

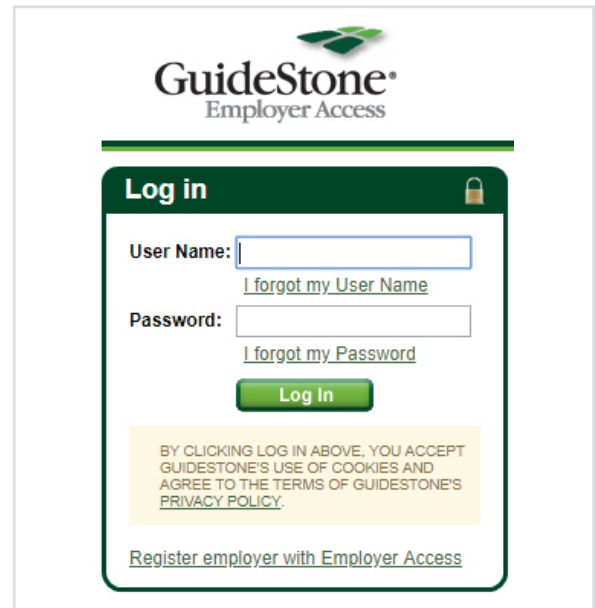
# HOW TO USE

## GuideStone's Online Administrator Invitation Tool

GuideStone's Online Administrator Enrollment Tool is a fast and easy way to send enrollment forms to your employees. Our simple, five-step process is designed to help streamline your administrative responsibilities and deliver each employee's forms in a timely and efficient manner.

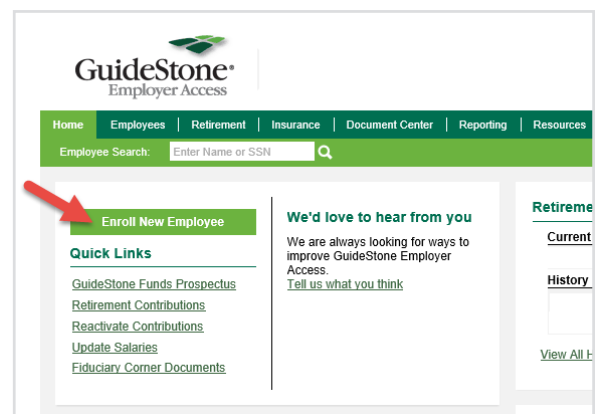
### STEP 1: Log into the GuideStone Employer Access® Program (EAP)

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

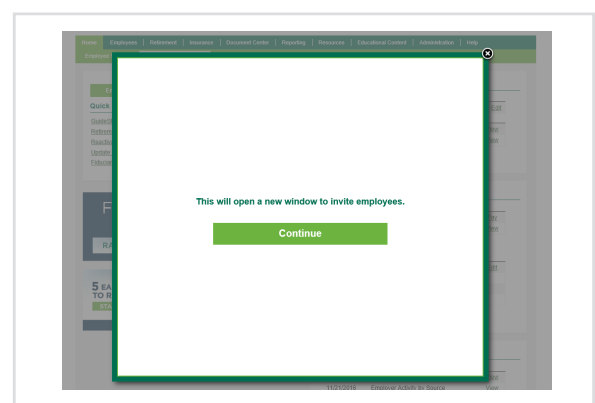


### STEP 2: Select "Enroll New Employee"

Selecting this button allows you to access the Online Administrator Enrollment Tool – which will be available only during the enrollment process. Below is an example of what you may see when you enter EAP to access the tool.



Once you select "Enroll New Employee", you should see the following pop-up. Select "Continue" to enter the Online Administrator Enrollment Tool:



### STEP 3: Employee Information

Select "Add New Employee" to add an employee that is not displayed in the list. Each employee first name, last name, birthday, email address, classification, and salary will be needed.

Please be sure to include employees that will be waiving benefits with GuideStone as they will still be required to enroll in the life and disability coverage.



### STEP 4: Review Employer Rates

Your product rates will be displayed next, and you will have the ability to show or not to show the estimated monthly employer rates to your employees within the employee enrollment form.

Once you've made your rate display selection, please continue to the next page.

Note: These are the estimated monthly employer rates and not the employee rates.



### STEP 5: Review Your Employee and Rate Selections

You're almost there! Your final step is to review the details you entered, confirm your selections are accurate and then select "Submit" to send the employee enrollment email links.



## CONGRATULATIONS!

You have completed the Online Administrator Invitation Tool process. From here, your employees will each receive their employee enrollment link. They will be able to access the link using their birth date and enroll in the benefits your organization has chosen for them. If an employee is declining coverage, they are still required to complete the tool using the declination indication to decline coverage.

## A SPECIAL NOTE

You're able to access the tool at any time during the enrollment process; however, the tool may look different at different stages, as follows:

## WHILE EMPLOYEES ARE ENROLLING

Once you have sent out the employee email invitations, you are able to revisit the tool to make adjustments as needed. You can also resend invitations, edit and modify fields (such as birth date or email address), and delete invitations — as seen below.

The screenshot shows the 'Employee Information' page with a green header containing 'Employees', 'Products & Rates', and 'Review & Submit'. Below the header, there's a welcome message: 'Welcome back First Baptist Church! See the list below for the enrollment invitations that have been sent to your employees. Please follow the prompts below if any changes are needed.' To the right is an 'Add New Employee' button. Below this are two forms for adding employees, each with fields for First, Last, Birth date, Email Address, Class, Salary, and a Delete button. The 'Existing Invitations' section contains a table with columns: First name, Last name, Birth date, Email address, Class, Annual Salary, and Date sent. Below the table are 'Edit', 'Delete', and 'Resend' buttons for each row. At the bottom is a 'Next' button.

First name	Last name	Birth date	Email address	Class	Annual Salary	Date sent			
Third	Last	01/01/1960	Third.Last@test.com	Support Staff	\$12,345	07/28/2022	Edit	Delete	Resend
Fourth	Last	01/01/1950	Fourth.Last@test.com	Executive Staff	\$3,000	07/28/2022	Edit	Delete	Resend

Please follow the instructions below to make a modification within the Online Administrator Enrollment Tool after initial enrollment emails have already been sent.

1. Enter EAP and click on the green “**Enroll New Employee**” button. Follow the prompts to proceed to the Online Administrator Enrollment Tool.
2. Identify which employee’s information you would like to update.
3. Select the “**Edit**” button to make the fields editable.
4. Make your updates in the fields.

Example: If the birth date is incorrect, you will be able to enter the correct date.

5. Once you’ve made all your updates, continue to the Product Rates page. Choose “**Show Employer Rates**” or “**Not to Show Rates**”, and then continue to the Review Selections page.
6. Review the changes you made and the emails you will send.
7. Once you are satisfied, submit the new emails to be sent to your selected employees.

## ONCE ENROLLMENTS HAVE BEEN SUBMITTED

GuideStone is now working on your employees’ enrollments. During this time, the tool will be read-only and allow you to see only which employees have been sent an invitation.

The screenshot shows the 'Employee Information' page with a green header containing 'Employees', 'Products & Rates', and 'Review & Submit'. Below the header, there's a yellow message box: 'The submitted enrollments are currently being processed. During this time you may only view the enrollment invitations that were sent.' Below this is the 'Existing Invitations' section with a table. The table has columns: First name, Last name, Birth date, Email address, Class, and Date sent. Below the table are 'Edit', 'Delete', and 'Resend' buttons for each row. At the bottom is a 'Next' button.

First name	Last name	Birth date	Email address	Class	Date sent
Kevin	Lin	01/01/1980	Kevin.Lin@GuideStone.Org	Non-Pastors	10/08/2019
Test	Test	01/01/1989	test@guidestone.org	Pastoral Staff	10/15/2019