Registering for Guardian Anytime Administrator Role

1. Click on the Step 1 link within the email to complete registration.

2. Enter the Group ID of the new business group for validation. The Archdiocese of New Orleans' Group ID is 538205.

3. **Note**: For security, the registration email contains only last 3 digits of the Group Number.

4. Click “Submit”.

5. Follow the instructions to complete the registration process.
Enroll Members

1. Sign in to www.guardiananytime.com and select the “Member Self Enroll” tab.

2. Click on the “Member Set-Up” sub-tab.

3. Select the Group ID and Division ID from the drop down menu.

4. Click on the “View Member Set-Up” List link.

5. Enter search criteria to search for a specific member.

OR

6. Click “Continue” for a list of all members.

7. Locate the employee from the member list, and click the ‘Enroll’ option on the right side.

If the member is already enrolled, then the ‘Enroll’ option will not appear.
Enroll Members

8. If searching by a member name, the member’s information page is displayed.
   
   To enroll the member, select the ‘Enroll’ option in the lower right hand corner.
   
   The data on the member information page will vary based on the census data.

9. Complete any missing data in the required fields and click “Continue”.

Benefit Elections

The benefits information will vary based on the benefits offered and employee classification.
Verify or select each benefit.

2. Click “Continue”.

![Benefit Election Screen](image)
### Sample of Completed Benefits Page

**Guardian Anytime**  
**Administrator Assisted Enrollment**  
**Benefit Elections**

#### Elect Benefits

* Required Field

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group ID:</strong></td>
<td>00517360</td>
<td><strong>Division ID:</strong></td>
<td>0000</td>
<td><strong>Member Name:</strong></td>
</tr>
</tbody>
</table>

#### Dental

- **Plan Name:** Dental - DentalGuard Pref NAP - Chicago  
- **Member:**  
  - Elected

#### Basic Life

- **Member:** Elected  
  - **Amount:** $50,000

#### AD&D

- **Member:** Elected  
  - **Amount:** $50,000

#### Voluntary Life

- **Member:** Elected
- **Spouse:** Elected
- **Child(ren):** Elected

- **Amount:** $500,000

Child(ren) 14 days to 6 months old will receive a benefit which could be lower than the benefit amount selected.

#### Short Term Disability

- **Member:** Elected  
  - **Amount:** 60%

#### Long Term Disability

- **Member:** Elected  
  - **Amount:** 60%

#### Accident

- **Member:** Elected
- **Spouse:** Elected
- **Child(ren):** Elected

#### Cancer

- **Member:** Elected
- **Spouse:** Elected
- **Child(ren):** Elected

---

**RESET THIS PAGE**  
**RESET ALL PAGES**  
**PEND**  
**CANCEL**  
**CONTINUE**

---

**GUARDIAN**
Verify/Enter Dependent Data

Dependent Information: Complete the dependent information for the insured dependents.

If the employee did not elect dependent benefits, this will not be required.

1. If the employee elected a dependent benefit, the information must be entered.

   Fields are prepopulated if the information was supplied in the census.

2. When complete, click “Continue” at the bottom of the page.

Additional Information: This page will vary based on the situation and the state.

The information can include medical questions for conditional issue situations, advising if EOI needed, beneficiary information, etc. You can also attach additional documents or special instructions.

3. Click “Continue”.

Guardian Anytime
Administrator Assisted Enrollment
Verify/Enter Dependent Information
Verify/Enter Dependent Data
At the summary page, review the member information, and make any changes if needed.

1. After reviewing and making any edits if needed, click “Submit”.

[Image of the Enrollment Verification Page]

Guardian Anytime
Administrator Assisted Enrollment

Verify/Enter
Dependent Information

Additional Information
Enrollment Verification

The confirmation page indicates that enrollment is complete.

This confirmation page indicates that Evidence of Insurability is required.

New enrollments submitted are available for viewing under the Reports tab – Transaction Log sub-tab

1. To continue enrolling members, select “Enroll Another New Member”.

2. To view the details of the member you just enrolled, select “View Member”.

Guardian Anytime
Administrator Assisted Enrollment

Verify/Enter
Dependent Information

GUARDIAN
After selecting “Enroll Another Member”, the Member List page is displayed to select another member.

1. The “Status” column of the recently enrolled members is changed to “Enrolled”. Members that are not enrolled will show “Not Started” or “Registered”.

2. Click on “Enroll” next to the member name.

3. If a member was selected in error, click on “Member Self Enroll” tab on any page within the enrollment process to get back to the member list.

4. After completing enrollment for all eligible members in the group
   - Click on Plan Set Up tab
   - Select Enrollment Complete option
   - Submit request to Guardian
   - Guardian needs 3 business days to perform risk evaluation and complete the case installation process, inclusive of first bill generated, certificate books generated, benefits available for use, etc.
   - All normal participation and risk evaluation rules will apply to accept or rescind the group.
SUSPENDING AN ENROLLMENT

1. To save the entered information to complete at a later date, select ‘Pend’.

2. To retrieve the pended transactions, select the “Eligibility” tab.

3. Select the “Pended Transactions” sub-tab.

4. Click “Edit” for the employee previously pended to continue the enrollment process.
Updating an Enrolled Member

1. To update member information, such as address or benefits, click on the “Member Self Enroll” tab.

2. Click on the “Member Set Up” sub-tab

3. Select “Member Set Up List”.

4. Select “View Member Set Up List”, and click “Continue”.

5. Click on “View/Edit” next to the member name.

For members that require manual review from Guardian, the following message is generated when clicking on the “View/Edit” option.

Submitted enrollments can always be viewed in the Transaction Log under Reports tab.
1. To update the member address, contact or job information or benefits, select the “Change Member” option.

Make the changes and select “Continue” to verify and then “Submit” to submit the change(s).

2. To update member benefits, select “Update Benefits”.

Make the changes and select “Continue” to verify and submit the change(s).
It’s benefits enrollment time

Put Guardian To work for you

Guardian Anytime®
Employer / Member Instructions

www.guardiananytime.com
Why online enrollment?

- Enroll more efficiently with just a few clicks
- Spend less time filling out forms and answering questions
- Compare different plans and costs that best fit your needs

You can:

- Enroll in Guardian plans for the first time
- Re-enroll during an open enrollment period
- Update benefits to keep up with life changes throughout the year
Three easy steps to enroll in Guardian benefits for the first time

1. Register for Guardian Anytime® to enroll online.
2. If your plan administrator provided Guardian with your email address, you will receive an email inviting you to register and complete your enrollment.
3. If you do not receive an email invitation, you can register directly at www.guardiananytime.com. You’ll need your company’s group plan number to register.

Login to www.guardiananytime.com with the new user ID and password created during registration.

Click “Get Started”.
You will be prompted for the following:
- Provide information
- Select benefits
- Review and submit
Receive an e-mail to register for Guardian Anytime® and enroll online

Dear Employee Name:

Your Employer would like to invite you to enroll in the Guardian Benefit options they are offering.

You will have until **May 19, 2017** to enroll.

To take advantage, you must go online to enroll in your benefits through Guardian's secure benefits website.

This can be accomplished in 5 easy steps.

Step 2: Click 'Register Now'
    Select 'Member' and follow the instructions to register
    You will need your Group ID which is **538205**
Step 3: Login with your user ID and password
Step 4: Click on 'Get Started' to select and enroll in benefits that best suit you and your family's needs.
Step 5: Your enrollment is not complete until you E-sign and Submit

You will receive an email from Guardian when your enrollment has been processed and accepted.

We look forward to serving you as a Guardian Member.

If you have any further questions or concerns, please feel free to call our Customer Response Unit at 1-877-500-2386.

**The Guardian Life Insurance Company of America**
www.guardiananytime.com

24/7 ONLINE ACCESS, ANYTIME, ANYWHERE

1 Step 1 – Register at www.guardiananytime.com

GuardianAnytime helps you make the most of your workplace benefits

Information when and where it’s convenient for you:
Registering at GuardianAnytime takes just a few minutes, but gives you access to many tools that help you take full advantage of your benefits:
- Find a provider and estimate costs
- Check claim status and receive emails when claims are paid
- View, download, and print materials:
  - Benefit Summaries
  - Forms
  - Certificate Booklets
  - Member ID Cards
  - Provider Directories

1 Go to www.GuardianAnytime.com, and click on the words “Register Now”

2 Choose your User Role by selecting “Member”

3 You must choose “I Agree” to the Member Disclosure Statement in order to continue

4 Complete your profile by filling in the required fields of data

5 Complete the process by creating a User Name and Password that you’ll remember, then click the “Submit” button

6 Click the “Submit” button to finish

You will need your Plan Number, which is located on the front side of these instructions, near the top right corner of this page.
Step 2 – Once registered, log on to www.GuardianAnytime.com
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

3 Step 3 – Enroll. Click Get Started to enroll.
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Enter and review personal information
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Select a benefit to enroll in or waive

**Dental Insurance**

Keep teeth healthy and save money with dental insurance. You'll be able to select a dentist from one of the largest and fastest-growing networks in the country. Choose the coverage that's right for you.

**Vision Insurance**

Regular eye exams can detect diseases like glaucoma, diabetes, and blindness. So enrolling in a vision insurance plan makes good sense. Members can visit any doctor and save on out-of-pocket costs when visiting a network provider.
Select who you would like to cover and click continue or click ‘No Thanks’ to waive coverage.
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Select a the plan you would like to enroll for
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Review the coverage you selected and your cost per payperiod then click continue.

---

### Dental Insurance

<table>
<thead>
<tr>
<th>Coverage</th>
<th>ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Network</td>
<td>Out of Network</td>
</tr>
<tr>
<td>Calendar Year Deductible</td>
<td></td>
</tr>
<tr>
<td>Calendar Year Maximum Benefit</td>
<td>$1,250</td>
</tr>
<tr>
<td>Lifetime Orthodontia Maximum</td>
<td>Not Available</td>
</tr>
<tr>
<td>Maximum rollover</td>
<td>Yes</td>
</tr>
<tr>
<td>Monthly Switch</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

- **Amount the plan pays**
  - (as a percentage of usual and customary)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>In Network</th>
<th>Out of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive care</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Basic care (for example, fillings, anesthesia and root canals)</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Major care (for example, crowns and oral surgery)</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Orthodontia</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

**Total Cost per pay period: $11.64**
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Select continue to make your next election
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Select who you would like to cover and click continue or click ‘No Thanks’ to waive coverage.
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Select a the plan you would like to enroll for
Review the coverage you selected and your cost per payperiod then click continue.
Once all benefits are elected or waived, proceed to Review and Submit process. Enrollment is not completed until e-signed and submitted.
Step 3: Review & submit enrollment
Receive a confirmation after completion. If needed, also download or print out a copy of your enrollment form.
www.guardiananytime.com

SIMPLE ONLINE ENROLLMENT

Guardian generates an e-mail that the enrollment is being processed, and an additional email is sent once enrollment is completely processed at Guardian.

Dear Member:

Thank you for completing your enrollment on-line at guardiananytime.com! We have received your enrollment form and are currently processing it. You will receive another notice from us with more details about your enrollment once it has been processed.

We look forward to serving you as a Guardian member.

**This is a general distribution mailbox. Please do not respond to this message.**

The Guardian Life Insurance Company of America