

Dear Diocesan Administrator:

Get ready for a quick, convenient, and safe way to view and pay your invoices for pension and group health, life insurance, and disability (GHLD) benefits. In August, Church Pension Group (CPG) will be moving from paper to online billing and payment, a longstanding request from administrators.

Introducing Benefits Bill Pay

A new feature is coming to My Admin Portal (MAP). Benefits Bill Pay will give institutions a simple and secure way to view and pay invoices for CPG benefits.

No more mailing checks, worrying about mail fraud, waiting for payments to process, or wondering if your payment has been received. Starting in August, MAP will give bill payers the ability to view their pension and GHLD invoices, pay by bank transfer or debit card, and easily track payment history.

Getting Ready

Diocesan Administrators will continue to determine the level of MAP access for all locations under their purview. If there is not a designated MAP administrator, or if there is someone else in the institution who pays the bills, one of two roles will need to be assigned:

- **Institution Administrators** will continue to have full MAP functionality to manage employee benefits. They will also be able to view and pay benefits bills online, and assign Bill Pay Administrators for their institution.
- **NEW! Bill Payer Administrators** will be able only to view and pay benefits bills for their institution and will not have access to any other MAP functionality. The ability to designate this role in MAP will be available in June and will become functional in August.
- Individuals who are assigned either role and do not have a CPG web account will have to create an account.
- Individuals who already have access to MAP will be able to view, pay bills, and assign roles.
- All institutions must have someone assigned to one of the two roles described above to view and pay bills.

How Can You Help?

Some institutions do not currently have an assigned MAP administrator. In the coming days, your Relationship Manager will contact you with a list of these institutions within your diocese and sample messaging to assist you in communicating with them. We ask that you coordinate with your institutions that have no assigned MAP user to identify the individual who pays the bills and determine whether to grant them full MAP access or Bill Payer only access to MAP when the role goes live in June. Your Relationship Manager is here to support you in this work.

Timing

- **In April**, Diocesan Administrators should begin coordinating with their institutions that do not have an assigned MAP administrator.
- **Starting in May**, we will announce Benefits Bill Pay via mail, email, and billing statements. We will continue to send reminders through July.
 - **Institutions with an existing MAP administrator** can decide if a Bill Payer only role is needed.
 - **Institutions with no current MAP administrator** – Institutions will be asked to contact their Diocesan Administrator to coordinate the appropriate role for viewing and paying their bills.
- **In June**, administrators can begin to assign the Bill Payer Only role in MAP.
- **In August**, when the Benefits Bill Pay system goes live, we will make an announcement, and assigned users will receive notifications that invoices are ready to view. We'll also prepare administrators for a successful transition to Benefits Bill Pay with webinars and educational resources, including on-demand videos.

Join Us This Thursday, April 10!

At CPG Benefits and Beyond, our upcoming workshop series for administrators, we'll cover Benefits Bill Pay and give you an insider's peek at what's in store with our new simplified online billing and payments system. [Reserve your spot now](#) for April 10 and other sessions.

Our billing enhancements are part of our broader digital transformation, focused on delivering a more streamlined, efficient, and user-friendly experience. With the expansion of MAP to allow for the management of property and casualty insurance for clients of Church Insurance and the upcoming launch of Benefits Bill Pay, we remain committed to empowering administrators with the tools and self-service capabilities they need to manage critical tasks.

We are grateful for your work alongside CPG as we serve those who serve the Church.

Faithfully,



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[MyCPG Accounts](#)

Quick, convenient, safe.



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