

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

Dear Institution 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.**

### Get Your Institution Ready for Benefits Bill Pay

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

- If you (the listed Institution Administrator) are responsible for paying, 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 benefit bills, which could cause your institution to fall behind on payments.
- If you are not the bill payer, you'll need to designate the appropriate Benefits Bill Payer(s) via My Admin Portal.

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

You will need to designate one of two roles 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. 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 in the "Institutions" tab in MAP. Need help? View our 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 their CPG web account. When Benefits Bill Pay goes live in October, 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 will need to be designated as one of the two roles noted above.

**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

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?

Bring them to CPG Benefits and Beyond, our upcoming 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.



BENEFITS | INSURANCE | PUBLISHING