Email Template 2

To tell an administrator that you will be assigning him or her access to the ER as a Senior Officer and to look out for an email from “CPG Web Operations” with instructions for how to get started

Dear [Name],

It is my understanding that you are responsible for managing your [congregation’s/institution’s] demographic and employee information. You’ll be pleased to learn that the Church Pension Group (CPG) has designed a web-based application that makes many of the tasks you perform much easier and eliminates the need to send CPG most paper forms.

It’s called the Employee Roster (ER) and I am assigning you access. In one convenient online location, you’ll be able to:

* Manage employee information (clergy data will be reflected in The Episcopal Clerical Directory)
* Maintain an up-to-date listing of current employees
* Enroll eligible employees in pension plans
* Update compensation
* Maintain your institution’s demographic information and description (the Church address and phone number, congregation size, and clergy you list in the ER will be reflected in The Red Book).

**Next Steps**

Look out for an email from the address “CPG Web Operations,” which will contain login instructions.

Need a refresher on how to use the ER? I suggest listening to the ER webinar or downloading the ER User Guide, both of which can be found on CPG’s Administrators' Resource Center [(ARC)](https://www.cpg.org/administrators/resources/arc/news-updates/the-employee-roster/).

If you have any technical questions about the ER, contact CPG’s Client Services Team at (855) 594-2201, Monday–Friday, 8:30AM–8:00PM ET (excluding holidays) or[admin-assist@cpg.org](mailto:admin-assist@cpg.org).

Feel free to call me if you have any questions, and thank you very much.

[SIGN OFF]