



Guardian Anytime portal enhancements for brokers

Guardian's online solution for benefits administration, enrollment, and employee education continues to evolve to make the process easier to access the information you need to service your clients. While the functionality is always evolving to meet your needs, here are the areas you can access:

Manage Guardian benefits

- View Group contact information, class/benefit summary, & pending transactions
- Request plan changes

Forms & materials

- Forms, certificate booklets, & policy riders
- Renewal packages, summary of benefits, confirmation of benefits (COB), & payroll deduction statements
- Enrollment (ePOD) & marketing materials
- View order status

The following functions are only available to planholder role:

- Short term disability authorization cards

Billing

- View billing overview & estimated bill
- View, download & print billing statements
- View, email, or print payment history

The following functions are only available to planholder role:

- Change billing option & make a payment

Reports

- 5500 reports
- Disability reports

Members

- View & update member information
- Enroll a new member
- Update multiple members
- View pending transactions & evidence of insurability status
- Download 6-month evidence of insurability status report



You also can view transaction logs and access our Enrollment Mapping Management Application (EMMA) for new business and add issue.

We encourage you to register today!

Already registered? You can add an additional role to your existing user ID. [Click here](#) for details on how to do this. Contact your Guardian Representative for more information.

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