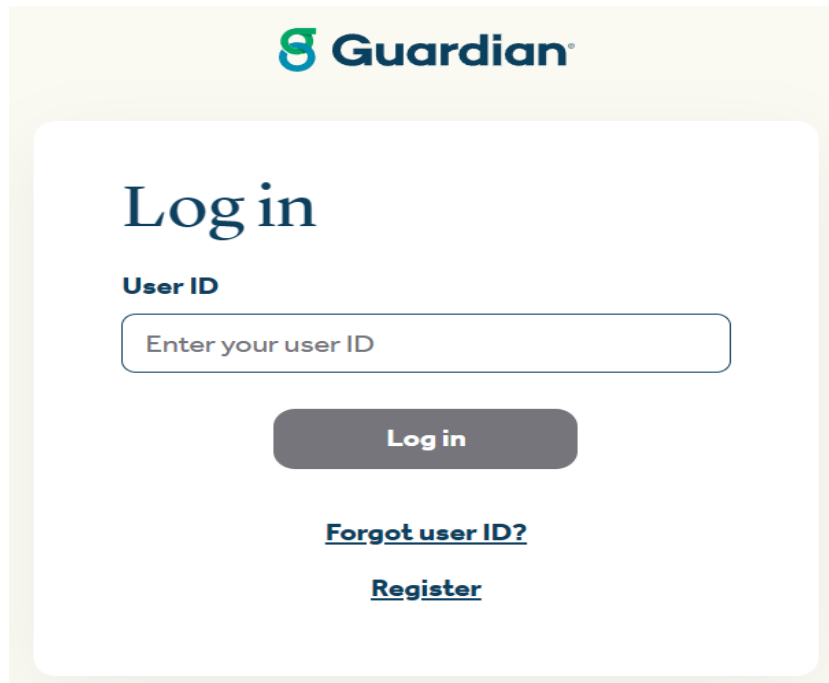


- ▶ Log in to <https://login.guardianlife.com/>
Enter your Username, then Password, and click **Login**.



The screenshot shows the Guardian login page. At the top is the Guardian logo. Below it is the heading "Log in". Underneath is the label "User ID" followed by a text input field containing the placeholder text "Enter your user ID". Below the input field is a dark grey "Log in" button. At the bottom of the form are two links: "[Forgot user ID?](#)" and "[Register](#)".

- ▶ Select "**Client Billing,**" then select "**Group Search.**"

ent group info Client eligibility Client billing Reports Claims status

[Group search](#)

Current bill

View billing statements

View payment history

Impending cancellations

- ▶ Search for your client by entering the “**Group ID**” or typing a few letters of the client’s name under “**Company Name**,” then click **Search**.

Client Billing

Company Search

i Searching for a company with a future effective date? Search by group ID.
Please Note: If you don't know your group ID on current implementation, please contact your onboarder. If having issues with an active group, please contact customer service at 1-800-627-4200.

Group ID

Division ID (Optional)

→

OR

Company Name

→

Type at least four characters

Search

- ▶ Select “**Client Billing**,” then select “**Overview**.”

 Guardian

Home Commissions Forms & materials Client group info Client eligibility **Client billing** Reports

Overview

View billing statements

View payment history

Impending cancellations

- ▶ Once the Payment Summary page appears, select “**Download Bill**.”

Welcome to your billing overview. Choose a common action:

[Print my bill](#)

[Advance notice of change](#)

[Billing details](#)

[Payment history](#)

- ▶ Once the Payment Summary page appears, select “**Download Itemized Excel of Bill**.”

Current statement details

[← Return to billing overview](#) [Print page](#)

Billing statement for 03/01/2026

 [Print PDF of bill](#)

 **[Download itemized Excel of bill](#)**

- ▶ Once the Download Billing Statement report appears, change the File Type to **"Comma Delimited File (CSV)"** and check **"Select All"** for fields.
- ▶ Verify all settings below, then click **Continue**.

Download current billing statement

To download your billing statement, follow the steps below. Select formats, download the whole bill in detail or select specific sections to isolate. Save your preferences for future reference. Remember, if you save preferences, it will be for the currently displayed Group ID and Division ID. Each group needs to save their own preferences. Thank you.

Select the file format Excel Comma delimited file (CSV)

Select default and selection columns you would like to view in the download of the billing statement. Once selected, they will display on the right column.

To add an item from the left to the exportable list on the right column, just select the toggle to be in the "on" state. To change the order, just hover over a selection and use the up and down arrows to click and move the item up or down - or just drag and drop to adjust the order of what's first.

Select all

Member Name

Member Id

Exportable list in order hierarchy

- Member Name
- Member Id
- Premium Type

- ▶ Set the format to **"Row,"** sort by **"Member Name"** and **"Member ID"** (both Ascending), then download the report and upload it to Coverage Wizard.

Choose format for spouse and children coverage

Row Column

Select up to three sort options

Sort by

Member Name

Ascending Descending

Member Id

Ascending Descending

-Select-

Ascending Descending

Save these settings as preferences

[Return to billing overview](#)

[Download data export](#)