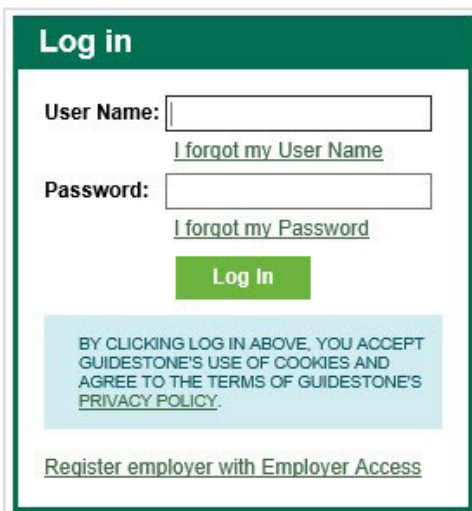


HOW TO MAKE A PAYMENT USING GUIDESTONE'S EMPLOYER ACCESS PROGRAM

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



Log in

User Name:
[I forgot my User Name](#)

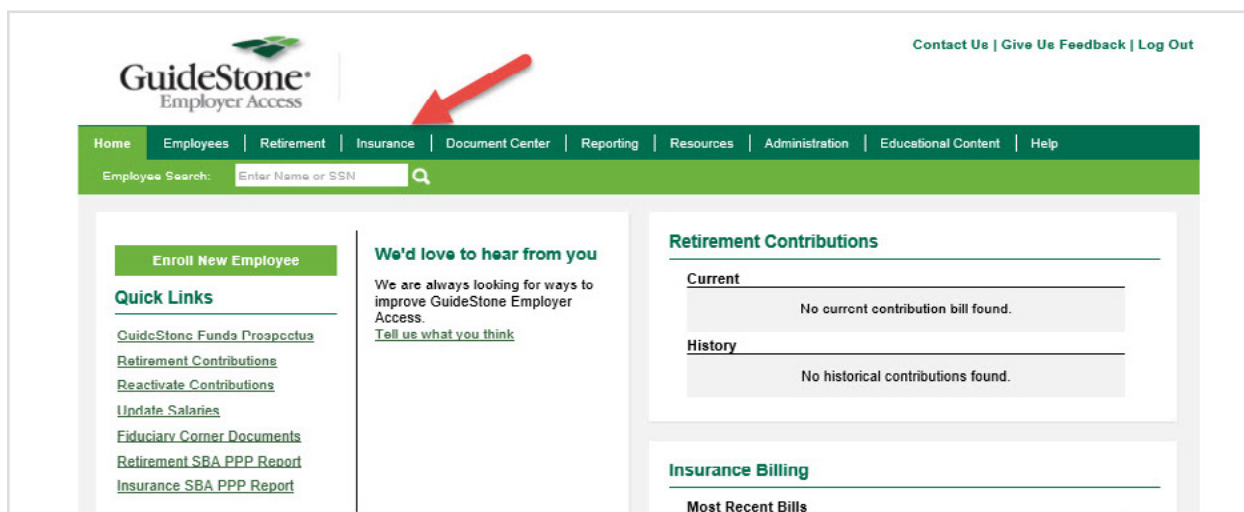
Password:
[I forgot my Password](#)

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 "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

No current contribution bill found.

History

No historical contributions found.

Insurance Billing

Most Recent Bills



STEP 3: Select "Payments" from the lighter green toolbar. THEN Click on "Make a Payment" to submit a one-time payment.

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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".

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

Create Payment Account

Payment Method:

Account Nickname:

Account Number:

Account Type:

Routing Number:

Name(s) on Bank Account:

Create **Cancel**

Group Plans	3/24/2019	3/24/2019	\$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”.

Make a Payment

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

Create Payment

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

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

STEP 6 (OPTIONAL) SET UP RECURRING PAYMENTS: Choose “Schedules” from the lighter green toolbar. Then Choose “Create a New Recurring Payment”.

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

Recurring Payments

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."

[Create a New Recurring Payment](#)



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.