

**This is a temporary card to use for the first 30 days of your plan.**  
After 30 days log into [GuardianAnytime.com](http://GuardianAnytime.com) to register and obtain your permanent card or log into [VSP.com](http://VSP.com) to get an overview of your plan benefits and check claim status.



### Step 1: Determine if you or your provider should call the Employee Benefits Hotline.

- Do you need help completing enrollment forms?
- Do you need to make a vision appointment within 30 days after the plan's effective date? *(If so, it's suggested you contact the hotline at least 72 hours prior to your visit so you can ensure your vision provider has your coverage information. Coverage begins on your plan's effective date.)*

### Step 2: Prepare yourself and/or your provider to call the Employee Benefits Hotline with the following information *(Please note: Benefits cannot be verified via the Interactive Voice Response system or via our Guardian Anytime Website):*

- Name of the company you work for: Prairie Central CUSD 8
- Your company's plan number: 508080
- Be prepared to provide the vision plan you selected if your group offers more than one option.
  - When inquiring about your Vision benefit, all calls from you or your provider must be directed to Guardian and not our Vision vendor.
- Do not enter your social security number as this will result in longer service times.
- Call 72 hours prior to your office visit to verify your vision coverage.

### Step 3: Call 888-600-1600 to get answers! *(Please note hours of operation below)*

- Press #1 if you are an employee or dependent, Press #2 if you are a provider
- At the next prompt: Press #1 if your questions relate to Dental Benefits  
Press #0 for all other questions
- If asked, enter your 6 digit plan number, which is. 508080

## Employee Benefits Hotline

Benefit specialists are available to answer questions as you sign up for your Guardian benefits.

### TOLL-FREE PHONE

**1-888-600-1600**  
Monday – Friday

8:00 a.m. - 8:30 p.m. EST  
7:00 a.m. - 7:30 p.m. CST  
6:00 a.m. - 6:30 p.m. MST  
5:00 a.m. - 5:30 p.m. PST



**IMPORTANT NOTE:** The Employee Benefits Hotline provides pre-enrollment support in over 50 languages! Once you are enrolled in a plan, you will receive additional information and new toll-free phone numbers. If you are looking for a vision provider who participates in your plan, go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com)



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