

A guide for employers



 Guardian®

# Guardian Anytime

Simplifying your online program  
administration experience



Guardian Anytime is a highly secure online platform that allows benefits administrators to manage the billing and enrollment administration of your company's supplemental income protection program.

It's a flexible self-service portal that allows you to manage the day-to-day needs of your program — with ease and efficiency — any time.

Guardian Anytime is an integral part of an end-to-end plan experience that also features our proprietary electronic services technology — eSuite.

From enrollment to application, to policy delivery and billing, our eSuite enables you to deliver a faster, more efficient, and customizable benefit to your employees online, which allows both employees and administrators to get the most out of their benefits experience.

## Employer profile

View and modify information about your account.

The screenshot shows the Guardian Employer Profile page. At the top, there is a navigation bar with the Guardian logo, the word "Employer", and a link to "Manage User Profile". Below this is a secondary navigation bar with links for "Home", "Employer Profile", "Billing", "Remove Employee", "Forms & Information", and "Reports". The main heading is "Employer Profile". Below the heading, there is a paragraph of text explaining the Supplemental Income Protection Program. This is followed by an "Important" note about portability of policies. At the bottom, there is a note about keeping billing contact information up to date. A white box contains the following information: Case # C33405 and Bill # M1350.

## Quick links

Quickly access frequently used action items.

The screenshot shows the Guardian Quick links section. At the top right, there are links for "Change Password" and "Log Out". Below this, there is a white box containing the Case # C33405 and Bill # M1350. To the right of this box is a heading "I want to ..." followed by a list of quick links: "View current bill", "View premium detail", "Make a payment", "Contact a billing specialist", "Remove an employee", and "Run removed employee report".

## Billing

View your current and past billing statements and payment history.

The screenshot shows the Guardian Billing section. At the top, there is a navigation bar with links for "Current Bill", "View Billing Statements", "View Payment History", and "Make a Payment". Below this, there is a white box with the heading "View Payment History". Inside the box, there is information for Case # C33405, Bill # M1350, and Company Name BECHTEL CORPORATION. At the bottom of the box, there are three buttons: "Make a Payment", "E-Mail payment history", and "Print payment history".

You can view your current bill in summary or see each employee in detail, sorting and filtering the data as you like. And, you can save your filter selections for future use.

## Make a payment

Make premium payments through our secure server with your bank account information (which can be saved for future transactions).

[Current Bill](#) [View Billing Statements](#) [View Payment History](#) [Make a Payment](#)

### Make a Payment

\* Required Field

#### Make a Payment

Have any employees left the company?  
Do any employees need to be removed from the bill? [Remove Employee](#)  
Is the correct Billing Contact Information located in the [Employer Profile](#)?

Case #  
C33405

Bill #  
M1350

Company Name  
BECHTEL CORPORATION

#### Bank Information

Enter your bank account information in the fields below. To update information, make your changes and select "Continue".

To delete your bank information, please contact us at [billing@glic.com](mailto:billing@glic.com) or call 1-866-590-8847

Account Name [Sample Check](#) \*

  

Bank Name \*

## Remove employee

Easily update a terminated employee's status and recalculate your bill.

[Home](#) [Employer Profile](#) [Billing](#) [Remove Employee](#) [Forms & Information](#) [Reports](#)

### Remove Employee

Choose Case # and Bill # and select "Search" to view all Employees or Search for Individual using the criteria below.

#### Search

Case #  
C33405

Bill #  
M1350

Company Name  
BECHTEL CORPORATION

Employee First Name

  

Employee Middle Initial

  

Employee Last Name

  

Employee ID

## Forms, information, reports

Additional forms, templates, and information, plus reporting features that further streamline your administrative tasks.

The system also allows you to manage individual access rights through a simple control panel.

## Key features of the site include:

- Ease of administration.
- Secure system, available 24/7.
- Flexibility and self-service.
- Ability to create multiple users, each with unique access and rights.
- View your bill, make payments, and access payment history online.
- Easy payroll system integration. You can download bill data in multiple file formats for ease of administration.
- Update employee status in real time. If an employee is terminated or leaves the company, you can easily update the employee's status and recalculate the bill.
- Access to forms and resources including our Privacy Policy and Legal Notices



At Guardian, we know what's important to you, and we're committed to providing flexible solutions for the success of your benefits program.

Guardian Anytime is how we make that work for you.

**To discover how our Supplemental Income Protection Program can help you take care of your key employees and add great value to your benefits portfolio — with an ease of doing business that stands apart — contact your insurance representative today.**

Individual disability income products are underwritten and issued by Berkshire Life Insurance Company of America (BLICOA), Pittsfield, MA. BLICOA is a wholly owned stock subsidiary of and administrator for The Guardian Life Insurance Company of America (Guardian), New York, NY. Product provisions and availability may vary by state. Optional riders are available for an additional premium.

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