



Dear Diocesan Administrator:

We look forward to rolling out Benefits Bill Pay so that you and institutions under your purview can view and pay pension, group health, group life, and disability (GHLD) invoices online. To give institutions more time to prepare for Benefits Bill Pay, we've moved the planned launch date from August to October.

**Did you know that you play a critical role in assuring the successful roll-out of Benefits Bill Pay?** Every institution needs an administrator who can access My Admin Portal (MAP) to view and pay their benefit bills online. We are asking you to identify the assigned administrator for each of your institutions, and if there isn't one, to assign one by September 1 to be prepared for the launch. Without an administrator on file, your institutions won't be able to view or pay their bills. Please keep reading, and thank you in advance for your help.

### Get Your Diocesan Office Ready for Benefits Bill Pay

#### 1. Confirm who's responsible for paying your institution's benefits bills

- If you are responsible for paying, you're all set. Make sure your contact information 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 benefit bills, which could cause your institution to fall behind on payments.
- If you are not the bill payer, you'll need to assign the appropriate Benefits Bill Payer(s) via My Admin Portal (MAP).

#### 2. If you need to assign the appropriate administrator(s)

(You can designate one of two roles in MAP):

- **Institution Administrator:** They will have access to 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.

- **NEW! Benefits Bill Payer:** They will be able only to view 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 to add an administrator under the “Institutions” tab in MAP. Need help? View our updated interactive guide for managing institution information at [cpg.org/manageinst](https://cpg.org/manageinst).

3. **Once added,** new administrators will receive a welcome email with instructions for setting up a CPG web account. When Benefits Bill Pay goes live, bill payers will receive a notification that their institution’s benefits invoices are ready to view and pay online.

### Who Needs Access?

Anyone responsible for viewing, approving, or paying benefits bills for their institution will need to be designated as one of the two roles noted above.

### How You Can Help Your Institutions Get Ready for Benefits Bill Pay

Some institutions do not currently have an assigned Institution Administrator. Your Relationship Manager will be contacting you with updated lists of these institutions and talking points to assist you in communicating with them.

We ask that you coordinate with these institutions to identify the individual who pays the bills and determine whether to designate an Institution Administrator or Benefits Bill Payer role for them in MAP. Your Relationship Manager is here to support you in this work.

### Support for a Smooth Transition

We’re preparing all administrators for a successful transition to Benefits Bill Pay by sharing training materials and helpful guides in the coming months:

- Administrators are encouraged to visit [cpg.org/BenefitsBillPay](https://cpg.org/BenefitsBillPay) for the latest updates and resources.
- A copy of all administrator correspondence can be found in the *Recent Mailings and Emails* tab of Documents & Mailings in the [Administrators’ Resource Center](#) (ARC).

### Revised Timing

- Please begin coordinating now with your institutions with no assigned Institution Administrator to identify the individuals who pay the bills and determine what role to assign them in MAP.

- **Starting today**, all administrators can begin to assign the Benefits Bill Payer role in MAP.
- **On June 25**, we will announce Benefits Bill Pay to all institutions via email and mail. These pieces of correspondence [can be found here](#). This will be followed by inserts in billing statements. We will continue to send reminders through October. During this time:
  - *Institutions with an existing Institution Administrator* can decide if a Benefits Bill Payer role is needed.
  - *Institutions without a current Institution Administrator* will be asked to contact their Diocesan Administrator to coordinate the appropriate role for viewing and paying their bills.
- **Starting in October**, when the Benefits Bill Pay system goes live, assigned users will receive notifications that invoices are ready to view.

### Join Us on Thursday, July 17!

At CPG Benefits and Beyond, our upcoming workshop series for administrators, we'll cover Benefits Bill Pay hot topics, such as accepted forms of payment, how to route approvals, and what kind of alerts you can expect to receive. [Grab your spot now](#).

We are grateful for your work alongside CPG as we serve those who serve the Church. If you have any questions, please contact your Relationship Manager.

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