Submitting documentation through Guardian anytime website
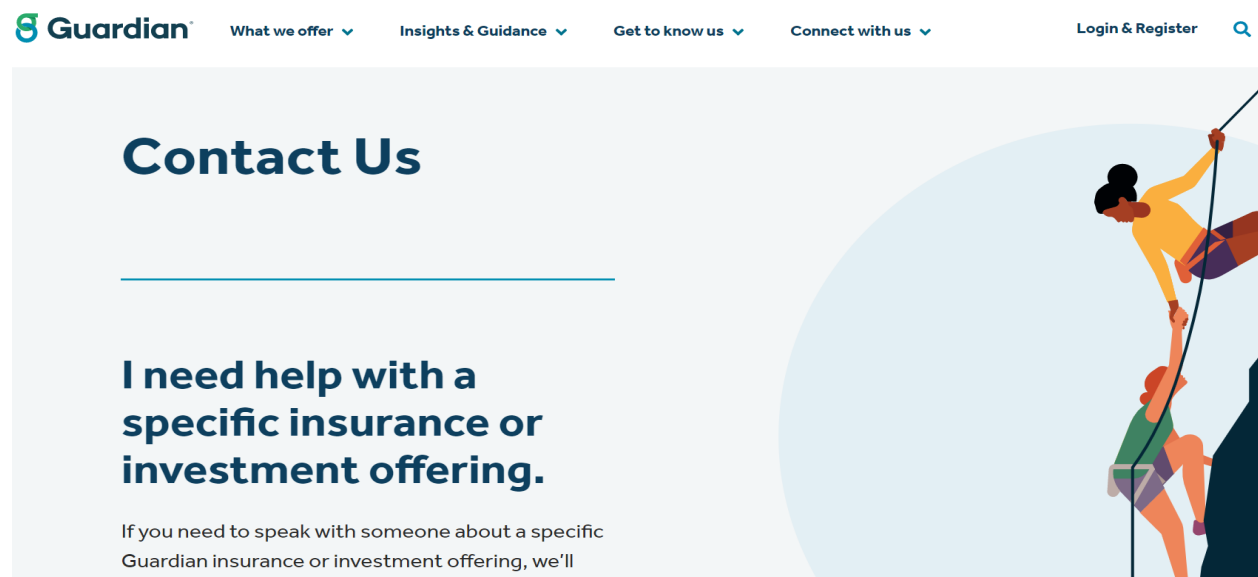
Go to web browser and type the below:

https://www.guardianlife.com/

click on **Connect with us**
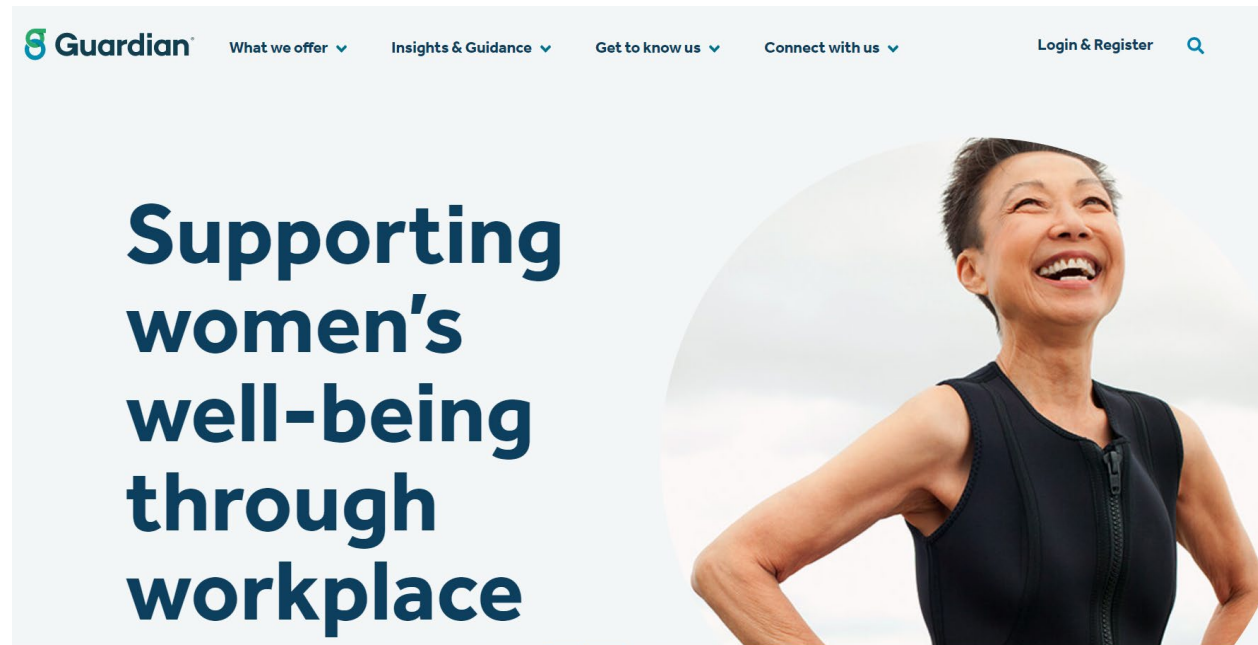
Several options will appear click on **contact us**

Scroll all the way down to **Secure Channel** Click on **Secure Channel**

click **Member/Dependent/Beneficiary**

Add the plan group id of 528683 and click on Next

guardiananytime.com/gapublic/GASecureMailWeb/secureEmail.process

8 Guardian® Guardian Anytime

Group ID

Enter your Group ID number whenever you are ready.

528683

Back   Next

Select <u>short term disability or long term disability</u> depending on your situation of what you are trying to send for your type of disability claim

guardiananytime.com/gapublic/GASecureMailWeb/secureEmailGroupValidation.process

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Please select appropriate benefit:

Dental	Critical Illness	Vision
Accident	Group Term Life & AD&D	Long Term Disability
Cancer	Group Permanent Life	Hospital Indemnity
Short Term Disability	New York Paid Family Leave	State Mandated Disability
Massachusetts Paid Family Leave	Paid Medical Leave	Connecticut Paid Family Leave

This screen will appear next.

Guardian **Guardian Anytime**

You selected Member/Dependent/Beneficiary   [Change]

Please select benefit your inquiry is regarding: [Short Term Disability ▾]

For immediate assistance with inquiries please contact our Customer Response Unit at:
1-800-268-2525

There is a wealth of information available within our secure website. From benefit details; claims status; submit a short term disability claim and more.
Go to www.guardiananytime.com to register and login!

You may also submit a new claim, claim correspondence or other document(s):

Group plan number/Group ID *	00528683
First Name: *	
Last Name: *	
E-mail Address: *	
Member ID: ❓	
Claim Number(if available):	
Document(s) attached are in reference to:*	○ Claim (new, additional info for claim already submitted, etc.)
	○ Other (new enrollment, evidence of insurability, benefit change, etc.)
File to be Uploaded:	[Choose File] No file chosen
File to be Uploaded:	[Choose File] No file chosen
File to be Uploaded:	[Choose File] No file chosen
	[Add additional attachments]

[Cancel]   [Submit]

Complete this form to submit any documents that you wish to add to your disability case profile.

The * in red indicate that this fields are required.

There is no Member ID.

Add your claim number that Guardian has provided. This is to have your documents that you are submitting added to your appropriate case.

You can add more than three attachment documents you wish to submit.

For The document(s) attached are in reference to: select CLAIM (new, additional info for claim already submitted, etc.)

I recommend that you take a picture of this image before submitting for recordkeeping. You can use the snip & sketch tool to also save an image and can then add it to a word document for recordkeeping.

Once you submit, a thank you for submitting page will appear. Add the date of when you submit the documents for your records.

Guardian counts their processing time two days after submitting any documentation which is the date of when Guardian adds your documents to your case profile.

March 9, 2022