



We Need to Hear from You!

Dear Friend:

Beginning in October, we're transitioning to Benefits Bill Pay, a new, streamlined way to manage your institution's benefits invoices. 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. Benefits Bill Pay is a new feature being added to My Admin Portal. MAP is used today by administrators throughout The Episcopal Church to manage their institution's Church Pension Group (CPG) benefits.

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

Why You're Receiving This

Your institution does not currently have an assigned bill payer administrator in MAP. **As a result, you will not receive notifications about your benefit bills when Benefits Bill Pay goes live in October, which could cause your institution to fall behind on payments.** In order for your institution to access bills and issue payments, you will need to have at least one administrator with designated access to MAP.

Get Your Institution Ready for Benefits Bill Pay

To avoid any disruption in billing or access to benefits, **please contact your [diocesan office](#)** as soon as possible to speak with the Diocesan Administrator and get access to MAP. Your Diocesan Administrator will need to designate one of two roles to anyone responsible for viewing, approving, or paying benefits bills

- **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. And they can assign additional Institution Administrators and a Benefits Bill Payer for their institution.
- **Benefits Bill Payer:** They will only be able to view and pay benefits bills for their institution and will not have access to any other MAP functionality.

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.

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.

Support for a Smooth Transition

We'll be sharing training materials and helpful guides in the coming months, so that your institution will be ready in October. Visit 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.

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

CPG Administrator Support

[MyCPG Accounts](#)

Quick, convenient, safe.

