



## Get Ready for Benefits Bill Pay

Dear Institution Administrator:

This is a reminder that, in October 2025, we're transitioning to Benefits Bill Pay, a streamlined way to manage your institution's benefits invoices. Benefits Bill Pay is a new feature being added to My Admin Portal (MAP). You'll be able to view and pay your institution's pension, group health, group life, and disability (GHLD) invoices online using a bank transfer or debit card.

**We will no longer mail paper invoices or accept check payments after October 2025.**

### Get Ready for Benefits Bill Pay

**1. Confirm who's responsible for viewing, approving, and paying your institution's benefits bills.**

- If it is you (the listed Institution Administrator), you're all set. Make sure your account is up to date with a valid **business** email address on file.
  - Without a business email address on file, you will not receive notifications about your institution's benefits bills, which could cause your institution to fall behind on payments.
- If it is not you, assign the appropriate administrator(s) role in MAP.
  - **Institution Administrator:** They will have full MAP functionality to manage employment information and employee benefits. They will also be able to view and pay pension and GHLD benefits online.
  - **NEW! Benefits Bill Payer:** They will only be able to view, approve, and pay benefits bills for their institution and will not have access to any other MAP functionality. ***The new Benefits Bill Payer role is available now in MAP.***

To assign someone to either role, follow the prompts in the "Institutions" tab in MAP. Need help? View our interactive guide for managing institution information at [cpg.org/manageinst](https://cpg.org/manageinst).

**Once added**, new administrators will receive a welcome email with instructions for setting up their account. They will need to enter a **personal** email address to create an account and a **business** email address to receive billing notifications. Setting up an account takes just a few minutes.

**NOTE:** If the recipient of this message is no longer employed at your institution and no Institution Administrator is currently assigned, please contact your [diocesan office](#) as soon as possible so that someone can be assigned to one of the administrator roles above.\*

### Support for a Smooth Transition

When Benefits Bill Pay goes live in October, notifications will be sent that invoices are ready to view and pay online. We'll be sharing training materials and helpful guides in the coming months, so bill payers will be ready in October. Visit [cpg.org/benefitsbillpay](https://cpg.org/benefitsbillpay) for the latest updates and resources.

### Questions?

Please contact our Client Services team Monday to Friday, 8:30 AM to 8:00 PM, at 855-215-5990 or [admin-assist@cpg.org](mailto:admin-assist@cpg.org).

Thank you for helping us move toward a quick, convenient, and safe billing experience.

CPG Administrator Support

### [MyCPG Accounts](#)

Quick, convenient, safe.



BENEFITS | INSURANCE | PUBLISHING

\* Your Diocesan Administrator may need some personal information about the individual being assigned to a role. This enables us to meet our commitment to protecting our client's data by ensuring that only authorized individuals have access to sensitive billing and benefits information for your institution.

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