

FOR PLAN ADMINISTRATOR  
USE ONLY.

Guardian Anytime®



Your One-Stop  
Employee Benefits  
Source

## www.GuardianAnytime.com Your One-Stop Employee Benefits Source

Guardian Anytime is your one-stop employee benefits source providing:

- Valuable resources to help you enhance your benefits program
- Convenient access to your secure Guardian account

Through your secure Guardian account online, you can manage your company's benefit plans with little time and effort. And you can do it 24/7, without picking up the phone. So take a few minutes to register at [www.GuardianAnytime.com](http://www.GuardianAnytime.com).

### Through your secure Guardian online account, you can:

- Have a one-stop source of comprehensive administration tools
  - View, pay and even recalculate bills\* for multiple coverages in one place
  - Enroll new hires, add dependents, terminate members
  - Give employees the option to enroll or make updates to benefits online\*\*
  - Download, print, email and order forms and plan materials (including benefit summaries, certificate booklets, and enrollment kits, printing of ID card)
  - Checking status of a Disability claim or ASO Dental claim
  - Delegate access to staff based on job responsibility
- And much more!

### Your employees can access helpful information too! That means more time for you.

Guardian Anytime answers your Members' and Dependents' questions... so you don't have to!

- Detailed benefits information for most coverages
- Printing ID Cards, booklets and plan materials
- Enroll or make updates to benefits\*\*
- Check status of a claim
- Receive e-mail notifications when a claim has been processed and a response is available online
- Find a provider or create customized provider directories
- Checking status of a Disability claim or ASO Dental claim

### Register or take a tour at [www.GuardianAnytime.com](http://www.GuardianAnytime.com)

\* Does not apply to plans with electronic funds transfer.

\*\* Employers must grant permission for employees to enroll or make changes to benefits online. Ask your Guardian representative for details about eligibility.



### Request plan changes through your secure account

Request amendments related to:

- waiting period
- terminating a coverage
- dependent age limit
- adding, changing or removing open enrollment
- legal plan name...and more!



DENTAL | DISABILITY | LIFE | VISION | CRITICAL ILLNESS | CANCER | ACCIDENT

## For Benefits Managers<sup>1</sup>

### Enrollment & Eligibility<sup>1</sup>

- Enroll new members
- Add dependents
- Terminate members/dependents
- Update member information and benefits
- View Confirmation of Benefits screen
- Check status of an Evidence of Insurability application
- View the status of transactions

### NEW! Employee Online Enrollment<sup>2</sup>

Eligible Guardian customers can give employees the option to enroll or make updates to benefits online. Certain restrictions apply. Ask your Guardian representative for details.

### Billing

- View current bill, previous bills and payment history
- Recalculate bill to reflect recent changes
- Get advance notice of changes affecting your next bill
- Pay bills online<sup>3</sup>

### Reports & Letters

- Claims reports
- Maximum Rollover reports (dental only)
- And more!

### Forms & Plan Materials

View, print & download, e-mail to co-workers/members, or order:

- Forms
- Benefit summaries
- Certificate booklets
- Policy riders
- Provider directories
- Enrollment materials<sup>4</sup> (view/download or email only)
- Order ID cards
- And more!

### Discounts & Savings<sup>5</sup>

Access significant discounts on a range of business goods & services, from computers to office supplies!

## For Members & Dependents

### Enroll<sup>2</sup> & Manage Benefits

- Enroll or make changes to your benefits<sup>2</sup>
- Check status of an Evidence of Insurability application
- Review benefits information
- Access your confirmation of benefits information (summary of all of your existing coverages)
- Update contact information
- Update dependent's student status
- For dental plans, estimate the cost of dental care

### Claims Information<sup>6</sup>

- Submit short term disability claim online
- Receive e-mail alerts when a response to a dental claim is available online<sup>7</sup>
- View claims status

### Forms & Plan Materials Online

View, print & download or e-mail:

- ID cards
- Forms
- Certificate booklets
- Customized provider directories
- And more!

### Discounts & Savings<sup>5</sup>

Access significant discounts on goods & services, from home office supplies to flowers!

- 1 Benefits managers of self-administered groups can make a payment online and access reports, forms and plan materials and in certain cases update eligibility.
- 2 Employer must grant permission for employees to enroll or make changes to their benefits online. Ask your Guardian representative for more details about eligibility requirements.
- 3 Does not apply to plans with electronic funds transfer.
- 4 Available for groups with enrollment materials issued in Guardian's new design format. Ask your Guardian sales representative for more information about our capabilities.
- 5 Certain exclusions apply and availability may vary based on company location.
- 6 All products except Life and Critical Illness.
- 7 Not available to members with Guardian pre-paid Dental/DHMO plans (including First Commonwealth and Managed DentalGuard).

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