



Learn more about Guardian Anytime webinars

If you are new in your role or just want a refresher on resources and best practices for using Guardian Anytime — we invite you to participate in our webinar series. We have received great feedback on these webinars and are happy to continue offering them in 2025.

Here's a preview of what we will cover:

- Highlighting key information on your plan including: group information, class structure, waiting periods, contribution types, and age limits
- Changing contact information and requesting certain amendments
- Enrolling and/or terminating members and dependents
- Making member changes including address, phone number, DOB, Member ID/SSN
- Viewing Evidence of Insurability status and which coverage it applies to, who requested the coverage, the type and amount
- Accessing forms and materials
 - Enrollment and claim forms, benefit summaries, certificate booklets, policy riders, renewals, and confirmation of benefits
- Viewing reports such as Dental Max Rollover, STD and LTD quarterly, and yearly paid claims for tax reports
- Viewing billing statements, history, and showing how you can change your billing option and make a payment

We will also share how we have taken added steps to protecting your company's information through the introduction of an Authorized Approver of Access role.

Please note: due to privacy issues, we will be using fictitious information within a test environment for this webinar. As a result, we will not be able to make changes, submit a claim, or view any specific plan details or commissions.



Hours of availability

- **Planholder portal:** The last Wednesday of the month
11:00 a.m. to 12:00 p.m. ET
- **Broker portal:** The last Wednesday of the month
3:00 p.m. to 4:00 p.m. ET



How to register

Interested in signing up?
Simply send an email to GA_Outbound@glic.com and include the following information:

- Type "Webinar Request" in the subject line
- In the body of the email, list the day and time being requested
- Once we receive your request, we will email you a link to the webinar.