

Dear Administrator:

Please take note of this update and important reminder:

Employee-Paid Disability Form Using eSignatures

Effective the week of December 12, 2022, employees whose groups offer employee-paid disability can complete, sign, and submit the form required to enroll in or terminate this benefit online by following these steps:

- Log in to MyCPG Accounts.
- Navigate to the *Personal Information* screen.
- Select the *Enrollment or Termination Form - Employee Paid STD and LTD*.
- Follow the instructions to complete, sign, and submit the form.

Once submitted by the employee, administrators will receive an email with instructions for adding their electronic signature and submitting the form.

Employee Terminations Reminder

For future-dated terminations, employees will begin to receive email notifications and other correspondence on the termination date you specify in My Admin Portal (MAP). Therefore, it is important to inform the employee and (if applicable) the diocese *before* the termination date.

For same-day terminations (submitted on the termination date), notifications and correspondence will be sent to the employee no sooner than 24 hours after the termination is submitted.

Questions? Please contact Client Services at (866) 802-6333, Monday to Friday, 8:30 AM to 8:00 PM ET.

Sincerely,

The Church Pension Group

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