EPISCOPAL CHURCH MEDICAL TRUST

Plan Selection for Administrators

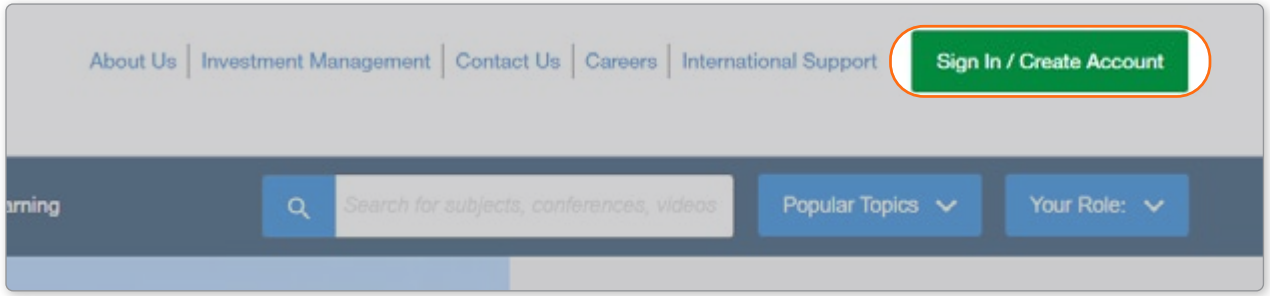
These instructions will guide you through CPG's systems as you make your group plan selections for the coming year.

This task is carried out by the Diocese, Group, and Institution administrators who are responsible for making plan selections for their benefits group(s).

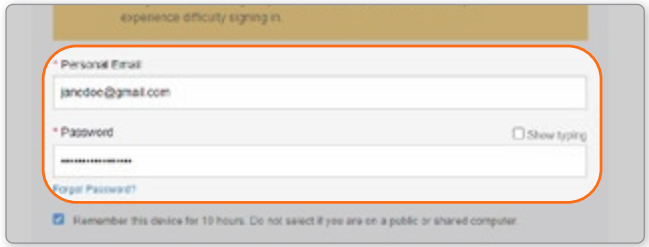
Step One: Log in

1. Go to *cpg.org*

2. Click on "Sign In / Create Account."

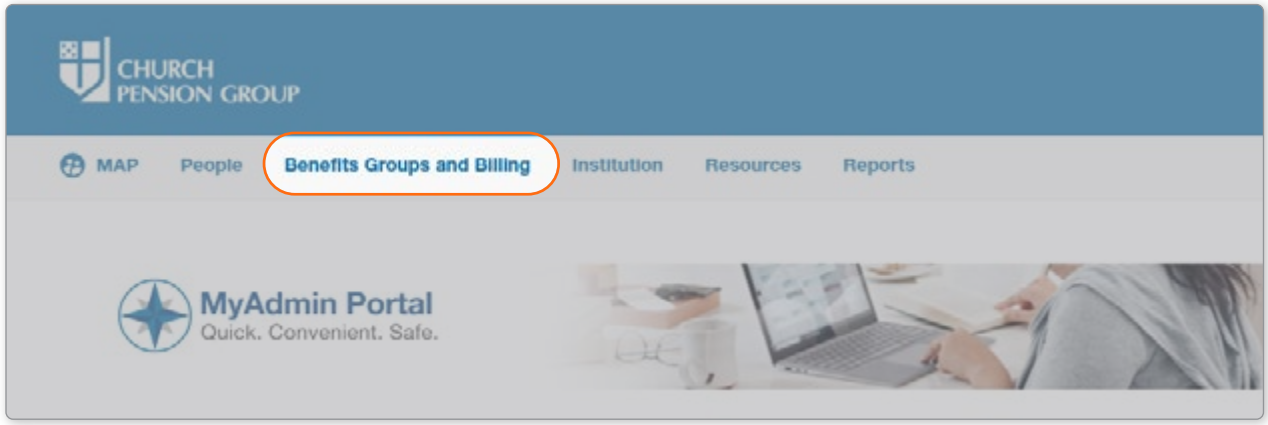


3. Sign in with the email address and password associated with your account. **Note:** Usernames are no longer used for account access.

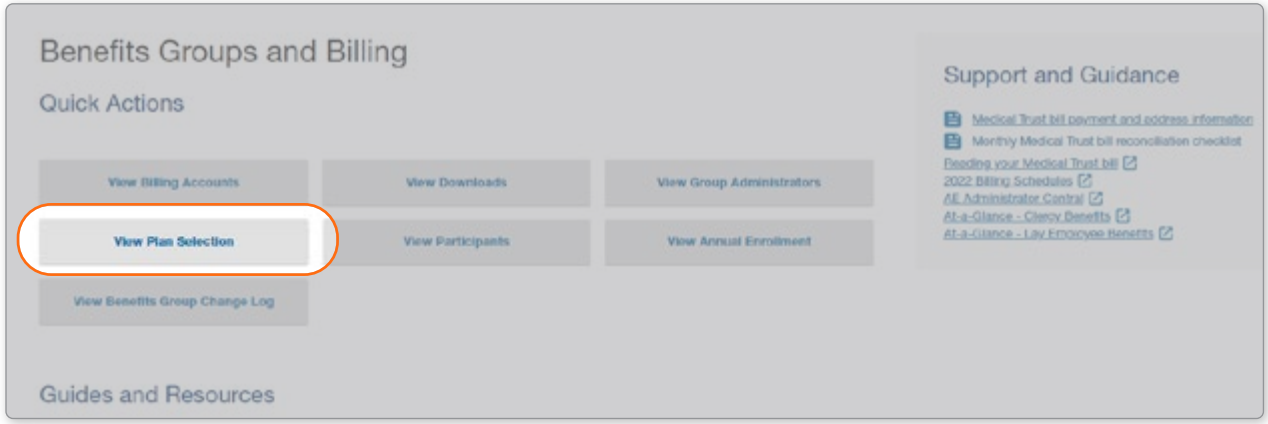


Step Two: My Admin Portal (MAP)

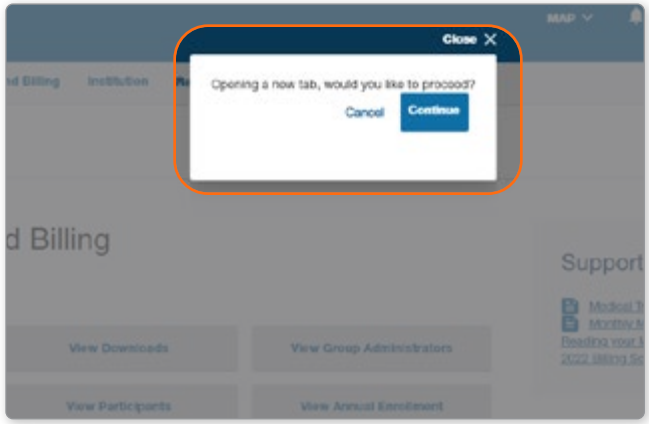
1. From the MAP dashboard, select the “Benefits Groups and Billing” tab.



2. From the “Benefits Groups and Billing” landing page, click on the “View Plan Selections” button.



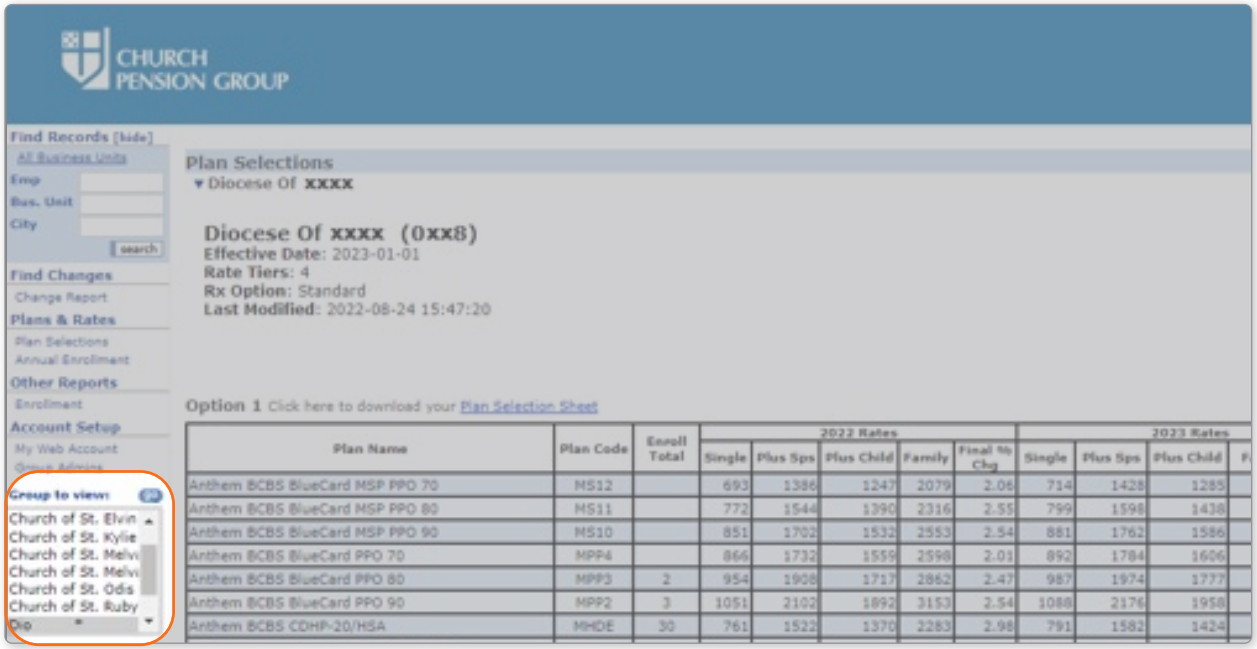
3. A pop-up will ask you to confirm that you want to open a new tab. Click “Continue,” to open the MLPS application in a new window.



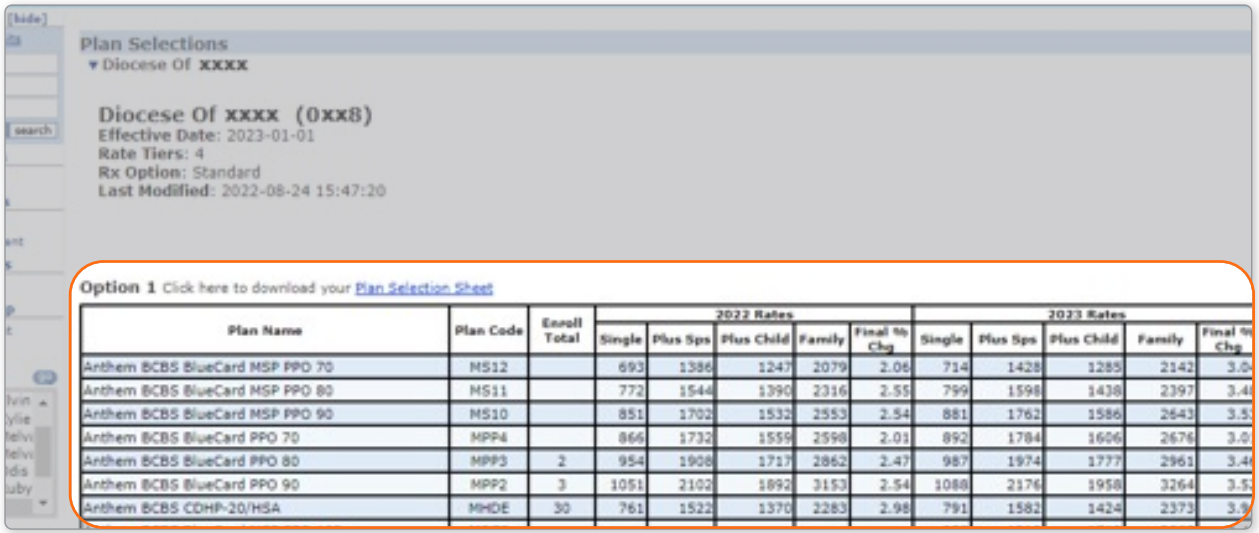
Step Three: Using MLPS for plan selection

1 The left side of the MLPS Plan Selection screen offers a menu of options.

If you are responsible for multiple benefits groups (Association Numbers, or ASSNs), choose the group for which you are making plan selections.



2 Otherwise, the screen will display the medical plans to select for your group.

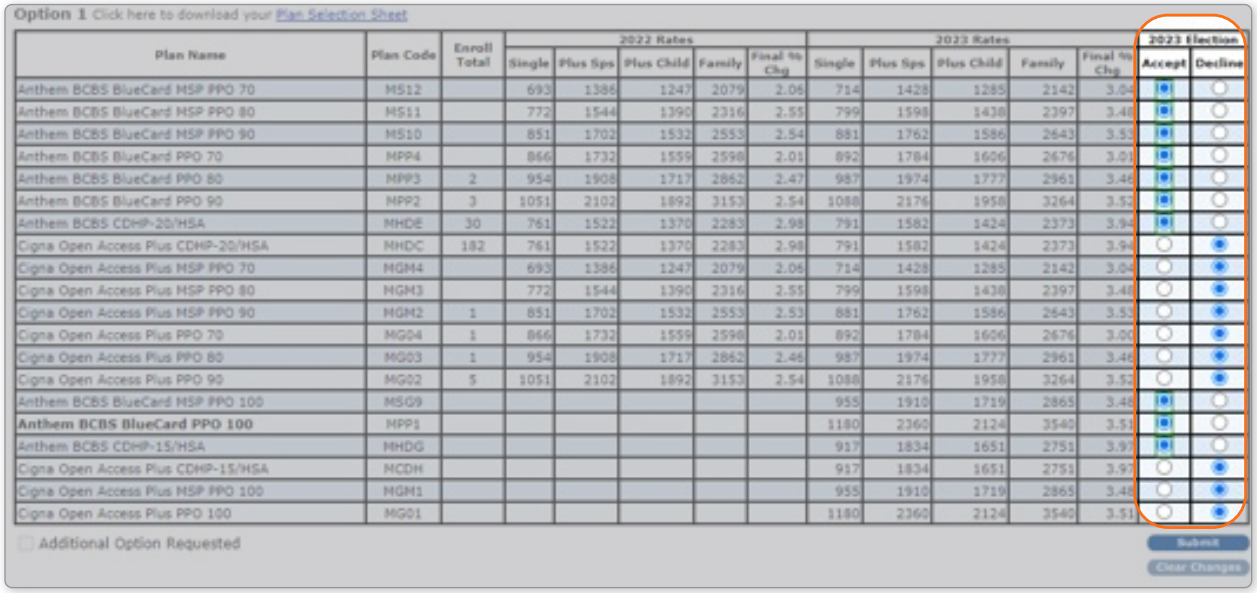


Step Four: Review Renewal Package and Plans / Rates, and Make Plan Selections

1. Review your plan choices and determine your plan selections.

Click the “Accept” or “Decline” button next to each plan. You must do this for each plan! Use the “Clear Changes” button to start over.

If you wish to request a rate tier or Rx (pharmacy plan) option change, see “Request an Additional Quote” instructions below.



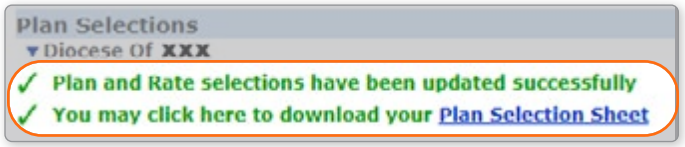
2. Review the Participating Group Agreement, the Administrative Policy Manual, and the Legal Consent set forth above the checkbox, and then, if you agree to their terms, click the checkbox to give legal consent on behalf of your Participating Group and click “Submit.”

3. Confirm by clicking “OK” in the pop-up window.

Step Five: View Your Selections

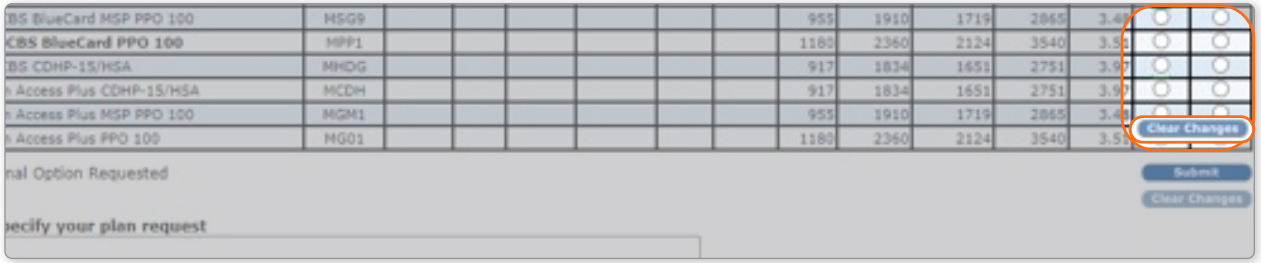
1. Plans and Rate selections have been updated successfully - When you see the green text at the top of the screen, it means that plans and rate selections have been successfully updated. Your selection grid will then become inactive.

   Click the *Plan Selection Sheet* link to view a PDF of your completed selections.



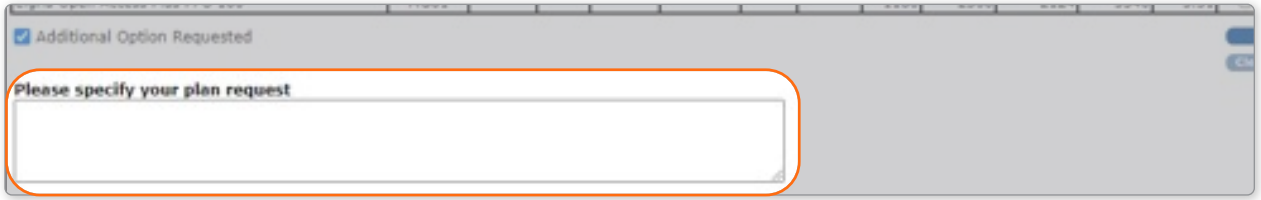
Optional: Request an Additional Quote

1. Leave the “Accept / Decline” radio buttons blank or click “Clear Changes” to remove selections.



2. Check “Additional Option Requested” at the bottom of the Plan Selection table.

3. Specify your plan request in the comments box.

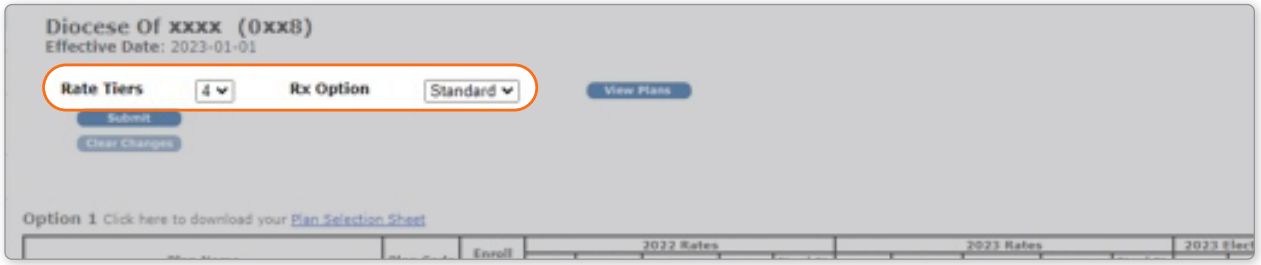


4. Then click “Submit.”

Additional Option Request for Multiple Rate Tiers and/or Rx Options

1. Use these dropdown menus to choose from the multiple rate tiers and/or Rx (pharmacy plan) options you requested.

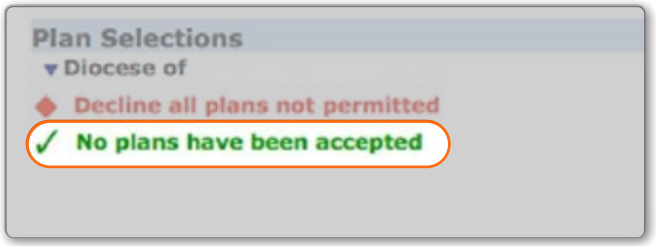
Choose “Rate Tiers” and/or “Rx Option” values for the plans presented in response to your optional request.



2. Then click the “View Plans” button to see the rate changes displayed on screen.

3. To complete plan selections, follow the instructions above in Step Four: “Review Renewal Package, Plans / Rates, and Make Plan Selections”, #2 and #3.

Note: All plans **cannot** be **declined**. If you attempt to do so, a warning message will appear.



Institution Plan Sub-select (for Institution Administrators)

1. Plan sub-selection allows institutions to offer only a subset of the medical and dental plan options made available by their Participating Groups.

To view a demo of Institution Plan Sub-selection, ***click here***.

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.