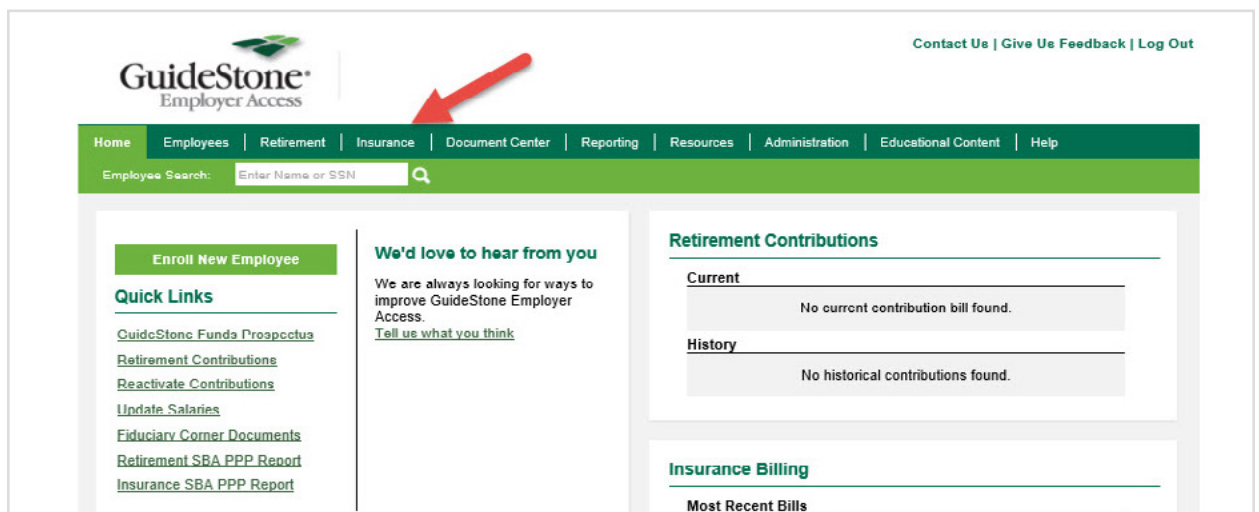
Follow this quick tutorial and learn how this EAP shortcut for making a payment can improve efficiency in your church or ministry office.

STEP 1: LOG INTO EAP.

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



STEP 2: SELECT "INSURANCE" FROM THE MAIN TOOLBAR.





STEP 3: SELECT “PAYMENTS” FROM THE LIGHTER GREEN TOOLBAR. THEN CLICK ON “MAKE A PAYMENT” TO SUBMIT A ONE-TIME PAYMENT.

GuideStone
Employer Access

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Payments

Make a Payment

You can schedule a one-time payment by clicking "Make A Payment".

[Make a Payment](#)

Payment History

Group Type	Received Date	Applied Date	Amount	Status
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STEP 4: COMPLETE THE REQUESTED INFORMATION AND SELECT “CREATE”.

Create Payment Account

Payment Method:

Account Nickname:

Account Number:

Account Type:

Routing Number:

Name(s) on Bank Account:

[Create](#) [Cancel](#)

Group Plans	5/24/2019	5/24/2019	\$9,189.83	Completed
Group Plans	5/13/2019	5/13/2019	\$9,189.83	Completed



STEP 5: PUT IN THE AMOUNT OF THE PAYMENT AND CHOOSE “CREATE”.

The screenshot shows a 'Create Payment' dialog box overlaid on a 'Make a Payment' page. The dialog box has a title bar with a close button (X) in the top right corner. Inside the dialog, the following information is displayed:

- Group Type: Group Plans - \$0.00
- Payment Account: Tutorial
- Amount:
- Payment Date:

At the bottom of the dialog, there are two green buttons: 'Create' and 'Cancel'.

STEP 6 (OPTIONAL) SET UP RECURRING PAYMENTS: CHOOSE “SCHEDULES” FROM THE LIGHTER GREEN TOOLBAR. THEN CHOOSE “CREATE A NEW RECURRING PAYMENT”.

The screenshot shows the 'Recurring Payments' page in the software interface. The top navigation bar is dark green with white text, and the sub-navigation bar is a lighter green with white text. The 'Schedules' link in the sub-navigation bar is highlighted with a red arrow. Below the navigation bars, the page title 'Recurring Payments' is displayed. The main content area contains the following text:

Recurring payments allow you to pay your bill automatically from a selected account. Payments will be applied to your GuideStone account on your selected payment date or the closest business day following your selected payment date that GuideStone is open. Processing times from your bank account may vary.

If you would like to deactivate a recurring payment schedule, please click on "Edit" and then change the status to "Inactive."

Below the text, there is a green button labeled 'Create a New Recurring Payment', which is also highlighted with a red arrow.



STEP 7: SELECT “PREFERRED RECURRING PAYMENT DATE” AND THEN CHOOSE “CREATE”.

Create Recurring Payment

Group Type: Group Plans

Payment Account:

Recurrence: On Bill Due Date
Every Month on a Specific Date

Status: Active
 Inactive

Create Cancel

CONGRATULATIONS!

You've successfully set up your recurring payments in your EAP account!

THANK YOU FOR USING EAP TO MAKE A PAYMENT AND MANAGE RECURRING PAYMENTS.

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MEDICAL | DENTAL | LIFE | ACCIDENT | DISABILITY**

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