



## Employee Benefits Hotline

Get answers to your Guardian benefits questions.

Have questions about the Guardian benefits offered to you at work? Take a minute and call the Employee Benefits Hotline where you can get the answers you need as you enroll for your benefits.

### The Employee Benefits Hotline can:

- Verify if you are eligible for the benefits being offered by your employer.
- Explain each benefit and the various options available to you during enrollment.
- Provide support as you enroll for your Guardian benefits.

### Employee Benefits Hotline

**1-888-600-1600**

Benefit Specialists are available 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

### Have the following information handy when calling:

- Name of your employer **Santa Clara University**
- Your employer's 6 digit plan number **056564**

### Instructions on how to respond to prompts when calling:

- To begin, please tell me if you are an Employee, Healthcare Provider, Employer, Broker: **"EMPLOYEE"**
- Are you calling regarding Dental: **"YES"**
- Are you calling for assistance with enrolling in your plan: **"NO"**
- Ok, before I connect you with a representative, please say or enter the group or plan identification number: **"056564"**

Once you make your benefit selection, and your plan is effective, you may receive additional information on your benefits from your plan sponsor and/or Guardian.