

Guardian - Quick Reference Guide

It's easy to administer your Guardian benefits plans on their website www.GuardianAnytime.com, over secure e-mail or by phone. We are there for you no matter what your needs are.

Employees can access helpful information online! Members can view information about their benefits, submit an Evidence of Insurability application or short-term disability claim, check the status of a claim, find a provider or access Guardian Anytime mobile...and much more!

Customer Response Unit: 800-627-4200 Prefer to talk to someone over the phone? Guardian's knowledgeable, experienced Customer Response Unit representatives can assist you with questions about your plans, Guardian Anytime (including a walkthrough of our website) and more. Call us Monday – Friday from 7:00 a.m. – 8:30 p.m. EST/4:00 a.m. – 5:30 p.m. PST.

Guardian's secure e-mail If you wish to e-mail your question or request, you can do so through the secure-email channel on www.GuardianAnytime.com.

Texas Life - Quick Reference Guide

You can administer your policy on their website www.texaslife.com. Policyholders can make payments, update beneficiary's and change addresses by logging in to your account.

Do you need to talk to someone at Texas Life? Do you have a question about your policy? Your concerns are our concerns, and we would welcome the opportunity to talk to you.

Please use the general directory below to reach the department with whom you need to speak. If you don't know the name of the department that can provide the information you need, please dial the number below, then press "0" for the operator.

Customer Service: 800-283-9233 If you'd like to talk to a customer service representative, [please call](#) between 7:00 a.m. and 6:00 p.m. Central Time Monday through Friday.

Department	Extension	Fax
Claims	ext. 6813	254.745.6325
Policy Holder	ext. 6814	254.745.6393
Policy Holder (<i>Spanish</i>)	ext. 6892	254.745.6393

CarLyn Office

Claims or policy assistance for both Guardian and Texas Life: **254-420-4500** Someone is available Monday – Friday from 8:00 am – 5:00 pm CST. You can also email claims@carlyngroup.com.