



A happier, healthier you

This launch guide will help you maximize the employee engagement of Spring Health benefits provided in partnership with Guardian



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Spring Health Launch Guide

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Partnering together for a successful engagement

Key milestones where messaging is recommended. Together, you, Guardian, and Spring Health provide messaging to build awareness and maximize engagement.

	Pre-launch	Launch (months 1-3)	Ongoing Engagement (months 4+)
Announcements	Coming soon	Leadership email	Activation Email – continuously sent as new hires join Activation Reminder Email – sent on Tuesdays to covered lives who have not enrolled Short form and focused promotional messaging
Informational documents		Monthly awareness campaign	Benefits overview Postcard FAQs Claim communications

Spring Health disseminated item
Employer disseminated item
Spring Health and/or Guardian disseminated item



Pre-launch

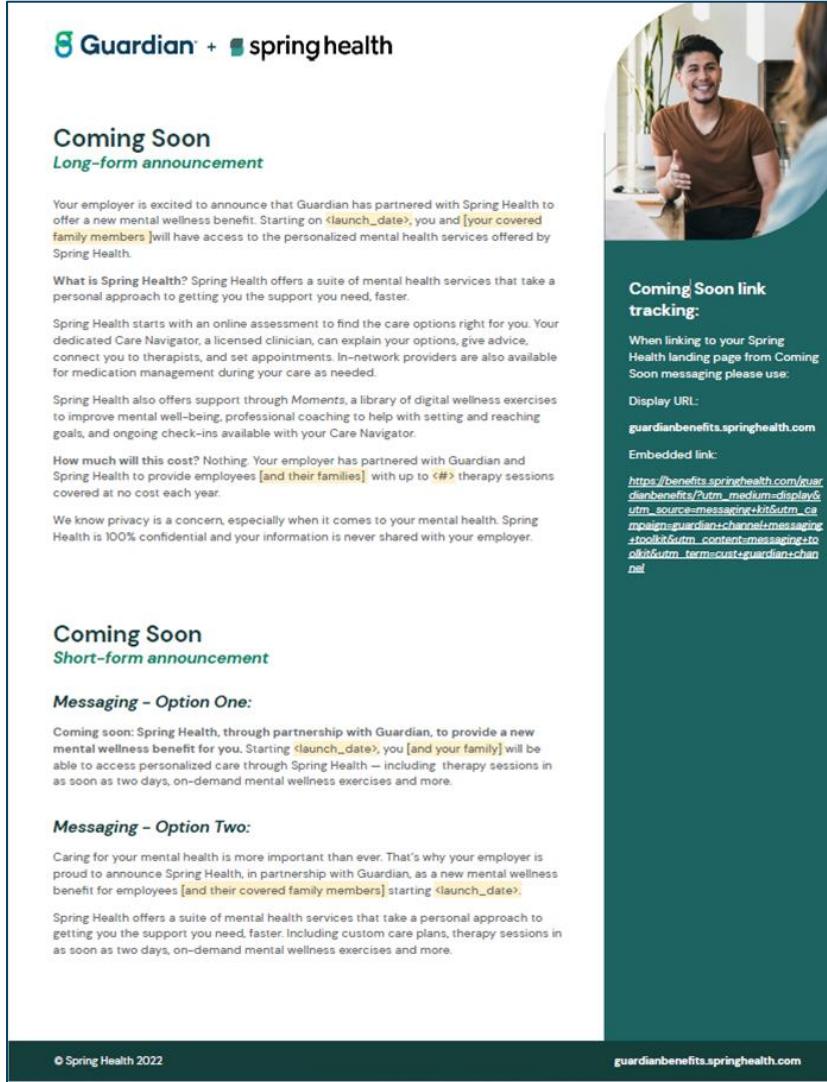
A thick, horizontal orange brushstroke underline is positioned below the word "Pre-launch".

“Coming Soon” message

We are pleased to provide you with access to messaging you can customize with your organization’s plan details. It is recommended you use the coming soon messaging in:

- Internal newsletters
- Intranet promotion
- Benefits portal quick summary
- Benefit information packets

Access both long-form and short form-announcement templates here: <https://benefits.springhealth.com/wp-content/uploads/2022/01/GuardianSpring-Health-Coming-Soon-1.pdf>



Coming Soon
Long-form announcement

Your employer is excited to announce that Guardian has partnered with Spring Health to offer a new mental wellness benefit. Starting on `launch_date`, you and [your covered family members] will have access to the personalized mental health services offered by Spring Health.

What is Spring Health? Spring Health offers a suite of mental health services that take a personal approach to getting you the support you need, faster.

Spring Health starts with an online assessment to find the care options right for you. Your dedicated Care Navigator, a licensed clinician, can explain your options, give advice, connect you to therapists, and set appointments. In-network providers are also available for medication management during your care as needed.

Spring Health also offers support through Moments, a library of digital wellness exercises to improve mental well-being, professional coaching to help with setting and reaching goals, and ongoing check-ins available with your Care Navigator.

How much will this cost? Nothing. Your employer has partnered with Guardian and Spring Health to provide employees [and their families] with up to `#` therapy sessions covered at no cost each year.

We know privacy is a concern, especially when it comes to your mental health. Spring Health is 100% confidential and your information is never shared with your employer.

Coming Soon
Short-form announcement

Messaging – Option One:

Coming soon: Spring Health, through partnership with Guardian, to provide a new mental wellness benefit for you. Starting `launch_date`, you [and your family] will be able to access personalized care through Spring Health — including therapy sessions in as soon as two days, on-demand mental wellness exercises and more.

Messaging – Option Two:

Caring for your mental health is more important than ever. That's why your employer is proud to announce Spring Health, in partnership with Guardian, as a new mental wellness benefit for employees [and their covered family members] starting `launch_date`.

Spring Health offers a suite of mental health services that take a personal approach to getting you the support you need, faster. Including custom care plans, therapy sessions in as soon as two days, on-demand mental wellness exercises and more.

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Launch

A thick, orange brushstroke underline is positioned below the word "Launch".

Leadership Announcement

When it comes to introducing your employees to Spring Health, it is incredibly effective to have a member of your leadership team send a message to eligible employees about their new mental health benefit. Not only does this help build awareness, but it also contributes to fighting the stigma in the workplace.

[Here, please find example messaging to reference as you craft your own leadership announcement.](#)

We highly encourage adding your own touch and/or personal mental health story as well for added impact.

Leadership Message
Messaging Template – Introducing Spring Health to your team

We get so busy with work schedules and creating time for family and friends, it's difficult to take time and focus on ourselves. However, the pandemic has highlighted that mental well-being has never been more important to our overall health.

I'm excited to announce that Guardian has partnered with Spring Health to offer a new mental wellness benefit, that provides you [and your family] with mental health care matched to your needs.

At no cost, Spring Health provides:

- Personalized care. Take an online mental health assessment designed to find the right care for your needs, and helps track your progress too.
- Dedicated support. Your Care Navigator is a licensed clinician who takes away the guesswork during care. They help find the right therapist, set appointments, give advice, and offer emotional support.
- Confidential therapy. Meet with a trusted therapist in as soon as two days – you [and your covered dependents] each have ~~10~~ sessions covered at no cost by your employer.
- Diversity. You have choices in a provider network made to be as diverse as the people they support. Find a therapist across specialty, gender, ethnicity, language, and sexual orientation.
- Medication management. Meet with in-network prescribers who can manage your medications during care when needed.
- Wellness exercises. Use Moments, an on-demand library of self-guided exercises to improve mental well-being, with programs for anxiety, burnout, better sleep, and more.
- Coaching. Professional coaches can help you set and meet goals around managing stress, relationships, focus, and more.
- **[Family care.]** Fast access to children's therapists available for your dependents ages 6 to 17.
- **24/7 crisis support.** Access to confidential, emotional support at no cost, 24 hours a day, 7 days a week. Call 1(855) 629-0554, choose option 2.

I know privacy is a concern, especially when it comes to your mental health. Spring Health is 100% confidential and your information is never shared with your employer.

I encourage you to take advantage of the support available through Spring Health. You can get started easily by activating your accounts at [guardianbenefits.springhealth.com](#).

Best,
[name]

© Spring Health 2022 [guardianbenefits.springhealth.com](#)

When it comes to introducing your employees to Spring Health, it is incredibly effective to have a member of your leadership team send a message to eligible employees about their new mental health benefit. Not only does this help build awareness, but it also contributes to fighting the stigma in the workplace.

Here, please find example messaging to reference as you craft your own leadership announcement. We highly encourage adding your own touch and/or personal mental health story as well for added impact.

Leadership message link tracking:

When linking to your Spring Health landing page from Coming Soon messaging please use:

Display URL:
[guardianbenefits.springhealth.com](#)

Embedded link:
https://benefits.springhealth.com/guardianbenefits/?utm_medium=display&utm_source=messaging+in+utm_campaign=guardian+channel+messaging+toolkit&utm_content=messaging+to+clients&utm_term=gardian+channel

Activation e-mails

Distributed by Spring Health

Spring Health's email strategy is designed to maximize the right number of messages for each audience type.

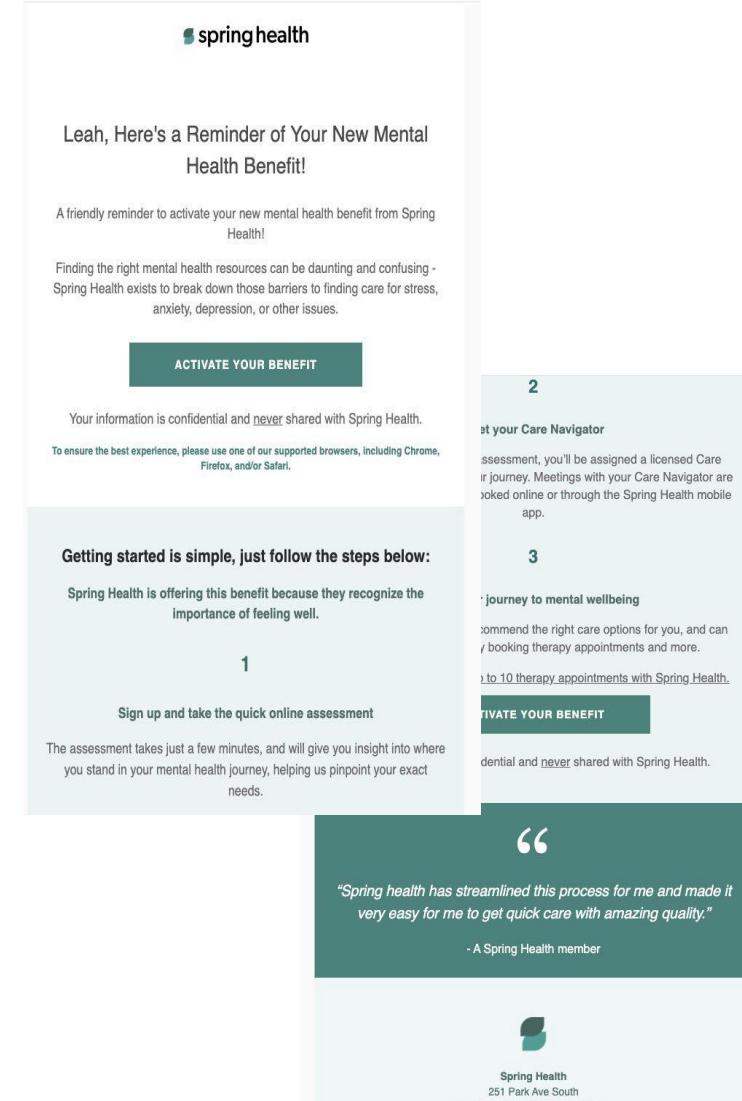
The launch activation email is sent only at time of launch to non-enrolled covered lives. Activation reminder emails are sent quarterly, to the same audience.

Post-launch activation emails to new hires will be sent weekly.

Launch Activation Email



Activation Reminder Email





Engagement

A thick, orange brushstroke underline that starts under the "Engagement" text and extends to the right.

Monthly awareness campaign

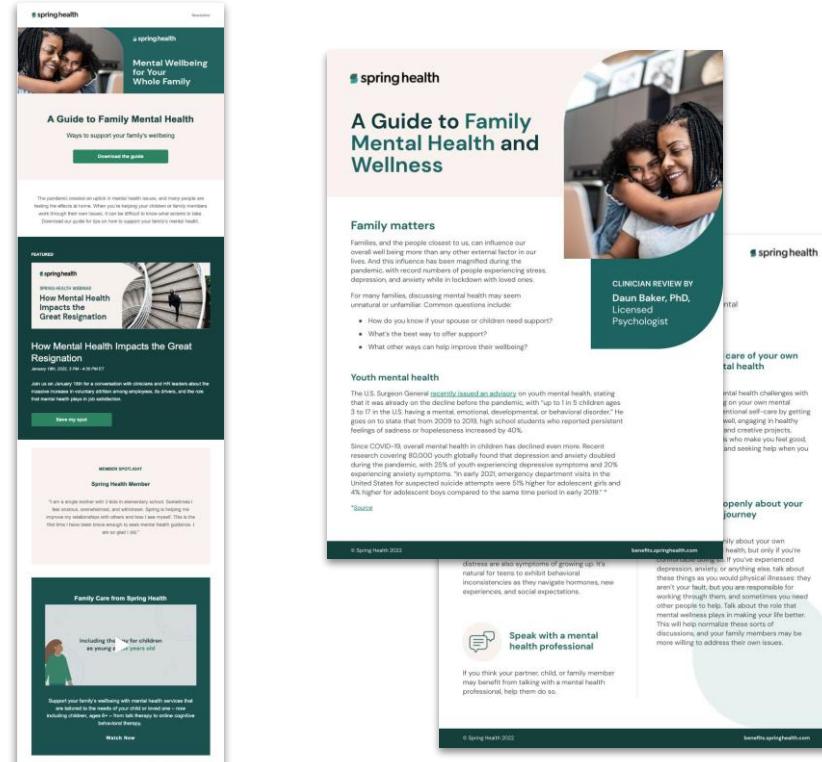
Distributed by Spring Health

2022 Member Content Calendar

Sent to employees on a monthly basis, surrounding key themes and topics, from: marketinginfo@hello.springhealth.com

- Campaigns Include:
 - Webinar
 - Messaging Templates
 - Digital Banners
 - Member Guides
 - Campaign Email
- Example Topics
 - Supporting LGBTQI+ mental health
 - Back to school — supporting parents and students
 - Suicide Awareness & Intervention
 - Substance Abuse Prevention

Example: January 2022, Family Wellbeing



Email
Automated from Spring
Health each month

Digital Guide
Messaging templates, digital
banners and member guides
distributed to HR leaders on a
monthly basis

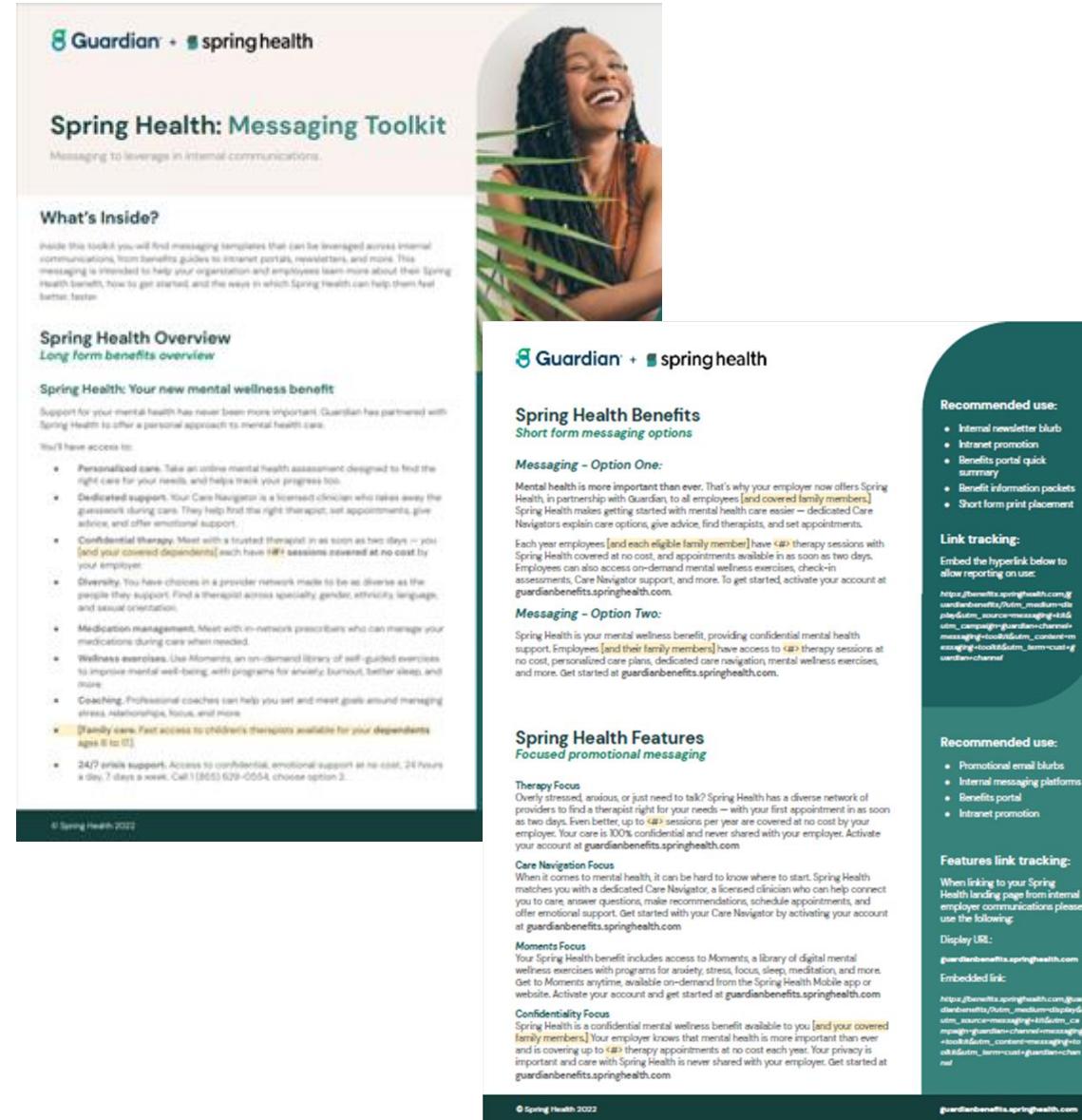
Messaging

Leverage these messaging templates across internal communications. This messaging is indented to help your organization and employees learn more about their Spring Health benefit.

We are pleased to provide you with access to messaging you can customize with your organization's plan details.

[Download the long form benefits overview messaging here.](#)

[Download the short form and focused promotional messaging here.](#)



Guardian + springhealth

Spring Health: Messaging Toolkit

Messaging to leverage in internal communications

What's Inside?

Inside this toolkit you will find messaging templates that can be leveraged across internal communications, from landing guides to internet portals, newsletters, and more. This messaging is intended to help your organization and employees learn more about their Spring Health benefit, how to get started, and the ways in which Spring Health can help them feel better, faster.

Spring Health Overview

[Long form benefits overview](#)

Spring Health: Your new mental wellness benefit

Support for your mental health has never been more important. Guardian has partnered with Spring Health to offer a personal approach to mental health care.

You'll have access to:

- Personalized care. Take an online mental health assessment designed to find the right care for your needs, and help track your progress too.
- Dedicated support. Your Care Navigator is a licensed clinician who roles away the guesswork during care. They help find the right therapist, set appointments, give advice, and offer emotional support.
- Confidential therapy. Meet with a trusted therapist in as soon as two days — you [and your covered dependents] each have 10 free sessions covered at no cost by your employer.
- Diversity. You have choices in a provider network made to be as diverse as the people they support. Find a therapist across specialty, gender, ethnicity, language, and sexual orientation.
- Medication management. Meet with in-network prescribers who can manage your medications during care when needed.
- Wellness exercises. Use Moments, an on-demand library of self-guided exercises to improve mental well-being, with programs for anxiety, burnout, better sleep, and more.
- Coaching. Professional coaches can help you set and meet goals around managing stress, relationships, focus, and more.
- [Family care. Fast access to children's therapists available for your dependents ages 8 to 17.]**
- 24/7 crisis support. Access to confidential, emotional support at no cost, 24 hours a day, 7 days a week. Call 1(866) 629-0554, choose option 2.

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Spring Health Benefits

[Short form messaging options](#)

Messaging – Option One:

Mental health is more important than ever. That's why your employer now offers Spring Health, in partnership with Guardian, to all employees [and covered family members]. Spring Health makes getting started with mental health care easier — dedicated Care Navigators explain care options, give advice, find therapists, and set appointments. Each year, employees [and each eligible family member] have 140 therapy sessions with Spring Health, covered at no cost, and appointments available in as soon as two days. Employees can also access on-demand mental wellness exercises, check-in assessments, Care Navigator support, and more. To get started, activate your account at [guardianbenefits.springhealth.com](#).

Messaging – Option Two:

Spring Health is your mental wellness benefit, providing confidential mental health support. Employees [and their family members] have access to 140 therapy sessions at no cost, personalized care plans, dedicated care navigation, mental wellness exercises, and more. Get started at [guardianbenefits.springhealth.com](#).

Spring Health Features

[Focused promotional messaging](#)

Therapy Focus

Overly stressed, anxious, or just need to talk? Spring Health has a diverse network of providers for therapy, right for you. Book your first appointment in as soon as two days. Even better, up to 140 sessions per year are covered at no cost by your employer. Your care is 100% confidential and never shared with your employer. Activate your account at [guardianbenefits.springhealth.com](#).

Care Navigation Focus

When it comes to mental health, it can be hard to know where to start. Spring Health matches you with a dedicated Care Navigator, a licensed clinician who can help connect you to care, answer questions, make recommendations, schedule appointments, and offer emotional support. Get started with your Care Navigator by activating your account at [guardianbenefits.springhealth.com](#).

Moments Focus

Your Spring Health benefit includes access to Moments, a library of digital mental wellness exercises with programs for anxiety, stress, focus, sleep, meditation, and more. Get to Moments anytime, available on-demand from the Spring Health Mobile app or website. Activate your account and get started at [guardianbenefits.springhealth.com](#).

Confidentiality Focus

Spring Health is a confidential mental wellness benefit available to you [and your covered family members]. Your employer knows that mental health is more important than ever and is covered up to 140 therapy appointments at no cost each year. Your privacy is important and care with Spring Health is never shared with your employer. Get started at [guardianbenefits.springhealth.com](#).

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Recommended use:

- Internal newsletter blurb
- Intranet promotion
- Benefits portal quick summary
- Benefit information packets
- Short form print placement

Link tracking:

Embed the hyperlink below to allow reporting on use:

https://www.guardianbenefits.springhealth.com/guardianbenefits/short_form_messaging/short_form_campaign-guardian-channel-messaging-quickstart.html_content=marketing+content+short+form+guardian+channel

Recommended use:

- Promotional email blurb
- Internal messaging platforms
- Benefits portal
- Intranet promotion

Features link tracking:

When linking to your Spring Health landing page from internal employer communications please use the following:

Display URL:

[guardianbenefits.springhealth.com](https://www.guardianbenefits.springhealth.com)

Embedded link:

https://www.guardianbenefits.springhealth.com/guardianbenefits/short_form_messaging/short_form_campaign-guardian-channel-messaging-quickstart.html_content=marketing+content+short+form+guardian+channel

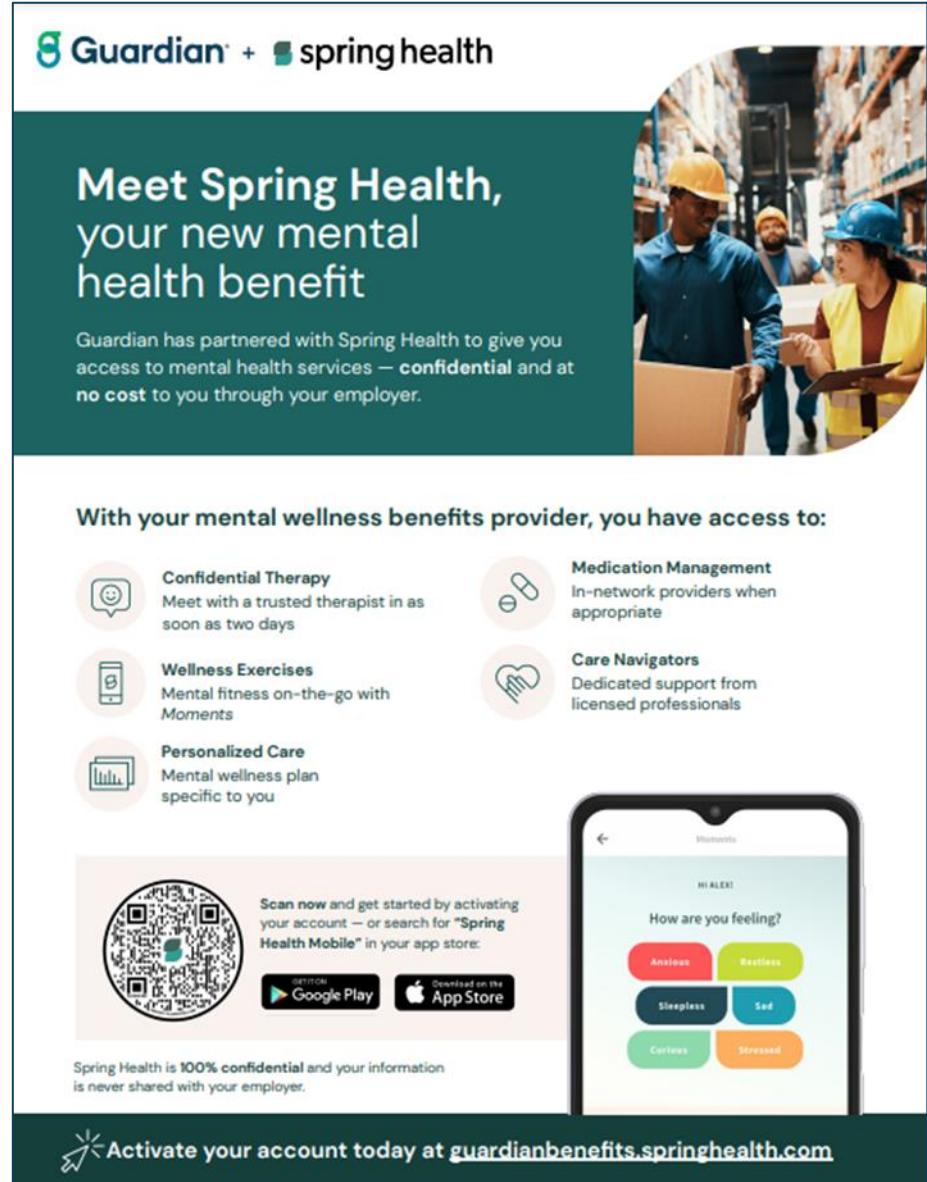
guardianbenefits.springhealth.com

Spring Health Overview

Messaging you can leverage for your internal communications

This messaging is intended to help your organization and employees learn more about their Spring Health benefit, how to get started, and the ways in which Spring Health can help them feel better, faster.

[Download the Overview Flyer here.](#)

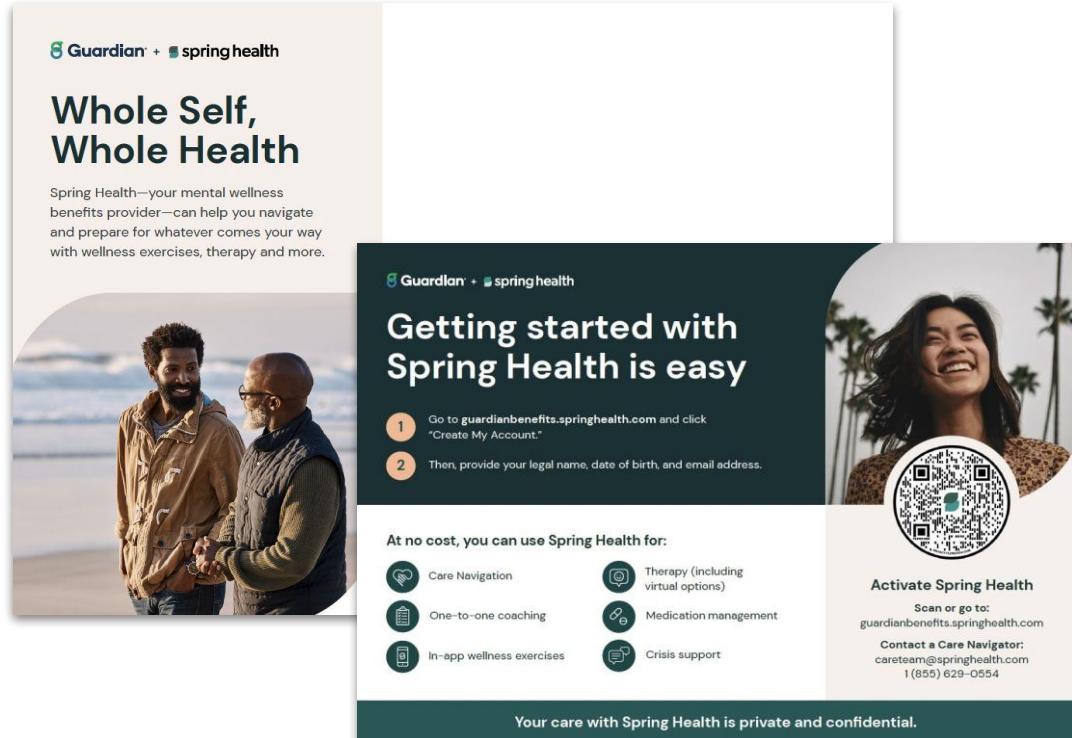


The image shows the front page of the Spring Health Overview Flyer. At the top, the logos for Guardian and spring health are displayed. The main title is "Meet Spring Health, your new mental health benefit". Below the title, a subtext states: "Guardian has partnered with Spring Health to give you access to mental health services — confidential and at **no cost** to you through your employer." To the right of the text is a circular photo of three warehouse workers in hard hats and safety vests. Below the title, a section titled "With your mental wellness benefits provider, you have access to:" lists five services with corresponding icons: "Confidential Therapy" (speech bubble), "Medication Management" (pill), "Wellness Exercises" (phone), "Care Navigators" (hand holding heart), and "Personalized Care" (bar chart). At the bottom left, there is a QR code with the text "Scan now and get started by activating your account — or search for "Spring Health Mobile" in your app store." Below the QR code, a note says "Spring Health is 100% confidential and your information is never shared with your employer." At the bottom right, a smartphone screen shows a "How are you feeling?" quiz with options: Anxious, Restless, Sleepless, Tired, Calm, and Stressed. A call-to-action at the bottom reads "Activate your account today at guardianbenefits.springhealth.com".

Postcard

Print this postcard and send to employee homes to drive activation on the Spring Health platform.

[Download the postcard here.](#)



Frequently Asked Questions

Messaging you can leverage for your internal communications

This messaging is intended to help your organization and employees learn more about their Spring Health benefit, how to get started, and the ways in which Spring Health can help them feel better, faster.

We are pleased to provide you with access to messaging you can customize with your organization's plan details.

[Download the FAQ here.](#)



Guardian® + spring health

Frequently Asked Questions

Expanded benefits messaging

Is Spring Health confidential?
Yes. Using Spring Health is confidential and your information is not shared with your employer.

How can I get started with Spring Health?
Go to guardianbenefits.springhealth.com to create your account. Then, take a quick online assessment that helps Spring Health understand your needs to help you find the right care options for you.

Spring Health is available on desktop and mobile via the "Spring Health Mobile" app from the App Store or Google Play.

How much does Spring Health cost?
As an employee, you [and your covered family members] each have access to **10** covered therapy sessions every year, at no cost to you. You also have unlimited access to your Spring Health Care Navigator, who is there to provide support and assist you throughout your journey, at no additional cost to you.

What is a Care Navigator and how can they help me?
Spring Health Care Navigators are licensed, masters-level educated mental health professionals. Your Care Navigator is your personal guide to discuss your assessment results, walk you through your care options, or provide support for stressful situations and your everyday mental health needs. They can help you find and book an appointment with a Spring Health provider for therapy. If you are hesitant about seeing a provider, sometimes it helps to just check in with your Care Navigator periodically — that's what they are here for. You can reach the Spring Health Care Navigation team at 1 (855) 629-0554, Monday-Friday 8am-8pm ET.

Recommended use:

- Spring Health overview for your internal benefits portal.
- Long-form content for Open Enrollment guides.
- New Hire benefits guides

Overview link tracking:
When linking to your Spring Health landing page from internal employer communications please use the following:

Display URL:
guardianbenefits.springhealth.com

Embedded link:
https://benefits.springhealth.com/guardianbenefits/?utm_medium=display&utm_source=messaging-kit&utm_campaign=guardian+channel+messag...+toolkit&utm_content=messaging+to+olkit&utm_term=custom+guardian+chan...

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guardianbenefits.springhealth.com

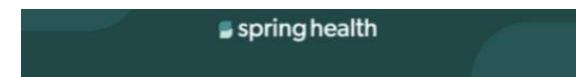
Claim integration

Claimants will be made aware of their Spring Health benefits through communication pieces sent by Spring Health or Guardian, depending on the product.

Short Term Disability claimants who submit their claims telephonically will be reminded about Spring Health and asked to authorize data sharing for a Spring Health outreach; if authorization is provided, claimants will receive targeted messaging from Spring Health based on their claim diagnosis.

If a claimant declines to authorize the outreach, there is no impact to their Spring Health benefit. The claimant will not receive an outreach letter; however, they can still access Spring Health directly. A claimant's decision regarding data sharing with Spring Health will have no impact on the adjudication of the disability claim.

Leave of Absence, Life, and Supplemental Health claimants, along with Disability claimants who submit their claim on paper, will receive a Spring Health flyer from Guardian with their claim packages. For Leave/FML and Supplemental Health, Guardian will mail out a flyer to approved claimants with their claims correspondence. For Life, Guardian will mail out a flyer to Employee claimants only. Beneficiaries and/or dependents will not be contacted.



We're here to support you and your family.

Hi {{firstName}},

Having a baby is stressful—with sleep deprivation, new responsibilities, and lack of time for yourself, it's perfectly normal for moms to feel overwhelmed.

Spring Health—your mental health benefit provided by your employer through Guardian—is here to support you in this new chapter. With your Spring Health benefits, you can access therapy, a personal Care Navigator, and more.

Your team at Spring Health is standing by to help address a number of areas, including:

- Concerns about postpartum mood changes
- Feelings of anxiety
- Difficulty sleeping
- Concerns about returning to work

Whether you'd like resources that can help you navigate motherhood, or simply want someone to talk to, your Spring Health benefits can help you feel better, faster.

If you haven't already, activate your benefit here

You're receiving this email as a result of your request to learn more about the Spring Health mental wellness benefits offered through your employer, in partnership with Guardian.



Email
Automated from Spring Health each week
for STD claims processed by Guardian
during the previous week.



Spring Health is here to support you.

It's perfectly normal to feel stressed and overwhelmed when coping with a life-changing situation. Support for your mental health has never been more important.

Spring Health, your mental wellness benefit provider, is here to support you during these difficult times. With Spring Health, you can access online tools to help with stress, talk to a Care Navigator to help you figure out what fits your needs, or get an appointment with a Therapist.

Whether you're dealing with important support systems, whether it is family, friends, religious figures, professionals, and/or community groups, please know that Spring Health stands by if you need us. Your team at Spring Health is with a number of areas including:

- Feelings of anxiety
- Difficulty sleeping
- Feelings of shock or guilt

Whether you'd like resources that can help you navigate difficult times, or simply want someone to talk to, your Spring Health benefits can help you feel better.

You're receiving this information because you recently submitted a claim to Guardian and have opted to make your mental and wellness benefits provided by Spring Health available to you. Your employer has chosen to offer Spring Health to its employees.

Mental and wellness offerings from Spring Health are provided by Spring Care Inc., a wholly-owned subsidiary of Spring Health. Spring Care Inc. is based in New York, NY 10036. Spring Care Inc. is a licensed professional health care provider. Spring Health is not a licensed professional health care provider. Spring Health is not a licensed professional health care provider. Spring Health may not be offered through insurance carriers (states: CO, DE, HI, MD, PR, RI, VA, WA, WI).

For more information, please call 1-855-629-0554.

Your care with Spring Health is private and confidential.

Whether you need resources to help you navigate life's challenges or someone to talk to, Spring Health can help you feel better faster, with access to:



Claimant Flyer
Spring Health flyer from Guardian
included in their claim packages.



Feel Better, Faster with Spring Health.

Support for your mental health becomes even more important when your body and mind are rebounding from the unexpected. Spring Health—your mental wellness benefit provider—gives you the tools to live healthier and happier on your road to recovery.

Whether you need resources to help you navigate life's challenges or someone to talk to, Spring Health can help you feel better faster, with access to:



Your care with Spring Health is private and confidential.



Plan Implementation & Administration

Security & Whitelisting

To ensure Spring Health communications reach your organization properly, we highly recommend working with your IT team to whitelist the IP addresses and domains listed below. This will help make sure your teams are getting the support they need, when they need it most.

IP Address	Domain	Purpose
n/a	springhealth.com	Root domain for Spring Health
69.72.36.128 (Iterable)	info.springhealth.com	Launch and reminder transactional emails (6 of 32): Appointment reminders, check-in notifications, etc.
69.72.35.185 (Mailgun)	mg.springhealth.com	Other transactional emails (26 of 32): Appointment reminders, confirmations, etc. *rest of transactional emails being migrated to Iterable by Q1 2022
69.72.36.129 (Iterable) 192.92.97.0/24 (AC) 52.128.40.0/21 (AC)	hello.springhealth.com	Member and product marketing communications: Monthly Awareness Campaign (MAC), Care Support Team notifications, customer newsletters, product updates, etc.
n/a	links.springhealth.com	Tracking domain: Spring Health tracking domain redirect for all email links

Spring Health works best on the following browsers: Chrome, FireFox, and Safari. It is not compatible with Internet Explorer.

Eligibility

Spring Health eligibility and census specifications

File Requirements

- Planholders will need to submit **a standalone eligibility file** to Guardian for the Spring Health benefit, separate and distinct from any other file(s) that are submitting for Guardian products.
- The Spring Health file must be formatted according to Spring Health's specifications and will include the **full population of eligible employees**, regardless of whether they selected Guardian products.
- After validating data, **Guardian will pass the data** securely to Spring Health.
- Eligibility is based on the last file received. **An employee will become active on the Spring Health platform as soon as the employee is added to the file feed**; the employee can then access services immediately.
- If a Planholder requires a benefits waiting period, **the planholder needs to manage on the waiting period** their end and refrain from including new hires on the eligibility file until the planholder is ready for the employee to have access to Spring Health.
- Spring Health terms by omission; therefore, **a full file must be sent on a regular basis**. If an employee terminates, Spring Health will remove the employee once the employee no longer appears on the eligibility file.

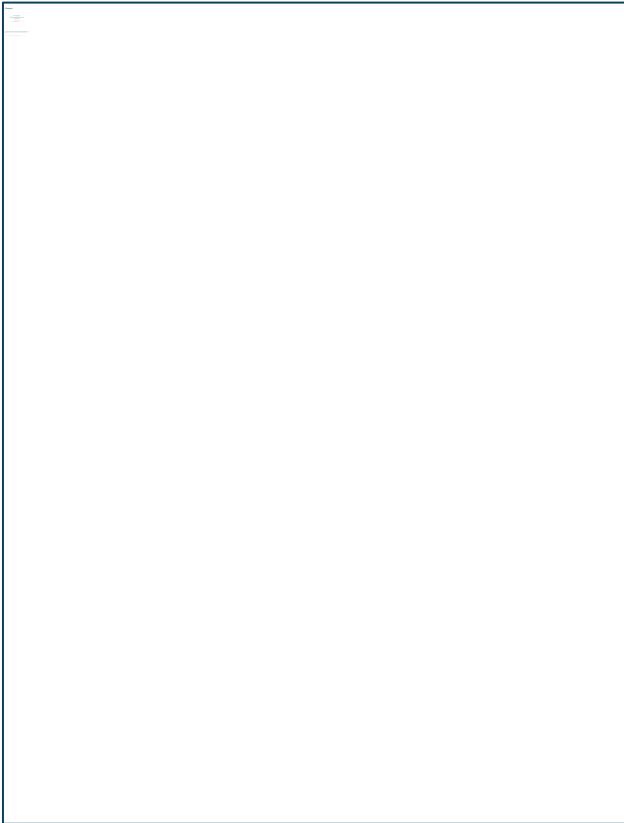
File specifics

- The **first production ready file** submission should occur no later than the 15th of the month prior to the effective date.
- After the first file, files should be submitted **once a month**, at a minimum, and Guardian must receive the file no later than 10 days prior to month end.
- Data Field Notes:
 - **Dependent information** should be included if available and included in the plan purchased.
 - To ensure robust employee engagement of the Spring Health offering, we highly recommend including an **email address**, if possible. While not required, the email address is critical for driving engagement via employee-specific communications (link back to the comms section).
 - **Division codes** should be provided, if applicable
- If you have questions about your file feed during the implementation process, please contact your implementation resource.

If you have questions after implementation is complete, please call Guardian's Group Client Administration department, Monday - Friday between 8 a.m. and 5:00 p.m. EST. To be connected with an EDI Team representative directly, dial 800-433-5982 and immediately enter 1 then enter extension 7311. You may also contact us via email at Test_EDI@glic.com. Please allow 1-2 business days for an email response.

Eligibility (continued)

User Guide and Technical Requirements documents



Electronic Data Interchange

Guardian

Technical Requirements for Guardian Managed File Transfer (MFT)

Please complete this questionnaire and email to: EDI_Implementation@glic.com

If you have any questions regarding the connection, please email: MFTAdmin@glic.com

You will be notified when production files will be accepted.

Guardian's MFT information

- The transfer protocol supported at Guardian is SFTP with Key Authentication.
- Guardian's MFT server is transmissions.glic.com

Please list the following information for your MFT connection:

- Company/Planholder Name:
- Group Number:
- Business contact(s):
Name: _____ Phone: _____ Email: _____
- Technical contact(s):
Name: _____ Phone: _____ Email: _____
- 24/7 Support Team(s):
Name: _____ Phone: _____ Email: _____
- Provide your public SSH key.
Note: If key authentication is not possible we will supply a password.
- Provide the IP address from which you will connect to Guardian's server.
If more than one, list all. (This is generally the outbound proxy server or firewall.)
- Do you have an existing MFT connection with Guardian? If yes, please provide your log in ID and IP Address(es).
- Is there a specific file naming convention required by you? Guardian suggests a naming convention of:
PlanName_8DigitGuardianPlan#, Date, Time.txt

The Guardian Life Insurance Company of America
New York, NY
guardiananytime.com

EDI Technical Requirements for Guardian MFT Service_Updated.

Billing



Spring Health product eligibility is separate and distinct from other Guardian coverages. An employee will become active on the Spring Health platform as soon as the employee is added to the file feed; the employee can then access services immediately. If a Planholder requires a benefits waiting period, the planholder needs to manage on the waiting period their end and refrain from including new hires on the eligibility file until the planholder is ready for the employee to have access to Spring Health.

Spring Health bills are not pro-rated; Guardian will bill for the total headcount on the file received just prior to the production of that month's bill. If no new eligibility data is submitted, Guardian will use the headcount from the last submitted file.

List Bill

Billed amounts will include applicable lives for the month multiplied by the plan \$PEPM. See explanation of billing calculation for further detail.

Self-administered Bill

Guardian will provide a self-administered template that includes the Spring Health benefit. You should submit as part of the self-administration process (refer to *Guide to Self-Administration* for further detail).

Please note: the Spring Health portion of your self-administered template cannot be submitted through Guardian Anytime. Please email the Spring Health portion of your statement to guardianmaintenance_billing@glic.com with the subject line "Company Name - Spring Health Statement". You can also print the Spring Health portion and mail it with your payment submission.

Billing Statement

For Period 03/01/22 to 03/31/22
Statement Date: 03/02/22

Payment Summary

Payment Received 01/28/22

No Outstanding Balance As Of 3/2/22	0.00	Miscellaneous Adjustments
Current Premium		For an explanation see Notices section
Group Discount		
Miscellaneous Adjustment	0.00	
Spring Health Fee		
Total Payment Due 3/01/22		

Approval:

"Planholder use only"

Summary of Activity this Period

Planholder Reference

Group ID: 00
Division ID: 0000
RHO:
RGO:
A/R:

Questions?

Log on to www.GuardianAnytime.com

Check or make changes to members' eligibility, view and pay bills and more.

Log on or register in two minutes at www.GuardianAnytime.com

00999999 - GROUP NAME

The Guardian Life Insurance Company of America, New York, NY 10004

Current Premium Due Date:

BENEFIT	Current Premium:				Retro	Totals
	LIVES	VOLUME	RATE	PREMIUM		
Spring Health				\$0.00		\$0.00
Dental - Employee				\$0.00		\$0.00
Dental - Employee+Spouse				\$0.00		\$0.00
Dental - Employee+Child(ren)				\$0.00		\$0.00
Dental - Full Family				\$0.00		\$0.00
Vision - Employee				\$0.00		\$0.00
Vision - Employee+Spouse				\$0.00		\$0.00
Vision - Employee+Child(ren)				\$0.00		\$0.00
Vision - Full Family				\$0.00		\$0.00
Member Basic Life				\$0.00		\$0.00
Dependent Basic Life (per employee)				\$0.00		\$0.00
Dependent Basic Life (per volume)				\$0.00		\$0.00
Member Voluntary Life			(Age Banded)	\$0.00		\$0.00
Spouse Voluntary Life			(Age Banded)	\$0.00		\$0.00
Child Voluntary Life				\$0.00		\$0.00
Member Basic AD&D				\$0.00		\$0.00
Member Voluntary AD&D				\$0.00		\$0.00
Spouse Voluntary AD&D				\$0.00		\$0.00
Child Voluntary AD&D				\$0.00		\$0.00
Short Term Disability				\$0.00		\$0.00
Short Term Disability, Administrative Services				\$0.00		\$0.00



Questions?

A thick, orange, hand-drawn style brushstroke underline positioned below the word 'Questions?'.