

# Annual Enrollment Resources & Web Portal Navigation



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IBAMS

August 17, 2022





**Group Health Plan Renewal &  
Annual Enrollment Webinar Series**

**Annual  
Enrollment**  


An aerial map of a city street grid with a river or canal winding through it. The map is slightly blurred and serves as a background for the left side of the slide.

# Roadmap for Today



-  Group Health Plan Renewal & Annual Enrollment Timeline
  -  Group Plan Selection
  -  Annual Enrollment Administration
  -  Reports & Annual Enrollment Resources
- Reflections, Questions, and Discussions

# 2023 Health Plan Renewal & Annual Enrollment Timeline

## Annual Enrollment

January to July

- Plan array process
- Pricing
- Renewals
- Renewal supporting materials
- Member communications

August to September

- Health Plan Renewals Release Date: 08/25
- Group Plan Renewals: 08/25–9/30
- System preparation
- Member communication mailings

October

- Group Plan Renewals continue to 9/30
- Active AE dates
  - 1st Session: 10/12–11/2
  - 2nd Session: 10/26–11/16
- Post-65 Former Employee dates: 10/17–11/14
- Pre-65 Former Employee dates: 10/26–11/16
- Vendor / member account set-up

December to January

- CPG conducts a quality review of AE transactions
- Member ID card production and mailing

An aerial-style map of a city grid with a blue banner overlay. The map shows a network of streets, with some areas highlighted in green and yellow. A blue river or canal runs along the right side of the map. The banner is a solid blue rectangle with white text.

# Group Plan Selection

# My Admin Portal (MAP)

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# Logging into MAP



[About Us](#) | [Investment Management](#) | [Contact Us](#) | [Jobs](#)

[Sign In / Create Account](#)

## For Clergy and Spouses



Charles Simmons  
Priest-In-Charge

Active Clergy  
Retired Clergy  
Seminarians

## For Lay Employees & Spouses



Mark Miliotto  
Director of Finance

Active Lay Employees  
Retired Lay Employees

## For Administrators



Caren Miles  
Associate for Faith Formation

Administrators,  
Officers & Volunteers

# Logging into MAP, cont.



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- [Home](#)
- [MyCPG](#)
- [Retirement](#)
- [Insurance](#)
- [Learning](#)

## Sign In or Create Account

[Sign In](#) [Create Account](#)

\* Username, Personal Email or Client Number (XXX-XXX-XX)

[Forgot Username?](#)

\* Password  Show typing

[Forgot Password?](#)

[Sign In](#)

Need Help?  
Please contact Client Services (855) 594-2201  
Monday - Friday, 8:30AM - 8:00PM EST

\* Required

## Sign In or Create Account

[Sign In](#) [Create Account](#)

\* Username, Personal Email or Client Number (XXX-XXX-XX)

[Forgot Username?](#)

\* Password

Show typing

[Forgot Password?](#)

[Sign In](#)

Need Help?

Please contact Client Services (855) 594-2201  
Monday - Friday, 8:30AM - 8:00PM EST

\* Required field.

# MAP Dashboard

 CHURCH PENSION GROUP

MAP  

[MAP](#) [People](#) [Benefits Groups and Billing](#) [Institution](#) [Resources](#) [Reports](#)

## MyAdmin Portal

Quick. Convenient. Safe.



Welcome back,  
**Dioceseadmin**  
Signed in as multiple roles (Diocese Administrator, Group Administrator, Institution Administrator)

## My Admin Portal

Quick Actions   Add or Remove  Reorder Actions

<a href="#">View Billing Accounts</a>	<a href="#">View Downloads</a>	<a href="#">View Group Administrators</a>
<a href="#">Update Marital Status</a>	<a href="#">View Relationships</a>	<a href="#">Update Employment</a>
<a href="#">Add an Employee</a>	<a href="#">Terminate Employee</a>	

## Guides & Resources



Employment Events



Life Events

## Latest Updates

- 07/22/2022 [Introducing e-Signatures](#)
- 07/08/2022 [Trends in Ministry 2022 Webinar: Insights into Episcopal Clergy](#)
- 06/30/2022 [Stability Behind the Numbers: 2022 Annual Report](#)
- 06/23/2022 [Get to Know CPG Before GC80](#)

[View More](#)

## Client Services Support

Hours of Operation  
Monday – Friday  
8:30 AM – 8:00 PM  
Administrator Support  
(855) 215-5990

# Group Plan Selection

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# My Admin Portal (MAP)

CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Resources

**MyAdmin Portal**  
Quick. Convenient. Safe.

### My Admin Portal

Quick Actions   Add or Remove

View Billing Accounts	View Downloads	View
Update Marital Status	View Relationships	
Add an Employee	Terminate Employee	

CHURCH PENSION GROUP

MAP People **Benefits Groups and Billing** Institution Resources Reports

**MyAdmin Portal**  
Quick. Convenient. Safe.

## Guides & Resources



Employment Events



Life Events

[View More](#)

### Client Services Support

Hours of Operation  
Monday – Friday  
8:30 AM – 8:00 PM

Administrator Support  
(855) 215-5990

# Benefits Groups and Billing

**CHURCH PENSION GROUP**

MAP People Benefits Groups and Billing Insti

Map / Benefits Group & Billing

## Benefits Groups and Billing

### Quick Actions

- [View Billing Accounts](#)
- [View Downloads](#)
- [View Group Administrators](#)
- [View Plan Selection](#)
- [View Participants](#)
- [View Annual Enrollment](#)

[Reading your Medical Trust bill](#)

[2022 Billing Schedules](#)

## Guides and Resources



# Entering MLPS

The screenshot displays the Church Pension Group website interface. At the top left is the logo with the text "CHURCH PENSION GROUP". To the right of the logo are navigation links: "MAP", "People", "Benefits Groups and Billing", "Institution", and "Res". A search bar is located in the top right corner. A dark blue header bar contains a "Close X" button. A white dialog box is centered on the screen, containing the text "Opening a new tab, would you like to proceed?" and two buttons: "Cancel" and "Continue". An orange arrow points to the "Continue" button. Below the dialog box, the main content area is titled "Benefits Groups and Billing" and includes a "Quick Actions" section with six buttons: "View Billing Accounts", "View Downloads", "View Group Administrators", "View Plan Selection", "View Participants", and "View Annual Enrollment". To the right, there is a "Support and Guidance" section with three links: "Medical Trust bill payment and address information", "Monthly Medical Trust bill reconciliation checklist", and "Reading your Medical Trust bill" (with an external link icon), and "2022 Billing Schedules" (with an external link icon).

CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Res

Close X

Opening a new tab, would you like to proceed?

Cancel Continue

Map / Benefits Group & Billing

## Benefits Groups and Billing

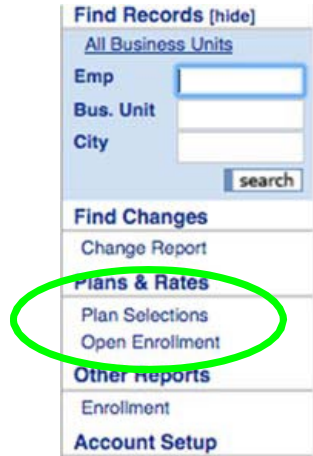
### Quick Actions

- View Billing Accounts
- View Downloads
- View Group Administrators
- View Plan Selection
- View Participants
- View Annual Enrollment

### Support and Guidance

- [Medical Trust bill payment and address information](#)
- [Monthly Medical Trust bill reconciliation checklist](#)
- [Reading your Medical Trust bill](#)
- [2022 Billing Schedules](#)

The left side of the MLPS Welcome Screen offers a menu of options. Click “Plan Selections” under Plan & Rates.



Find Records [hide]  
[All Business Units](#)  
Emp   
Bus. Unit   
City

**Find Changes**  
Change Report

**Plans & Rates**  
Plan Selections  
Open Enrollment

**Other reports**  
Enrollment

**Account Setup**

## Welcome

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You are logged in to MLPS, the online enrollment system of the Church Pension Group Medical Trust.

## Confidentiality

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All data in this system is confidential and should be used only for the purpose intended.  
All accesses are logged and carefully tracked.

## Reference Materials

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-  [Billing Schedule for the Episcopal Church Medical Trust](#)
-  [Annual Enrollment Guidelines for Administrators](#)

# MLPS—Selecting Plans

Option 1 [Click here to download your Plan Selection Sheet](#)

Plan Name	Plan Code	Enroll Total	2021 Rates					2022 Rates					2022 Election	
			Single	Plus Sps	Plus Child	Family	Final % Chg	Single	Plus Sps	Plus Child	Family	Final % Chg	Accept	Decline
Anthem BCBS BlueCard MSP PPO 80	MS11		775	1,515	1,565	2,005	5.8%	775	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard MSP PPO 90	MS10		805	1,515	1,565	2,005	5.8%	805	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 80	MPP3		775	1,515	1,565	2,005	5.8%	775	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 90	MPP2		805	1,515	1,565	2,005	5.8%	805	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard MSP PPO 100	MSG9							595	1,565	1,565	2,005	-4.5%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard MSP PPO 70	MS12							775	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
<b>Anthem BCBS BlueCard PPO 100</b>	MPP1							1,145	2,005	2,005	2,005	-7.1%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 70	MPP4							875	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-15/HSA	MHDG							645	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-20/HSA	MHDE							745	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-40/HSA	MHBR							845	1,515	1,565	2,005	0.0%	<input type="radio"/>	<input type="radio"/>
Basic Dent-50/150	DD50		24	17	25	151	1.0%	24	17	25	151	0.0%	<input type="radio"/>	<input type="radio"/>
Dent&Ortho-25/75	DD25		24	17	25	151	1.0%	24	17	25	151	0.0%	<input type="radio"/>	<input type="radio"/>

[Submit](#)  
[Clear Changes](#)

Plan Documents:

- [2022 Administrator Letter Templates.docx](#)
- [2022 AE Timeline for Administrators.pdf](#)
- [2022 Annual Enrollment Guide.pdf](#)
- [2022 How To Read Your Compass Report.pdf](#)
- [2022 Medical Trust Renewal Letter.pdf](#)
- [2022 Participating Group Agreement.pdf](#)
- [2022 User Consent Agreement.pdf](#)



# Annual Enrollment Administration

# Scenarios (for demonstration)



**Employee Enrollment**  
(Administrator executes enrollment on employee's behalf)



**Employee Enrollment on Member Side**



**Annual Enrollment Reports Navigation**

# Benefits Groups and Billing



 CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Resources

Map / Benefits Group & Billing

## Benefits Groups and Billing

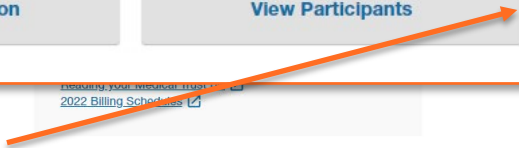
### Quick Actions

- [View Billing Accounts](#)
- [View Downloads](#)
- [View Group Administrators](#)
- [View Plan Selection](#)
- [View Participants](#)
- [View Annual Enrollment](#)

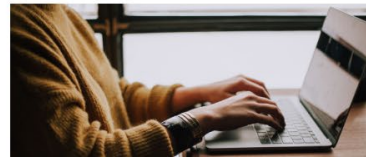
## Benefits Groups and Billing

### Quick Actions

- [View Billing Accounts](#)
- [View Downloads](#)
- [View Group Administrators](#)
- [View Plan Selection](#)
- [View Participants](#)
- [View Annual Enrollment](#)



### Guides and Resources



2022 Billing Schedule 

# Select Benefits Group

CHURCH PENSION GROUP

MAP People Benefits Groups and Billing

MAP / Benefits Group & Billing

## Select a Benefits Group

Search

Diocese of Atlanta

ID	Name
<u>0099</u>	Diocese of Atlanta

MAP / Benefits Group & Billing

## Select a Benefits Group

Search

Diocese of Atlanta

ID	Name
<u>0099</u>	Diocese of Atlanta

# Select Billing Account

**CHURCH PENSION GROUP**

MAP People Benefits Groups and Billing Institution Resources

Group Id: 0067 Diocese of Atlanta [Change Benefit Group](#)

MAP / [Benefits Group & Billing](#) / Billing Accounts

Diocese of Atlanta  
Group Id: 0067  
Client Number: 363-907-14

## Billing Accounts

Click on an account number below to view that institution's account details.

Search by Account Number, Account Name, or City

Paul

Account Number	Account Name	City
<a href="#">0099003922</a>	Epis Ch of St Peter & St Paul	Marietta
.....	St Paul ApartmentInc	Macon
<a href="#">0067004836</a>	St Pauls Church	Macon

## Billing Accounts

Click on an account number below to view that institution's account details.

Search by Account Number, Account Name, or City

Paul

Account Number	Account Name	City	Enrolled Members	Amount Due
<a href="#">0099003922</a>	Epis Ch of St Peter & St Paul	Marietta	20	
	St Paul ApartmentInc	Macon	0	

# Select Participant

Client Number ▾	Name ▾	City ▾	Dependents	Annual Enrollment Status ▾	Annual Enrollment Action ▾
	Windler, Raylene V Jr	Marietta	0		<a href="#">View</a>
	Runolfsson, Myrie	Marietta	0		<a href="#">View</a>
	Purdy, Jacquelyn R	Lexington	0		<a href="#">View</a>
<a href="#">XXX-X39-32</a>	Lesch, Candida Madeleine	Roswell	3		<a href="#">View</a>

## Participants

**Billing Account**  
[St. Mariana Mosciski of Port Reatha](#)  
Address: 5347 Blick Centers, Marietta GA 30062-6400  
Phone:

**Amount Due**  
[Download employee list](#)

### Support and Guidance

- [Help enrolling your employees](#)
- [Help selecting a health plan](#)

Client Number ▾	Name ▾	City ▾	Dependents	Annual Enrollment Status ▾	Annual Enrollment Action ▾
	Windler, Raylene V Jr	Marietta	0		<a href="#">View</a>
	Runolfsson, Myrie	Marietta			<a href="#">View</a>
	Purdy, Jacquelyn R	Lexington	0		<a href="#">View</a>
<a href="#">XXX-X39-32</a>	Lesch, Candida Madeleine	Roswell	3		<a href="#">View</a>
	Legros, Vasillki O	Roswell	0		<a href="#">View</a>

# Personal Information



**Candida Madeleine Lesch**

Client Number: XXX-X39-32

**Personal Information**  
In Progress

**Relationships**  
Not Started

**Coverage**  
Not Started

**Review**  
Not Started

period. You may submit requests before or after the participant has submitted their own, however, once any request has been submitted for the participant, any further requests can be made only by an administrator. The last submission will govern.

- [Purpose of this screen](#)
- [Annual Enrollment Resources](#)

## Personal Information

Please review and update the employee's personal information below to continue the enrollment process.

Salutation \*

The Reverend/Mr. ▾

Legal First Name \*

Candida

Legal Middle Name

Madeline

Legal Last Name \*

Lesch



# Relationships

CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Resources Reports

Billing account: 0067099400 Epsn Ch of St Peter & St Paul [Change billing accounts](#)

**Candida Madeleine Lesch**  
Client Number: XXX-K39-32

Personal Information Completed  Relationships In Progress  Coverage Not Started  Review Not Started

**Administrators:**  
Do not update this information unless you have consulted with the participant first.  
As an administrator, you may submit Annual Enrollment requests on the participant's behalf at any time during the Annual Enrollment period. You may submit requests before or after the participant has submitted their own, however, once any request has been submitted for the participant, any further requests can be made only by an administrator. The last submission will govern.

**Relationships**  
Marital History

Spouse  
Merrill Lesch  
Date of Marriage: 10/18/1997  
[Edit](#)

To update your marital status or your spouse's information, please visit the [Marital Status Section](#).

**Support and Guidance**

- [Purpose of this section](#)
- [Add or update dependents](#)
- [Add or update domestic partners](#)
- [Add or update marital information](#)
- [Definition of relationship types](#)

**Dependents**

Noelia Lesch  
Child  
Date of Birth: XX/XX/1993  
[Edit](#)

Alysa Lesch  
Child  
Date of Birth: XX/XX/1998  
[Edit](#)

[Add Dependent](#)

Previous [Save & Continue to Coverage](#)

## Relationships

### Marital History

#### Spouse

Merrill Lesch

Date of Marriage: 10/18/1997

[Edit](#)

To update your marital status or your spouse's information, please visit the [Marital Status Section](#).

### Dependents

#### Noelia Lesch

Child

Date of Birth: XX/XX/1993

[Edit](#)

#### Alysa Lesch

Child

Date of Birth: XX/XX/1998

[Edit](#)

[Add Dependent](#)

Previous

[Save & Continue to Coverage](#)

# Coverage

**CHURCH PENSION GROUP**

MAP People Benefits Groups and Billing

Billing account: 0067099400 Epls Ch of St. Peter & Paul

**Candida Madeleine Lesch**  
Client Number: XXX-X39-32

Personal Information Completed

**Administrators:**  
Do not update this information unless you have been instructed to do so.  
As an administrator, you may submit Annual Enrollment requests before or after the enrollment period. You may submit requests before or after the period for the participant, any further requests can be made.

**Coverage**  
If you want to make changes to your participants or your plans please select from options below. If you want to stay with your current plan, no changes are required.

**Current Plan**

**Medical Plan**  
Anthem BCBS BlueCard PPO 80  
Single

**Dental Plan**  
Basic Dent-50/150  
Self + 1

## Coverage

If you want to make changes to your participants or your plans please select from options below. If you want to stay with your current plan, no changes are required.

### Current Plan

#### Medical Plan

Anthem BCBS BlueCard PPO 80 ←

Single ←

#### Dental Plan

Basic Dent-50/150 ←

Self + 1 ←

# Coverage, cont.

## Annual Enrollment Options

### Plan Reference Documents

[Annual Enrollment \(AE\) Guide](#)

[Plan Comparison Chart](#)

### Participant Selection

Please select each person to be covered in the plans below. Dependents not selected will not have coverage. Dependent eligibility is based on coverage eligibility as of January 1 of the current year.

⚠ Enrolling an adult child, including a non-dependent disabled child and/or a domestic partner may incur \*imputed income.

\*Contributions made towards benefit premium for domestic partners or children that don't qualify as dependents may count as imputed income, and is taxable.

### Medical Coverage

- Self
- Merrill Lesch  
Spouse Added
- Noelia K Lesch  
Child Added
- Alysa R Lesch  
Child Added

### Dental Coverage

- Self
- Merrill Lesch  
Spouse
- Noelia K Lesch  
Child Added
- Alysa R Lesch  
Child Added

## Medical Coverage

- Self
- Merrill Lesch  
Spouse Added
- Noelia K Lesch  
Child Added
- Alysa R Lesch  
Child Added

## Dental Coverage

- Self
- Merrill Lesch  
Spouse
- Noelia K Lesch  
Child Added
- Alysa R Lesch  
Child Added

# Coverage, cont.

## Plan Selection

Please review the available medical and dental coverage options below. If you wish to make a change use the radio buttons to make your selection.

### Medical Plans

- Anthem BCBS CDHP-45/MSA [Plan Summary](#)
- Anthem BCBS CDHP-25/MSA [Plan Summary](#)
- Anthem BCBS CDHP-15/MSA [Plan Summary](#)
- Kaiser CDHP-25/MSA [Plan Summary](#)
- Kaiser EPO High [Plan Summary](#)
- Kaiser Permanent EPO 90 Plan [Plan Summary](#)
- Anthem BCBS BlueCard PPO 100 [Plan Summary](#)
- Anthem BCBS BlueCard PPO 90 [Plan Summary](#)
- Anthem BCBS BlueCard PPO 80 [Plan Summary](#)
- Anthem BCBS BlueCard PPO 70 [Plan Summary](#)
- Anthem BCBS BlueCard MSP PPO 90 [Plan Summary](#)
- Anthem BCBS BlueCard MSP PPO 80 [Plan Summary](#)
- Anthem BCBS BlueCard MSP PPO 70 [Plan Summary](#)
- Anthem BCBS BlueCard MSP PPO 100 [Plan Summary](#)
- Decline Medical Coverage

## Plan Selection

Please review the available medical and dental coverage options below. If you wish to make a change use the radio buttons to make your selection.

Monthly Premium ⌵

Medical Plans	Single	Self + 1	Family
<input checked="" type="radio"/> Anthem BCBS BlueCard PPO 80 <a href="#">Plan Summary</a>	\$1,036.00 (\$700)	\$1,865.00 (\$700)	\$2,901.00 (\$700)
<input type="radio"/> Anthem BCBS BlueCard PPO 70 <a href="#">Plan Summary</a>	\$944.00 (\$700)	\$1,699.00 (\$700)	\$2,643.00 (\$700)


  


Dental Plans	Single	Self + 1	Family
<input type="radio"/> Dent&Ortho-25/75 <a href="#">Plan Summary</a>	\$72.00 (\$700)	\$130.00 (\$700)	\$202.00 (\$700)
<input checked="" type="radio"/> Basic Dent-50/150 <a href="#">Plan Summary</a>	\$52.00 (\$700)	\$94.00 (\$700)	\$146.00 (\$700)

### Dental Plans

	Single	Self + 1	Family
<input type="radio"/> Dent&Ortho-25/75 <a href="#">Plan Summary</a>	\$72.00 (\$700)	\$130.00 (\$700)	\$202.00 (\$700)
<input checked="" type="radio"/> Basic Dent-50/150 <a href="#">Plan Summary</a>	\$52.00 (\$700)	\$94.00 (\$700)	\$146.00 (\$700)
<input type="radio"/> Preventive Dental <a href="#">Plan Summary</a>	\$41.00 (\$700)	\$74.00 (\$700)	\$115.00 (\$700)
<input type="radio"/> Decline Dental Coverage			

# Coverage, cont.

Summary	
Monthly Cost 	
Medical	\$2,901.00
Dental	\$146.00
<hr/>	
Total	\$3,047.00

Summary	
Monthly Cost 	
Medical	\$2,901.00
Dental	\$146.00
<hr/>	
Total	\$3,047.00

## My Notes

255/255

## Special Requests or Instructions

Notes entered will be reviewed by Client Services.

255/255

[Previous](#)

[Continue to Review](#)

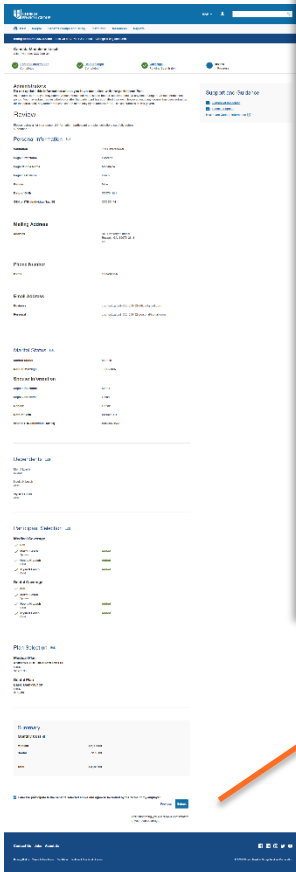
Clicking "Continue to Review" does not submit your coverage. You will have a chance to review all of your information in the next step before submitting.

[Previous](#)

[Continue to Review](#)

Clicking "Continue to Review" does not submit your coverage. You will have a chance to review all of your information in the next step before submitting.

# Review



CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Resources Reports

Billing account: 0067099400 Epis Ch of St Peter & St Paul Change billing accounts

**Candida Madeleine Lesch**  
Client Number: XXX-X39-32

**Personal Information** Completed  **Relationships** Completed  **Coverage** Pending Submission  **Review** In Progress

**Administrators:**  
Do not update this information unless you have consulted with the participant first.  
As an administrator, you may submit Annual Enrollment requests on the participant's behalf at any time during the Annual Enrollment period. You may submit requests before or after the participant has submitted their own, however, once any request has been submitted for the participant, any further requests can be made only by an administrator. The last submission will govern.

**Support and Guidance**  
[Purpose of this screen](#)  
[Submit or update](#)  
[Healthcare Contact Information](#)

**Review**  
Please review all of your personal information, participant and plan selections carefully before submitting.

**Personal Information** [Edit](#)

Salutation

Legal First Name

Legal Middle Name

I elect to participate in the benefits selected above and agree to be bound by the terms of my employer.

[Previous](#)

[Submit](#)

After submitting you will receive confirmation of your plan coverage.

# Confirmation

**CHURCH**  
PENSION GROUP

MAP

MAP People Benefits Groups and Billing Institution Resources Reports

Billing account: 000709400 Type: Ch of St Peter & St Paul Change Billing account

**Candida Madeleine Lesch**  
Client Number: XXX-K39-32

**Administrators:**  
Do not update this information unless you have consulted with the participant first. As an administrator, you may submit Annual Enrollment requests on the participant's behalf at any time during the Annual Enrollment period. You may submit requests before or after the participant has submitted their own, however, once any request has been submitted for the participant, any further requests can be made only by an administrator. The last submission will govern.

**Confirmation**  
Thank you! Your employee's Annual Enrollment selections were received on Sat, Jul 12, 2023, 12:46 AM (US Eastern Time).  
Go to MAP Home  
Please download and save a copy of your employee's benefits summary and enrollment confirmation below.  
[Medical Plan Summary of Benefits and Coverage](#)  
[Enrollment Confirmation](#)  
Health Plan Vendor Links

**Plan Details**

**Medical Coverage**

- ✓ Self
- ✓ Merrill Lesch  
Spouse
- ✓ Noelle K Lesch  
Child
- ✓ Alysa R Lesch  
Child

**Dental Coverage**

- ✓ Self
- ✓ Merrill Lesch  
Spouse
- ✓ Noelle K Lesch  
Child
- ✓ Alysa R Lesch  
Child

**Medical Plan**  
Anthem BCBS BlueCard PPO 80  
Family  
\$2,901

**Dental Plan**  
Basic Dent-50/150  
Family  
\$146

**Medical Plan**  
Anthem BCBS BlueCard PPO 80  
Family  
\$2,901

**Dental Plan**  
Basic Dent-50/150  
Family  
\$146



Create New Form

MAP Home



# MyCPG Accounts for Members

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# Member Annual Enrollment Website



The screenshot shows the Church Pension Group website's sign-in page. At the top, there is a navigation bar with the logo on the left and links for 'About Us', 'Investment Management', 'Contact Us', 'Jobs', and 'Sign In / Create Account'. Below this is a secondary navigation bar with 'MyCPG', 'Retirement', 'Insurance', 'Learning', and 'Administrators'. The main heading is 'Sign In or Create Account'. There are two tabs: 'Sign In' (selected) and 'Create Account'. The sign-in form includes a required field for 'Username, Personal Email or Client Number (XXX-XXX-XX)', a 'Forgot Username?' link, a required field for 'Password' with a 'Show typing' checkbox and a 'Forgot Password?' link, and a green 'Sign In' button. At the bottom left, there is a 'Need Help?' section with contact information for Client Services. At the bottom right, there is a note that an asterisk indicates a required field.

Encourage employees to log into the AE website

Check personal data, even if no intent to change coverage


# MyCPG Accounts – Annual Enrollment Banner

CHURCH PENSION GROUP

MyCPG ▾ 

MyCPG Personal Information Relationships Resources

Quick  
Convenient  
Safe } MyCPG  
Accounts



**Shareholder Engagement in Action: A Conversation with the Coca-Cola® Company**

Shareholder Engagement in Action: A Conversation with the Coca-Cola® Company

[Annual Enrollment Test Link →](#)

### Did You Know?

02/22/2022  
[The Church Pension Group Through the Numbers](#)

02/21/2022  
[Celebrating Black Voices in The Episcopal Church](#)

02/20/2022  
[America Saves Week](#)

02/19/2022  
[Calling all Clergy: Be a Part of the Picture](#)

[View More](#)

## Featured Resources





## **Monitoring Your Group Progress Annual Enrollment Reports**

# Accessing AE Reports

**CHURCH PENSION GROUP**

MAP People Benefits Groups and Billing Institution Resources Reports

Map / Reports-landing-page

## Reports

### Benefits Group Reports

View reports for your Benefits Group(s). If you are responsible for more than one group, on the next screen **select the benefits group** you wish to view.

[View Benefits Group Reports](#)

### Billing Account Reports

View reports for the Billing Account(s) under your Benefits Group authority or responsibility. If you are responsible for more than one billing account, on the next screen **select the billing account** you wish to view.

[View Billing Account Reports](#)

### Institution Reports

View reports for your institution(s). If you are responsible for more than one institution, on the next screen **select the institution** to view.

[View Institution Reports](#)

### Diocesan Reports

View reports for your diocese and institutions under diocesan authority. If you are responsible for more than one diocese, on the next screen **select the benefits group** you wish to view.

[View Diocesan Reports](#)

*Note: Orange arrows in the original image point from the 'View Benefits Group Reports' button to the 'Benefits Group Reports' section of the callout, and from the 'View Billing Account Reports' button to the 'Billing Account Reports' section of the callout.*

## Reports

### Benefits Group Reports

View reports for your Benefits Group(s). If you are responsible for more than one group, on the next screen **select the benefits group** you wish to view.

[View Benefits Group Reports](#)

### Billing Account Reports

View reports for the Billing Account(s) under your Benefits Group authority or responsibility. If you are responsible for more than one billing account, on the next screen **select the billing account** you wish to view.

[View Billing Account Reports](#)

# Assessing AE Reports, cont.

CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Resources Reports

Group Id: 0425 Diocese of Long Island [Change Benefit Gr](#)

[MAP / Benefits Group & Billing / Reports](#)

## Benefits Group Reports

Reports containing information for group health, life, and disability under the Benefits Group's authority or responsibility.

- [Enrollment Change Report](#)
- [Group Health, Life, Disability Enrollment Report](#)
- [Annual Enrollment Report](#)

CHURCH PENSION GROUP

MAP People Benefits Groups and Billing Institution Resources Reports

Billing account: 0114001110 Diocese Of Chicago [Change billing accounts](#)

[MAP / Benefits Group & Billing / Billing Accounts / Reports](#)

**Diocese Of Chicago**  
Account Number:  
Name: Diocese of Chicago  
Group Id:  
Client Number:

Navigate to a Section  
**Reports**

## Billing Accounts Reports

Reports containing information for group health, life, and disability benefit enrollments, if applicable, for the selected billing account.

- [Enrollment Change Report](#)
- [Group Health, Life, Disability Enrollment Report](#)
- [Annual Enrollment Report](#)
- [Download employee list](#)

- [Enrollment Change Report](#)
- [Group Health, Life, Disability Enrollment Report](#)
- [Annual Enrollment Report](#)
- [Download employee list](#)

# AE Reports—DOMO Dashboard

All AE institution and member information is now available on the DOMO Dashboard

The screenshot shows the 'Annual Enrollment Reports' dashboard. It features an 'Instructions' box, four data cards, and a toolbar. An orange arrow points from the 'Export' and 'Expand' icons in the toolbar to the 'Specialized "cards"' label. Another orange arrow points from the 'Export' and 'Expand' icons in the toolbar to the 'Specialized "cards"' label. A third orange arrow points from the 'Export' and 'Expand' icons in the toolbar to the 'Specialized "cards"' label.

Annual Enrollment Reports

Instructions

- Expand a report by clicking its heading or the icon.
- Select desired filters from the filter list displayed on the right side of expanded reports.
- Export/download a report using .
- View reports in either chart or table format. Exported/downloaded reports use chart format.

Grouped by: Billing Account, Particip...  
190 Participants

Billing Account
00XXX - Diocese Of Long Island
004211 - Diocese Of Long Island - Participant Total
00XXX - Diocese Of Long Island

Grouped by: Participation Status  
190 Participants

Participation Status	Billing Account Number
Not Submitted	All Saints Church
	All Saints Church
	All Saints Church
	All Saints Church
	All Saints Church
	All Saints Church
	All Saints Church
	All Saints Church
	Cathedral of the

Grouped by: Billing Account  
190 Participants

Billing Account
00XXX - Diocese Of Long Island
004211 - Diocese Of Long Island Participant Total
00XXX - Diocese Of Long Island

Grouped by: Participation Status, Billi...  
190 Participants

Participation Status	Billing Account
Not Submitted - Participant Total	Count 190 / 190

Export

Expand

Specialized  
"cards"

# AE Reports—Expand a Card

Complete Report

190 Participants

Group ID	Group to View CN	Group to View	Billing Account	Participation Status
00XX	XXX-XXX-XX	Diocese of Long Island	00XXX - Zion Church	Not Submitted
00XX	XXX-XXX-XX	Diocese of Long Island	00XXX - Diocese Of Long Island	Not Submitted
00XX	XXX-XXX-XX	Diocese of Long Island	00XXX - St Marks Church	Not Submitted
00XX	XXX-XXX-XX	Diocese of Long Island	00XXX - Cathedral of the Incarnation	Not Submitted
00XX	XXX-XXX-XX	Diocese of Long Island	00XXX - Diocese Of Long Island	Not Submitted
00XX	XXX-XXX-XX	Diocese of Long Island	00XXX - Diocese Of Long Island	Not Submitted
		Diocese of Long Island	- Diocese Of Long Island	Not Submitted
		Diocese of Long Island	- Grace Church	Not Submitted
		Diocese of Long Island	- All Saints Church	Not Submitted
		Diocese of Long Island	- Trinity St Johns Church	Not Submitted
		Diocese of Long Island	- Grace Church	Not Submitted
		Diocese of Long Island	- All Saints Church	Not Submitted

Group to View: Diocese of Long Island

Coverage Going Away:

- Select All
- N
- Y

Filter by Participation Status:

- Select All
- Not Submitted

Filter by Visit Status:



Export

Filters

# AE Reports—Expanded Card Filtering

You can dynamically filter information

Annual Enrollment Reports

Grouped by: Billing Account, Participation Status

24 Participants

Billing Account	Participation Status	Date	Part
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
<b>- Diocese Of Long Island - Participant Total</b>		<b>Count 4 / 24</b>	
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
<b>- Diocese Of Long Island - Participant Total</b>		<b>Count 3 / 24</b>	
- Grace Church			

Filters

Coverage Going Away:

- Select All
- N
- Y

Filter by Participation Status:

- Select All
- Not Submitted

Filter by Visit Status:

- Select All
- No visit: never logged in

# AE Reports—Export Data

The screenshot displays the 'Annual Enrollment Reports' interface. The main content area shows a table titled '24 Participants' grouped by 'Billing Account' and 'Participation Status'. The table lists various dioceses and their participation counts. A filter panel on the right allows for filtering by 'Coverage Going Away' (N or Y) and 'Participation Status' (Select All or Not Submitted). Below the table, there are several rows of data for different dioceses.

An orange box highlights the 'Export' icon in the top right corner of the report area. An arrow points from this icon to a larger 'Export' icon, which is also highlighted with an orange box. Below this, an orange arrow points to a dropdown menu titled 'Export: Annual Enrollment Administration - Complete Report'. This menu contains four options: CSV, Print, PowerPoint, and Excel, each with its respective icon.

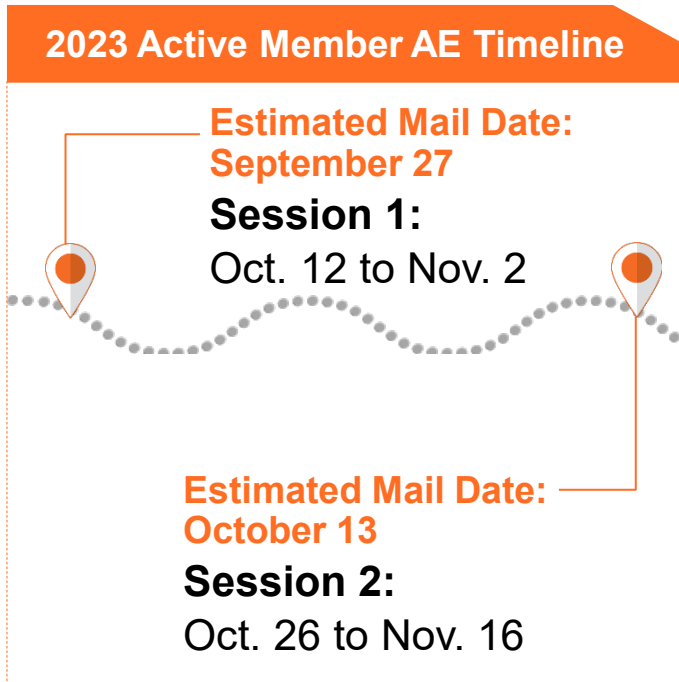
Billing Account	Participation Status	Date	Part
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island - Participant Total	Count 4 / 24		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island	Not Submitted		
- Diocese Of Long Island - Participant Total	Count 3 / 24		
- Grace Church			

A stylized map of a city grid with a river and a green banner. The map features a grid of streets in shades of gray and tan, with a blue river winding through the right side. A prominent green banner is overlaid horizontally across the center of the map.

# Resources

# 2023 Annual Enrollment Planning

## Communicating to your related entities and employees



- **Plans Going Away**
  - The Medical Trust is not discontinuing any plans for 2023
  - Applies only if you elect to no longer offer a plan in 2023 that you offer in 2022
  - Annual Enrollment requires employee action – or else no coverage for 2023
  - MLPS has tools and reports to help you manage membership
- **When Members Change Networks or Plan Types**
  - Resources available to provide information
  - Ensures continuity of care for those in treatment

# Member Administration

- Diocese, Group, and some Institution Administrators can monitor progress and manage changes for participants
  - Member status (Submitted, Not Submitted)
  - Changes to member information
  - Plan changes
  - Plan Comparison Chart available

Annual Enrollment site available through December 31

- Able to update and change member enrollments
- Access to on-line annual enrollment for newer employees

# Annual Enrollment Communication and Member Education Materials



[CPG.org/annualenrollment](https://www.cpg.org/annualenrollment)

CHURCH PENSION GROUP

About Us | Investment Management | Contact Us | Jobs | Sign In / Create Account

Search for subjects, conferences, videos

Change text size: A A A

MyCPG Retirement Insurance Learning Administrators

Active Member Resources  
Retiree Resources

**2023 Annual Enrollment** [Login to Enroll](#)

All of the Annual Enrollment information you need, all in one place.

**What is Annual Enrollment?**  
The Episcopal Church Medical Trust (Medical Trust) holds Annual Enrollment (AE) each fall for its health plan members, providing you with the opportunity to compare your current medical and/or dental plan with other available options - select the plan(s) that will best meet your and/or your family's health and financial needs for the upcoming year, and add or drop covered dependents.

**Why Enroll Each Year?**  
The medical and dental plan choice you make can have important health and financial implications for the upcoming year, so it's important to understand your individual situation and how the available plans meet those needs.

Show employees where to find materials, resources and additional information



I'm an Active Employee

(currently working<sup>2</sup>)

[Get Resources For Me](#)



I'm an Early Retiree

(not eligible for Medicare)

[Get Resources For Me](#)



I'm a Retiree

(eligible for Medicare)

[Get Resources For Me](#)

# Centralized AE Administrator Information



[CPG.org/AEAdmin](https://www.cpg.org/AEAdmin)

The screenshot shows the top navigation bar of the CPG.org website. It includes the Church Pension Group logo, navigation links for 'Investment Management', 'Contact Us', and 'Jobs', and a 'Sign In / Create Account' button. A search bar is located below the navigation. The main content area is titled 'Health Plan Renewal and Annual Enrollment Administrator Central'. Under the heading 'In This Section', there is a list of links: 'News & Updates', '2022 Annual Enrollment Timeline', 'Learning Modules', 'Webinars', and 'Documents & Mailings'. Below this is a 'News & Updates' section with a message: 'Check back for news and updates on 2022 Renewal and Annual Enrollment!'. At the bottom, there is a section for '2022 Renewal and Annual Enrollment Timeline for Administrators' with a calendar icon for August 26 and the text: 'Renewal Selection Release Date. Plan selections are announced to Administrators by email Thursday, August 26, 2021.'

Central location on [CPG.org](https://www.cpg.org)

Health plan renewal and AE information

AE Admin news and updates

Education, documents, and mailings

Calendar key dates and resources

# ≡ Reflections, Questions, and Discussion ≡



# Feedback Survey



# Thank You!

For your participation and feedback.

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# Important Disclosures

This material is provided for informational purposes only and should not be viewed as investment, tax, or other advice. It does not constitute a contract or an offer for any products or services. In the event of a conflict between this material and the official plan documents or insurance policies, any official plan documents or insurance policies will govern. The Church Pension Fund (“CPF”) and its affiliates (collectively, “CPG”) retain the right to amend, terminate, or modify the terms of any benefit plan and/or insurance policy described in this material at any time, for any reason, and, unless otherwise required by applicable law, without notice.

Church Pension Group Services Corporation (“CPGSC”), doing business as The Episcopal Church Medical Trust, maintains a series of health and welfare plans (the “Plans”) for eligible employees (and their eligible dependents) of The Episcopal Church (the “Church”). The Medical Trust serves only eligible Episcopal employers. The Plans that are self-funded are funded by the Episcopal Church Clergy and Employees’ Benefit Trust, a voluntary employees’ beneficiary association within the meaning of section 501(c)(9) of the Internal Revenue Code.

The Plans are church plans within the meaning of section 3(33) of the Employee Retirement Income Security Act of 1974, as amended, and section 414(e) of the Internal Revenue Code. Not all Plans are available in all areas of the United States or outside the United States, and not all Plans are available on both a self-funded and fully insured basis. Additionally, the Plan may be exempt from federal and state laws that may otherwise apply to health insurance arrangements. The Plans do not cover all healthcare expenses, so members should read the official Plan documents carefully to determine which benefits are covered, as well as any applicable exclusions, limitations, and procedures.