

New! Online Benefits Bill Pay for Pension and Group Health, Life, and Disability Invoices

Dear Administrator:

Beginning October 2025, we're transitioning to a new, streamlined way to manage your institution's benefits invoices. Through Benefits Bill Pay, 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.

Why You're Receiving This

We currently do not have an Institution Administrator with a MAP account for your institution. MAP is used today by administrators throughout The Episcopal Church to manage their institution's CPG benefits. 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:

- **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.
- **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.***

Once added, new administrators will receive a welcome email with instructions for setting up their 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.

NOTE: Your Diocesan Administrator will need some personal information about the individual being assigned to an administrator role. This step is critical to our commitment to protecting client data and ensuring that only authorized individuals have access to sensitive billing and benefits information.

Who Needs Access?

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

Support for a Smooth Transition

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 for the latest updates and resources.

Questions?

Bring them to CPG Benefits and Beyond, our workshop series for administrators, where we'll cover Benefits Bill Pay and other benefits topics. [Grab your spot now.](#)

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

CPG Administrator Support

[MyCPG Accounts](#)

Quick, convenient, safe.



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