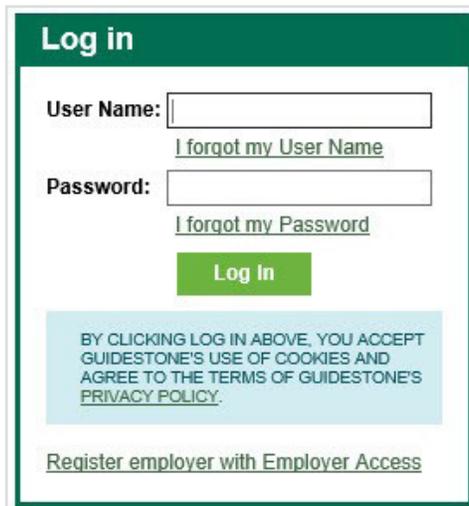


# HOW TO FIND YOUR GROUP PLANS BILL USING GUIDESTONE'S EMPLOYER ACCESS PROGRAM

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 accessing your Group Plans bill can improve efficiency in your church or ministry office.

**STEP 1:** Go to [EAP.GuideStone.org](http://EAP.GuideStone.org) and log into your EAP account.



**Log in**

User Name:

[I forgot my User Name](#)

Password:

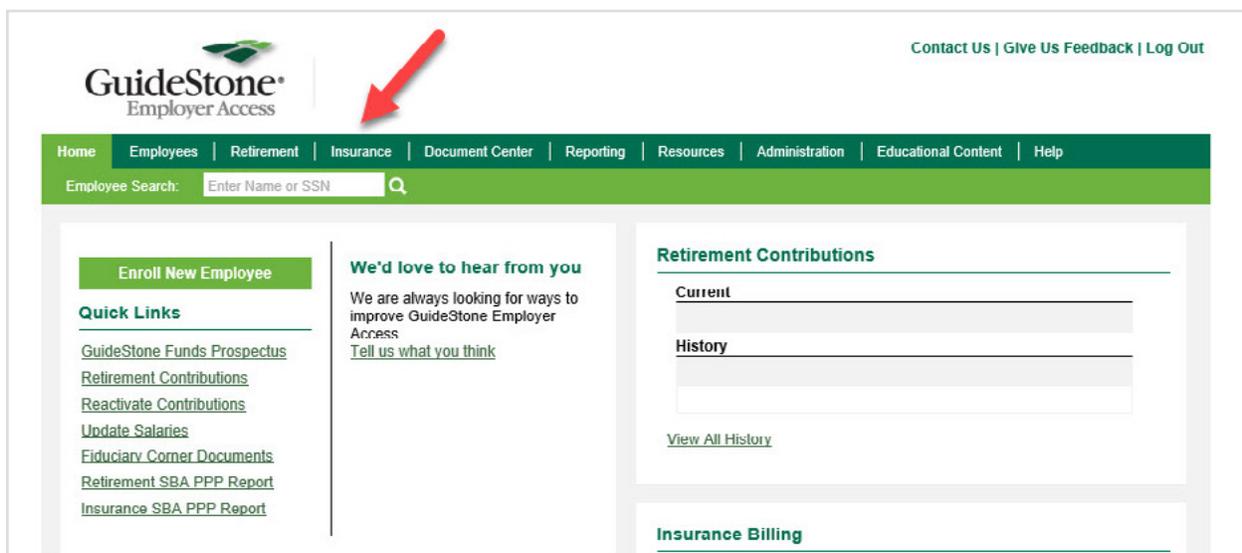
[I forgot my Password](#)

**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 "Insurance" 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:** Select “Bill Details” from the light green toolbar.

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Overview | Employee Maintenance | Bill Details | Payments | Payment Accounts | Schedules | Documents

### Insurance Billing Overview

**Most Recent Bills**

Group Type	Due Date	Amount	Amount Due		
Personal Plans				View	Pay
Group Plans				View	Pay

**Pending Payments**

**STEP 4:** Scroll down to view bill details, where you’ll also find the option for a printable PDF version.

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Overview | Employee Maintenance | Bill Details | Payments | Payment Accounts | Schedules | Documents

### Bill Details

Group Type:

Bill Period:

Download:

- Excel/CSV
- PDF

Month of Coverage:  
Current Charge:  
Prior Charge:  
Adjustments:  
Unapplied Payments:  
Total Billed Amount:

Amount Due:  
**Make a Payment**

**THANK YOU** for using EAP to review your bill.