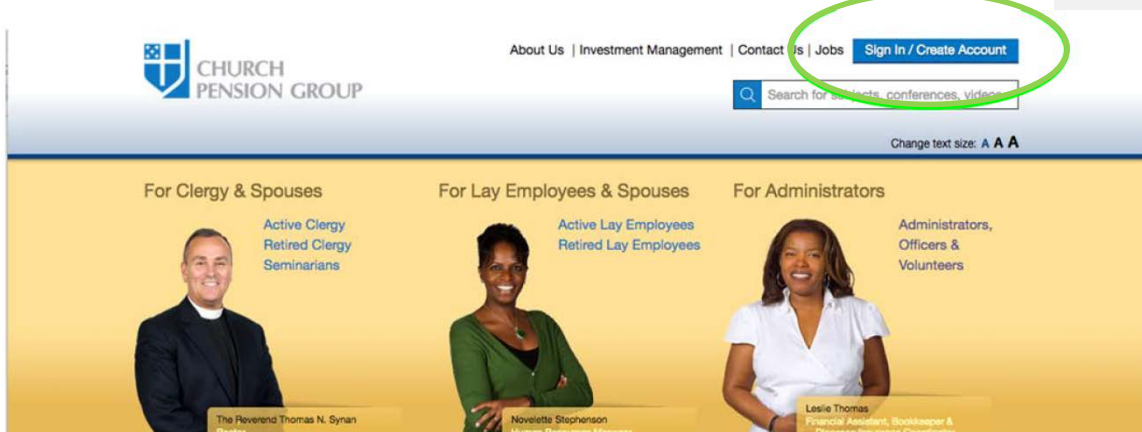


2021 Annual Enrollment Disability Participants

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.”

Sign in for:

- DioAdmin Resources
- MLPS
- Ordination Officers
- Institution Roster

* **Username:**
[Forgot username?](#)

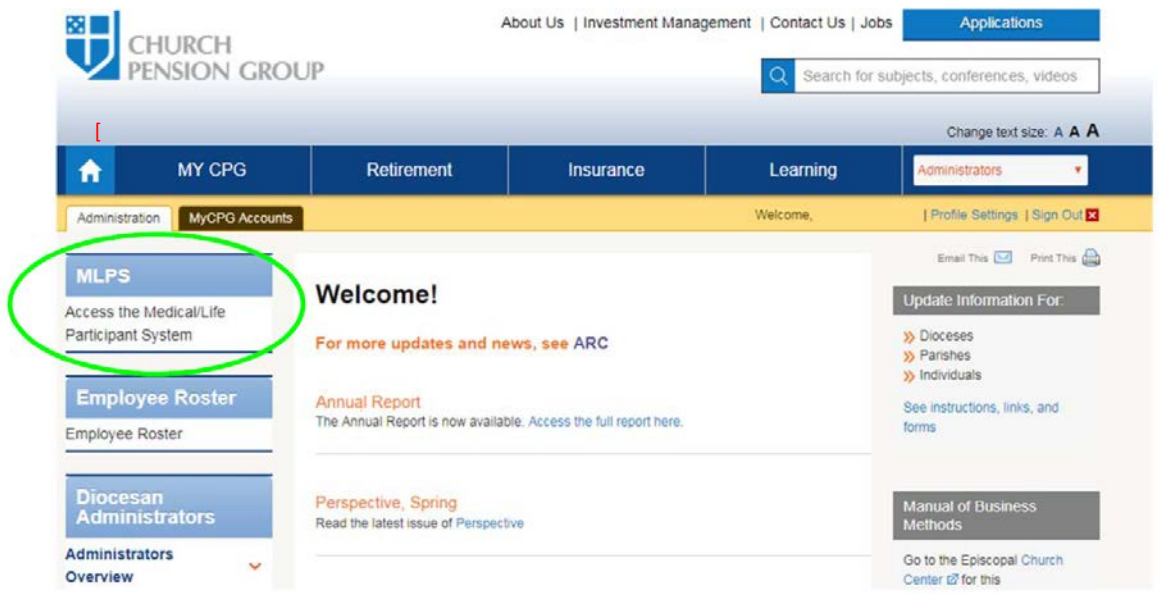
* **Password:**
[Forgot password?](#)

Show typing ↶

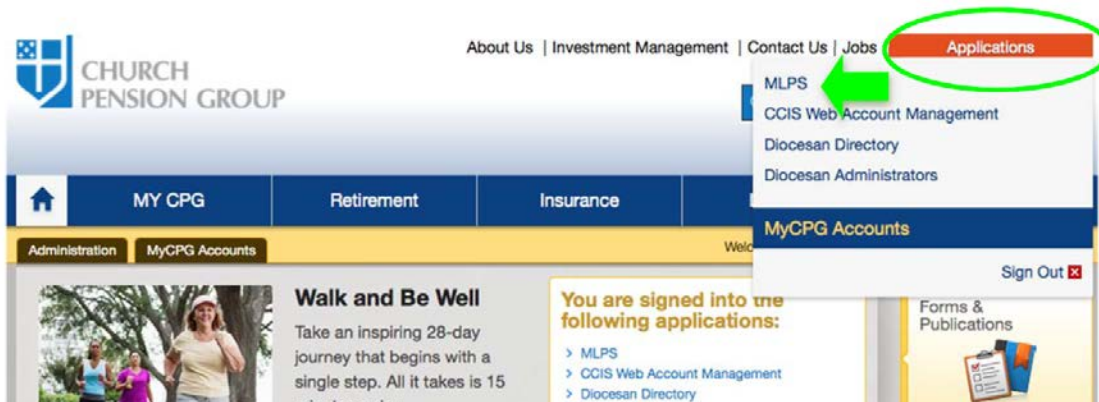
[Don't have an account?](#)

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.

The Church Pension Group – 2261

[+ Add Employee]

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

Billing statement data is for **January, 2020**

Business Units

BusinessUnitID Business Unit City Emps Amount Due Billing Monthly Invoice

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.

The Church Pension Group – 2261

[+ Add Employee]

Billing statement data is for **January, 2020**

Business Units

BusinessUnitID Business Unit City Emps Amount Due Billing Monthly Invoice

Step 5 – Member Search

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

Employee Search

The system will attempt to match and prefill an employee's information based on SS# and DOB.

If the employee lacks a Social Security Number or US Tax ID, please phone CPG Client Services at 866-802-6333 (Mon-Fri 8:30am - 8pm ET, except holidays)

Tax ID / SSN

Date of Birth

Cancel

Search

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

New Request

Verify Make any desired changes and click Verify to begin.
Clear Changes Clear any changes on this unsaved request form.

Name [To edit personal data go to CRM](#)

Designation/Salutation: Mr. | First: Joe | Mid: | Last: Doe | Suffix: |

Mailing Address

Line 1: 19 E 34TH Street | Line 2: | City: New York | Country: United States of A | State/Province: NY | Zip/Postal Code: 10016

Demographics

Tax ID / SSN: 987-65-4321 | TIN: | Birth Date: 12/11/1976 | Clergy/Lay Status: Lay | Gender: Male

Salary: \$50,000.00 | Hire Date: 12/01/2020 | Retire Date: |

Step 6 – Locate Disability Coverage Fields

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

Coverages

	Business Unit	Plan	Tier/Vol	Effective	Rate
Med					
Den					
Life/ADD					
Sup Life					
Sup Sps					
LTD					
IRP					

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.

Coverages

	Business Unit	Plan	Tier/Vol	Effective	Rate
Med	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Den	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Life/ADD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sup Life	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sup Sps	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
LTD	<input type="text"/>	<input type="text"/>		<input type="text"/>	
IRP	<input type="text"/>	<input type="text"/>		<input type="text"/>	

Step 8 – Effective Date

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

Coverages

	Business Unit	Plan	Tier/Vol	Effective	Rate
Med	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Den	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Life/ADD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sup Life	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Sup Sps	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
LTD	<input type="text"/>	<input type="text"/>		<input type="text"/>	
IRP	<input type="text"/>	<input type="text"/>		<input type="text"/>	

Step 9 – Submit Enrollment

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

Commented [MA3]: Put verify in quotes

New Request

[Verify](#) Make any desired changes and click Verify to begin.
[Clear Changes](#) Clear any changes on this unsaved request form.

Name [To edit personal data go to CRM](#)

Designation/Salutation: Mr. First: Joe Mid: Last: Doe Suffix:

Mailing Address

Line 1: 19 E 34TH Street Line 2: City: New York Country: United States of NY State/Province: NY Zip/Postal Code: 10016

Demographics

Tax ID / SSN: 987-65-4321 TIN: Birth Date: 12/11/1976 Clergy/Lay Status: Lay Gender: Male

Salary: \$50,000.00 Hire Date: 12/01/2020 Retire Date:

Step 10 – Process Enrollment

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

Request [\[Change\]](#) [\[Log\]](#) Wed, Sep 9, '20 03:23 pm – Active/Saved

Note:

- The volume for Disability has been adjusted to the maximum allowed.

Flags (for Client Services):

- Automatic Update of coverage,LTD
- Added LTD coverage.

Transaction Summary:

Create employee
Update address
Add LTD coverage
[Confirm 1 Create employee](#)
[Confirm 2 Update address](#)
[Confirm 3 Add LTD coverage](#)

[Process](#) This new request is ready to process.
[Verify](#) If you make further changes, please Verify them first.
[Delete](#) Delete this request form.

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.