

Important College Tuition Benefit® Registration Notice

PLEASE READ

When submitting eligible employees for registration, please be sure **ALL** fields are completed. If dependent information is available, they can also be registered by entering their information on the row(s) immediately below the member information.

Example of Census [*Census is the preferred method of enrollment as this ensures all employees receive the benefit you are providing to them*]

Below is an example of a completed census template. Please note all fields are mandatory except for 'Employee Address 2'. If any of the named fields below are left blank, the employee **will not** be registered for College Tuition Benefit through the census upload.

Company Name: ABC Company

Guardian Group #: ***** (This number can be found on your Guardian dental card)

Employee Last Name	Employee First Name	Relationship ¹	Date of Birth	Employee Address 1	Employee Address 2	Employee City	Employee State	Employee Zip	Employee Email ²
Frey	Beth	M	12/28/1967	150 E. Swedesford Road		Wayne	PA	19087	beth@abc.com
Frey	Jessica	D	04/06/2014	150 E. Swedesford Road		Wayne	PA	19087	beth@abc.com
Smith	John	M	05/05/1955	762 Oak Lane		Ardmore	PA	19221	jsmith@abc.com
Johnson	Mike	M	10/12/1949	123 Lane Road		Etters	PA	17989	mike@gmail.com

¹Relationship Fields: **M**=Member, **D**=Daughter, **S**=Son

²Dependent email address can be that of the Member or left blank. **Email address is required for Member.**

Example of Self Registration [*While census is the preferred method of enrollment, employees can also self-register online. If you elect to have employees self-register, please email all employees the program information and registration instructions. Rewards are earned over time, so the sooner that your employees complete registration, the more rewards the employee will earn for his or her family*]

To self register, employees can go to: <http://Guardian.CollegeTuitionBenefit.com>

Click on **Register Now** the right side of the page

Group ID #: ***** (This number can be found on your Guardian dental card)

Password: Guardian