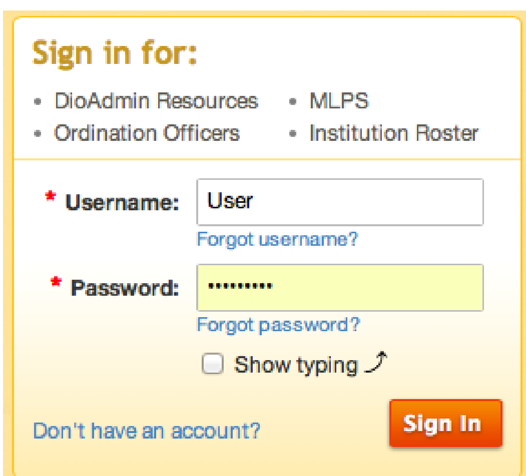
2021 Annual Enrollment
Disability Participants

Step 1 – Log In

Navigate to www.cpg.org website and access the sign-in by hovering over the "Sign in/Create Account" button.

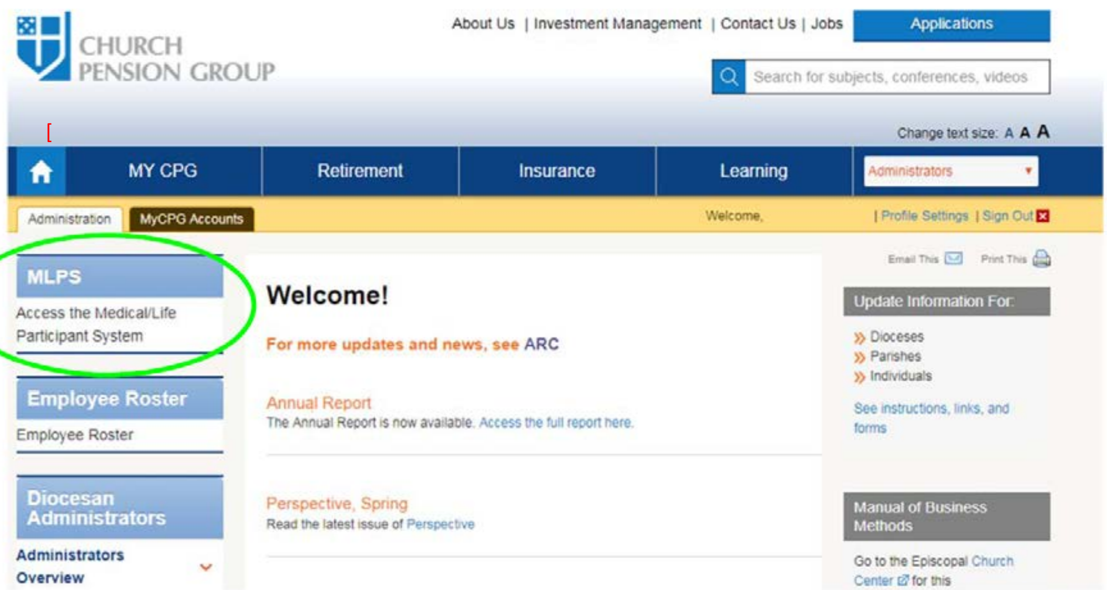
Step 2 – Sign In

The "Sign in for:" box will display. Enter your username and password, and click "Sign In."

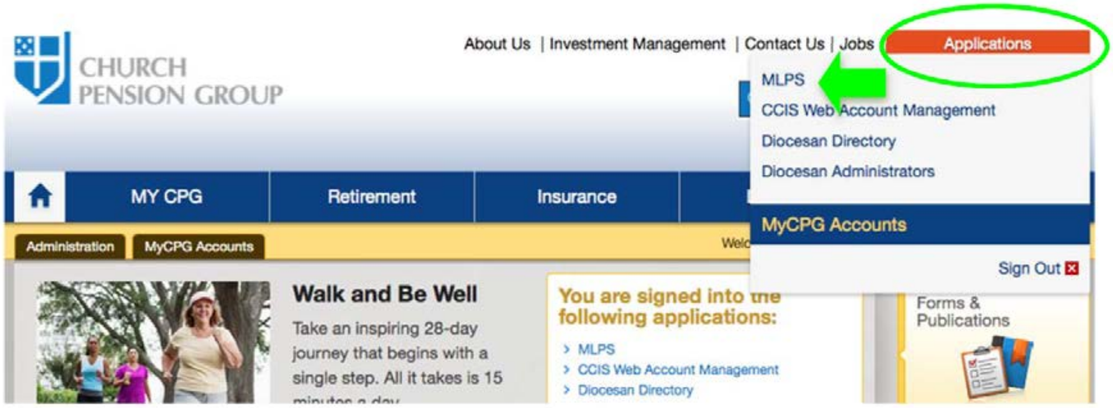


Step 3 – Open the MLPS Navigation

Select MLPS by clicking on the **MLPS** Link. (Screen may differ based on role.)

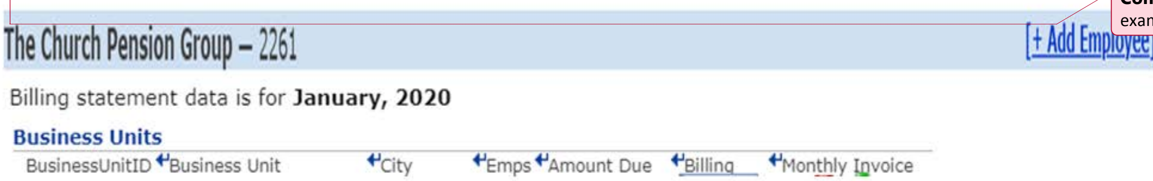


Note: If you do not see the application modules (MLPS, Employee Roster, Diocesan Administrators), click the "**Applications**" button in the upper right corner at anytime to access MLPS.



Once you have successfully logged in to the application, you will see your institution's name and list of business units, if applicable.

Commented [MA1]: If possible use January, 2021 for the examples.

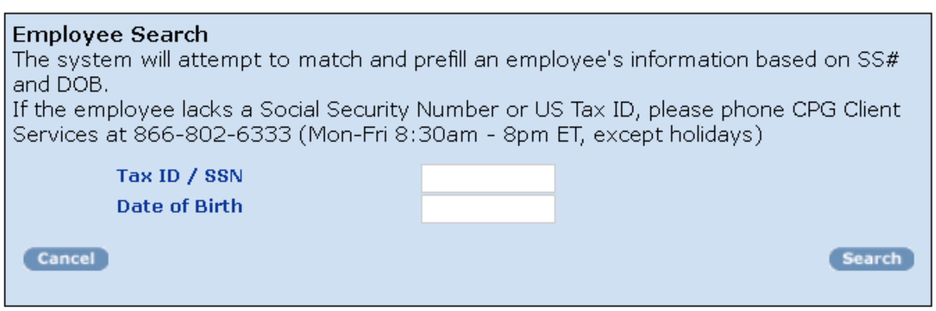


Step 4 – New Member Enrollment

In order to access the member in MLPS, the member will first have to be enrolled in the Employee Roster. If you are enrolling a new employee, select the "Add Employee" button on the upper right hand corner.

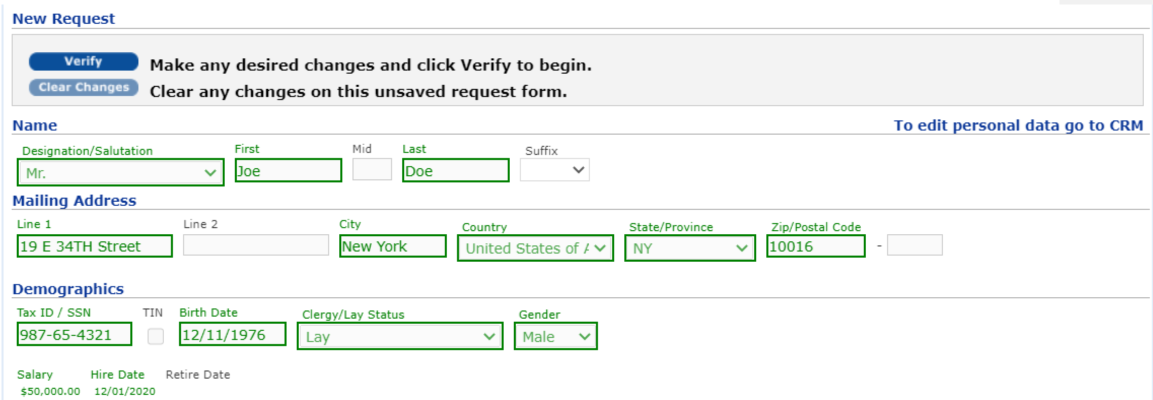
Step 5 – Member Search

In the Employee Search Box, enter the employee's demographic information.



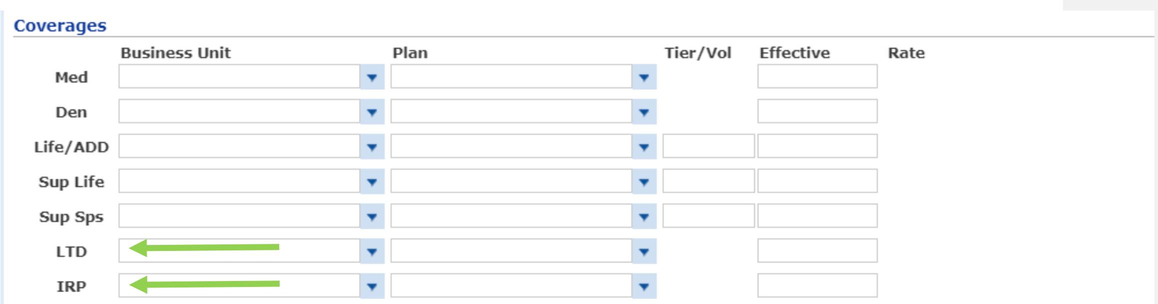
The employee's information will populate with data pulled from the Employee Roster. Please review it carefully for accuracy.

Commented [MA2]: Put verify in quotes



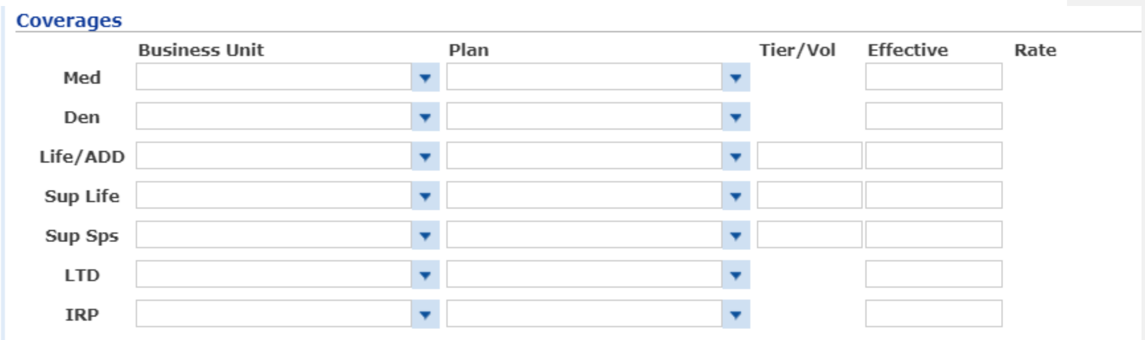
Step 6 – Locate Disability Coverage Fields

In the Coverages section, locate the Disability Coverage in which you are enrolling the member.



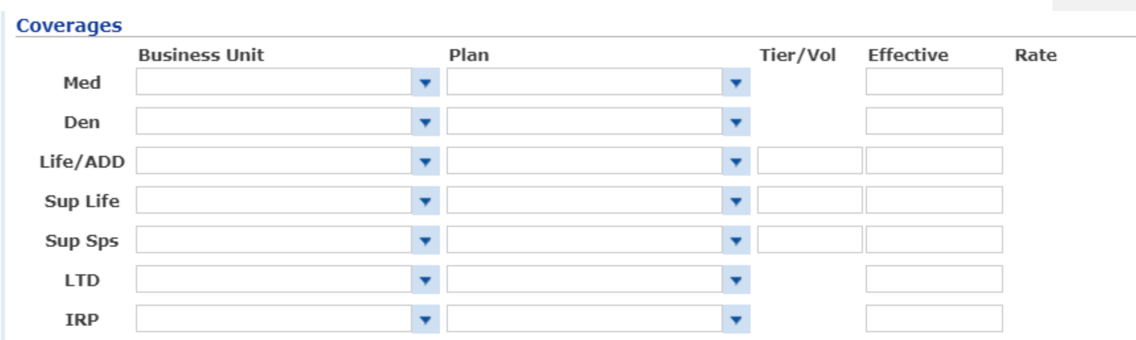
Step 7 – Business Unit and Plan Fields

Locate the employer by clicking the dropdown arrow in “Business Unit” field, and the desired coverage by clicking the dropdown arrow in the “Plan” field.



Step 8 – Effective Date

Manually enter the “Effective” date, leaving a blank in the “Termination” date field (not shown here).



Step 9 – Submit Enrollment

Once you have completed all fields, click “Verify” on the top left.

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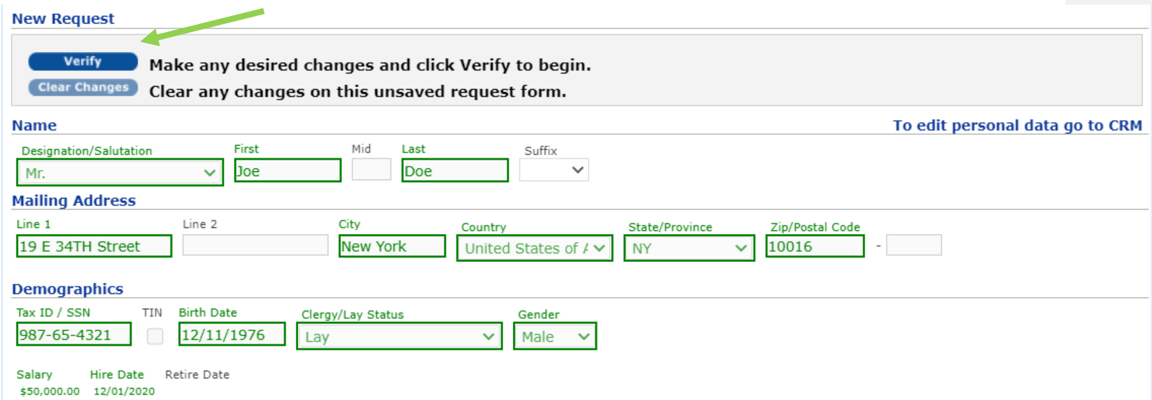
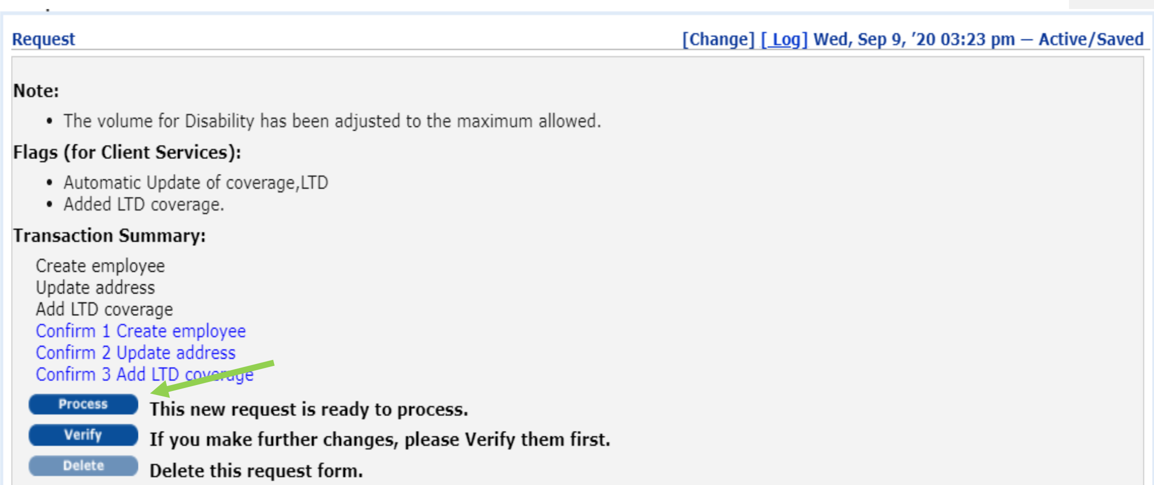


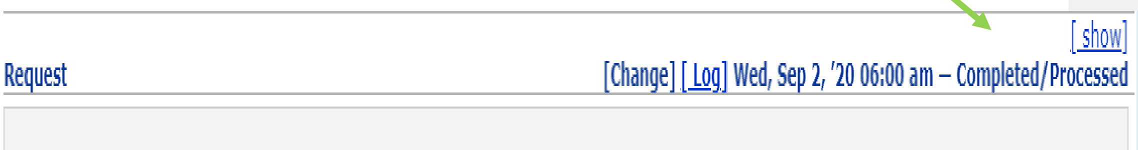
Step 10 – Process Enrollment

Please review the information and, if you are satisfied, select “Process” to submit the enrollment.



Step 11 – Enrollment Completed

Once you have successfully submitted the enrollment, you will see “Completed/Processed” displayed on the upper right of the page.



Changing Coverage of an Existing Disability Participant

If you are changing plans for a member with an existing disability, please follow ***Steps 1 – 3*** *above, which will guide you on how to log in and navigate to MLPS.*

Once you have successfully logged in, follow the steps below to change coverage for an existing disability participant:

Step 4: Enter member’s social security number (without dashes) or last name in the “Employee Field” of the “Find Records Box” on the upper left-hand corner.

Step 5: This will populate the employee’s name in the Employee Search field.

Step 6: Click on the link that appears in the “Employee Field”. This will populate the employee’s name in the “Employee Search” field.

Step 7: Click on the “Name link” to open the employee record.

Step 8: In the Coverages section, locate the disability coverage (STD for short-term disability, or LTD for long-term disability) in which you are enrolling the member.

Step 9: Ensure the correct employer displays in the “Business Unit” field.

Step 10: Select the dropdown arrow in the “Plan” field and choose the desired plan for member enrollment.

Step 11: Manually enter the “Effective” date,” leaving the “Termination” date field blank.

Step 12: Manually enter the date of the “Qualifying Event.”

Step 13: Once you have completed all fields, click “Verify” on the top right to submit the enrollment.

Step 14: Please review your enrollment and, if you are satisfied, select “Process” to submit.

Step 15: Once you have successfully submitted the enrollment, you will see “Completed/Processed” displayed on the top right.