

Accessing your Guardian Ancillary plans



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Overview

If you're enrolled in Guardian Dental and/or Vision benefits, you'll receive an email notification when your ID card is ready to access online.

- Sender: Guardianbenefits@employeebenefits.guardianlife.com
- Subject Line: [Your Name], Your Guardian Dental ID card is ready

Your Guardian Dental ID card is ready

Download now and save to your digital wallet.

Hi Rebecca,

Thank you for choosing Guardian for your dental insurance needs.

Your digital ID card is readily accessible. Just verify your identity and you will have access to your ID card in seconds.

You can download and print your ID card or save it to your digital wallet, so you'll always have it handy when needed.

[Download Now →](#)

For your security, this link will expire in 90 days.

Follow the steps below to register, view, print, or order your ID card through the [Guardian Anytime portal](#).

Life, STD and LTD ID Card

Guardian does not provide ID cards for Life, Short-Term Disability (STD), or Long-Term Disability (LTD) benefits.

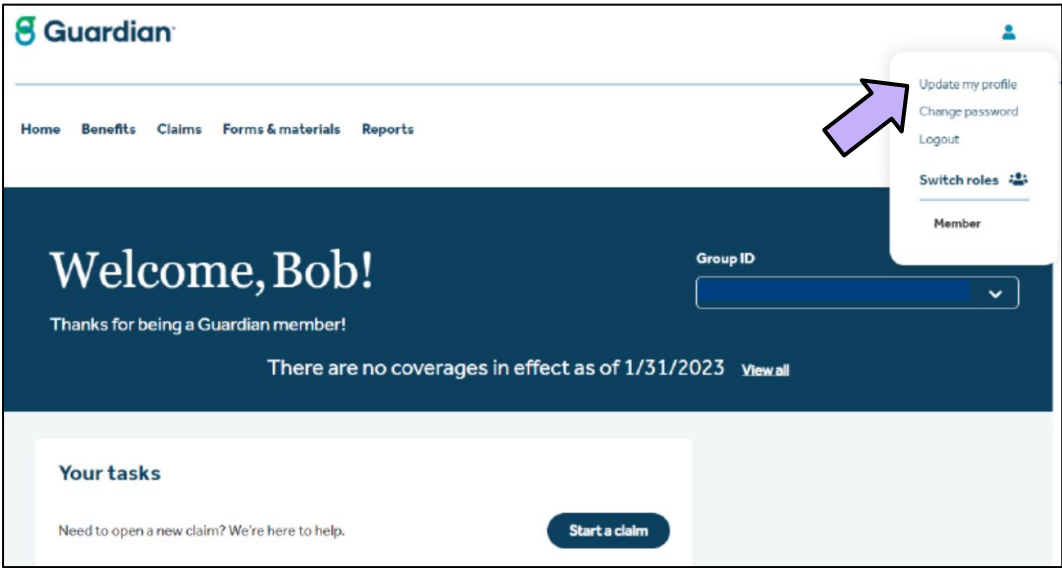
You can access and manage your coverage details through the Guardian Anytime portal.

Accessing your online account

Step 1

Log in to the Guardian Anytime Portal

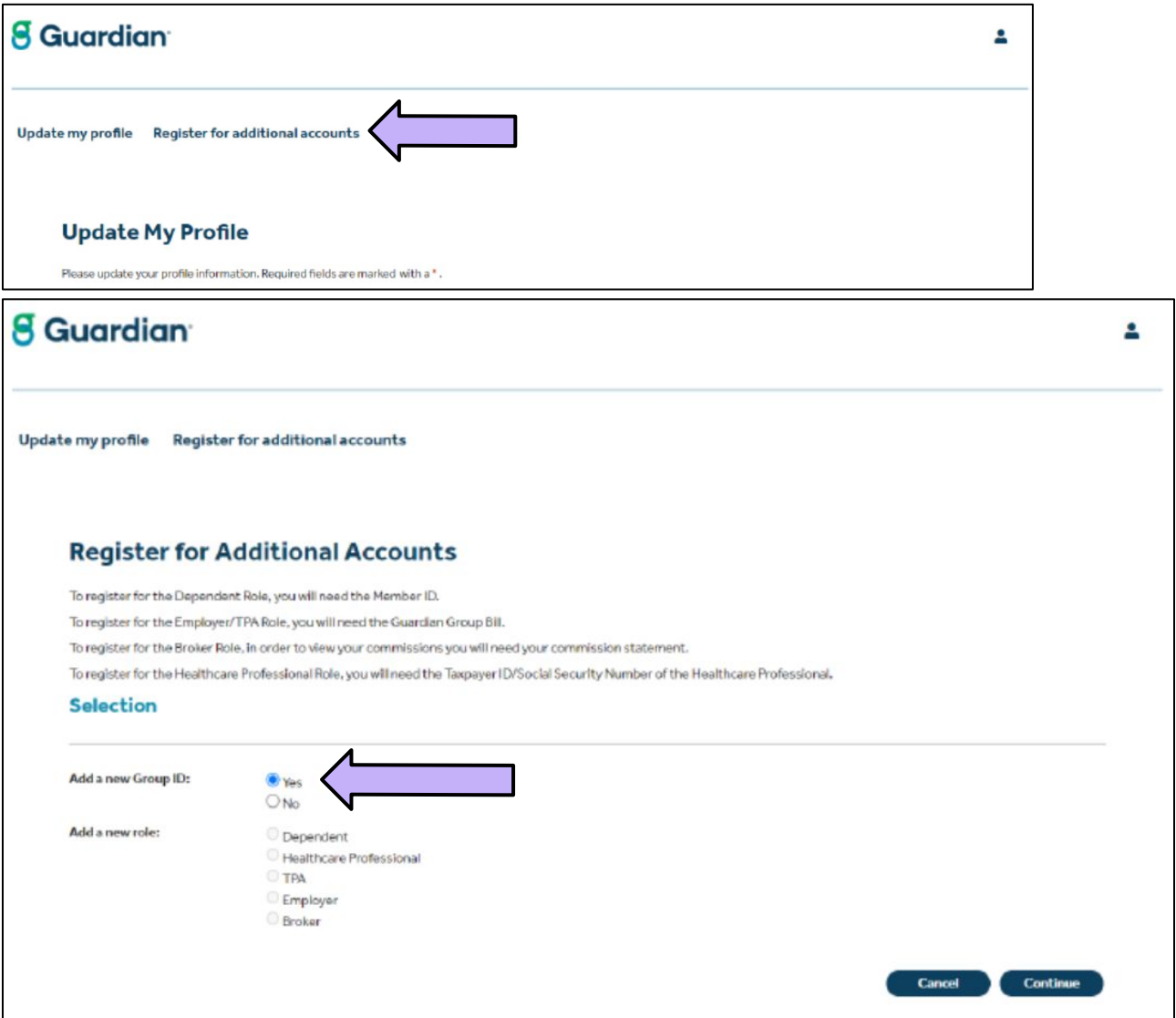
- Go to [Guardian Anytime Portal](#)
- Log in with current user ID
- Click the profile icon in the upper right corner.
- From the dropdown menu, select *Update My Profile*.



Step 2

Begin the Registration for Additional Accounts

- Select *Register for additional accounts*
- Scroll to the *Add a New Group ID* section.
- Select *Yes*, then click *Continue*.



Accessing your online account

Step 3

Register a New Group ID

- You'll be directed to the *Register For Additional Accounts* page
- Enter the new Group ID provided to you.
- Select *No* for Marketplace question
- Enter your Member ID or SSN (whichever was used when account was initially created)
- Click *Continue* at the bottom of the page.

Step 4

Complete Registration and Re-Login

- After successful submission, you'll see a Thank You confirmation page.
- Log out of your account.
- Log back in—you should now see both Group IDs associated with your profile.

Accessing your online account

Step 5

Find Your ID Card

- After you've logged back in, in the Group ID search bar you should see both groups IDs
- Select the new group ID you just added
- Go to **Forms & Materials** from the main menu.
- Click **Obtain Forms and Materials**, then select **ID Cards**.



Step 6

View, Print, or Order Your ID Card

- To View/Print: Click **View/Print** next to your card.
- To Order a Card:
 - Check the Order box (if available).
 - Confirm or update the shipping address.
 - Click Add to Order, then Place Order.

Note: Physical cards arrive in 7–10 business days via USPS.

