

Guide to Making Annual Enrollment Plan Selections for Active Employees and Pre-65 Former Employees

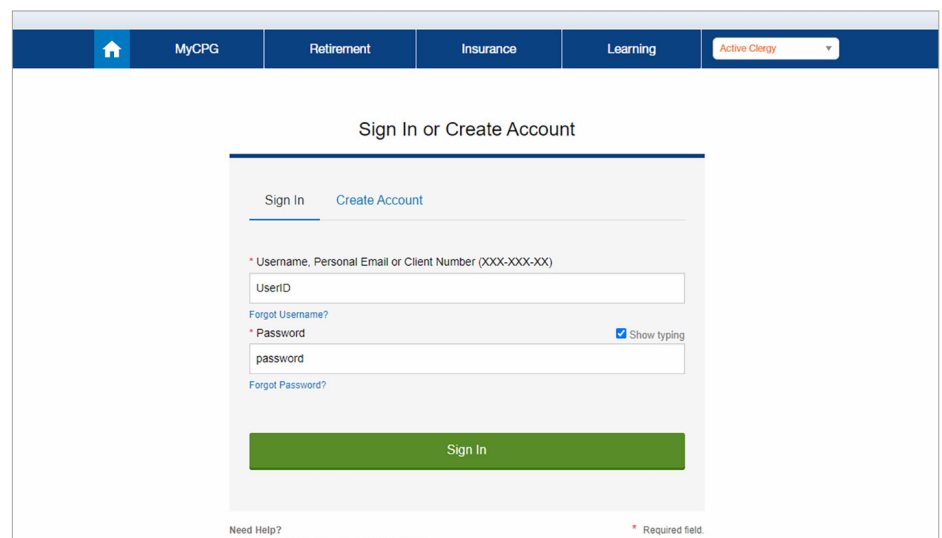
These instructions will guide you through CPG's online application as you make your plan selection(s) for the coming year through [MyCPG Accounts](#).

Step One Log in to MyCPG Accounts for Annual Enrollment

A. Type annualenrollment.cpg.org into your web browser.

B. **Log in to your account**—The following screen will be displayed. Sign in with your username and password.

- If you do not have an account, click **“Create Account.”** Enter your Client ID number (included in your Annual Enrollment letter) when prompted, and follow instructions to set up your username and password.
- You may also contact the Client Services Technical Support Team at (855) 594-2201, Monday to Friday, 8:30 AM to 8:00 PM ET.



The screenshot shows the 'Sign In or Create Account' page of the MyCPG portal. The page has a dark blue header with navigation tabs: Home, MyCPG, Retirement, Insurance, Learning, and Active Clergy. The main content area is white and contains a sign-in form. The form has two tabs: 'Sign In' (selected) and 'Create Account'. Below the tabs, there are two required fields: 'Username, Personal Email or Client Number (XXX-XXX-XX)' with a text input field containing 'UserID', and 'Password' with a text input field containing 'password'. There are links for 'Forgot Username?' and 'Forgot Password?'. A 'Show typing' checkbox is checked. A green 'Sign In' button is at the bottom of the form. At the bottom of the page, there is a 'Need Help?' link and a 'Required field.' legend.

Step Two Update Your Personal Information

Verify your Personal Information and make any changes directly to the online form.

The screenshot shows the MyCPG Personal Information form. The navigation bar includes MyCPG, Personal Information, Relationships, Resources, and Clergy Information. The progress indicator shows Personal Information as 'In Progress' (circled in green), Relationships as 'Not Started', Coverage as 'Not Started', and Review as 'Not Started'. The form fields are: Salutation (dropdown), Legal First Name (Cara), Legal Middle Name (Sachiko), Legal Last Name (Abbott), and Suffix (Please Select...). A 'Support and Guidance' sidebar on the right contains links for 'Purpose of this screen' and 'Speak with a Health Advocate'.

Step Three Update Your Relationships Information

Make sure your spousal and dependent(s) information is current by making updates on the “**Relationships**” screen.

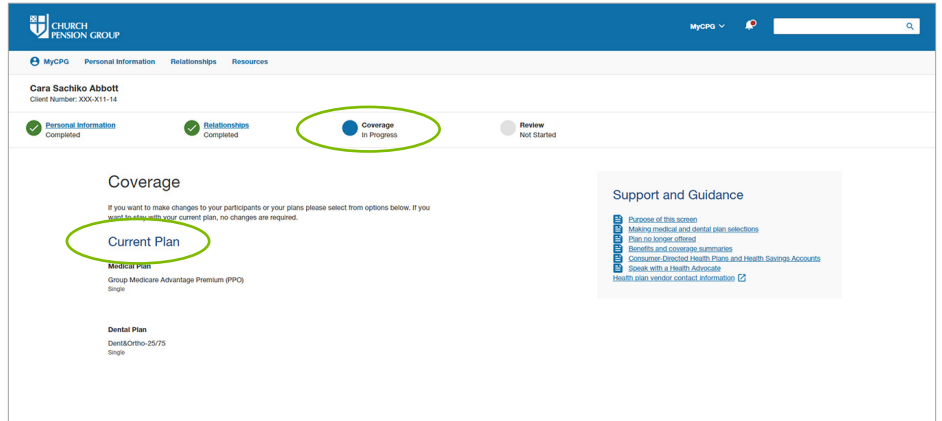
- Update current spousal and dependent information by clicking on the “**Edit**” link under their name(s).
- Add a new spouse or dependent only if you intend to provide them with health plan coverage.¹
 - ~ Add a new spouse by clicking the “**Marital Status Section**” link.
 - ~ Add a new dependent by clicking on the “**Add Dependent**” button.

The screenshot shows the MyCPG Relationships screen. The navigation bar includes MyCPG, Personal Information, Relationships, and Resources. The progress indicator shows Personal Information as 'Completed' (circled in green), Relationships as 'In Progress', Coverage as 'Not Started', and Review as 'Not Started'. The main content area is titled 'Relationships' and includes sections for 'Marital History' and 'Dependents'. The 'Marital History' section states 'There is no current spousal information on record.' and provides a link to the 'Marital Status Section'. The 'Dependents' section states 'There are no dependents on record. Click the button below to add a dependent.' A 'Support and Guidance' sidebar on the right contains links for 'Purpose of this screen', 'Adding or updating dependents', 'Adding or updating domestic partners', 'Adding or updating marital information', and 'Definition of relationship types'.

¹ The following information is required for adding a new dependent (spouse or child): Legal name, gender, date of birth, and Social Security Number or Individual Tax ID Number.

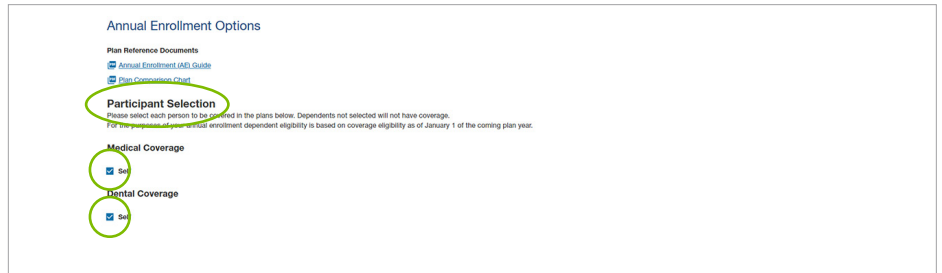
Step Four Make Your Health Plan Selections

On the “**Coverage**” screen, your current health plan(s) will be displayed. Review your coverage.

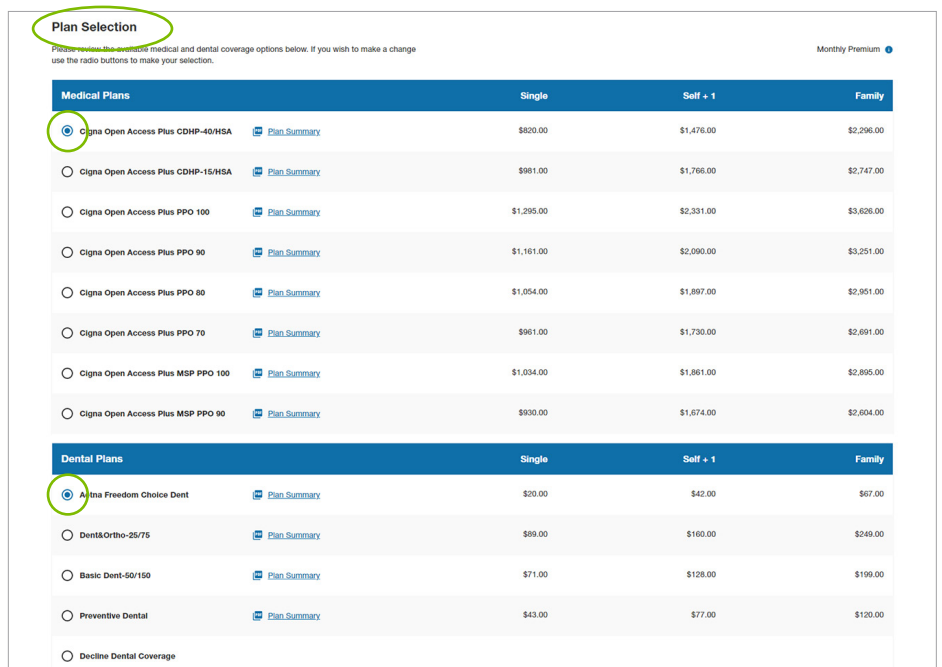


Select who you want to have covered under your healthcare plan(s) for 2023:

- Check the “**Medical Coverage**” and/or “**Dental Coverage**” boxes in front of dependents’ names if they are to receive coverage or uncheck the boxes to discontinue coverage for 2023.

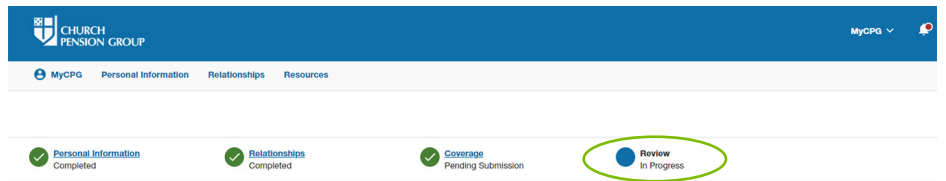


Review your plan choices and their rates and make your plan selection(s).



Step Five Review and Confirm Your Coverage

When you are done, review your selected health plan choice(s).



Review

Please review all of your personal information, participant and plan selections carefully before submitting.

Support and Guidance

[Purpose of this screen](#)

Then sign the form electronically by checking the box at the end of the form and click “Submit.”

The Summary page displays the following cost breakdown:

Category	Monthly Cost
Medical	\$2,331.00
Dental	\$42.00
Total	\$2,373.00

Below the table, there is a confirmation checkbox (checked) and a 'Submit' button (highlighted with a green circle). The text reads: "(1) I confirm the elections indicated above are accurate and agree to be bound by the terms of the Medical Trust's benefit plan(s) and the terms on which my employer has elected to participate in them, (2) I understand that my elections will remain in effect for the plan year and may be changed only due to a change of status, and (3) I certify that the information I have provided is true, complete and accurate." A 'Previous' button is also visible.

Follow the instructions to conclude the review of your plan selection process:

- If a red error message appears, correct the error, and click “**Submit**” again.

To reject all changes and restart with the original form, select “**Start Over**.”

- A message will ask if you are sure. Click “**Start Over**” to continue or “**Cancel**” to keep your previously submitted selection(s).

The Confirmation page displays the following information:

Thank you! Your Annual Enrollment selections were received on Fri, Sep 2, 2022, 10:19 AM (US Eastern Time). Please download and save a copy of the summary of benefits & coverage for the plan(s) you selected, and plan election confirmation below.

- [Medical Plan Summary of Benefits and Coverage](#)
- [Dental Plan Summary of Benefits and Coverage](#)
- [Enrollment Transmission Confirmation](#)

[Health Plan Vendor Contact Information](#)

Plan Details

Medical Coverage
✓ Self

Dental Coverage
✓ Self

Medical Plan
Group Medicare Advantage Premium (PPG)
Single
\$252.78

Dental Plan
Dent4Orto-25/75
Single
\$90.00

At the bottom, there is a 'Start Over' button (highlighted with a green circle) and a 'MyCPG Home' button.

Need Help?

For enrollment assistance, please call our Client Services Technical Support Team at (855) 594-2201, Monday to Friday, 8:30 AM to 8:00 PM ET.

Refer to These Online Benefit Resources

The Church Pension Group website can help you understand and make the best use of your benefits.

Visit cpg.org/annualenrollment and select your status:

- “I’m an Active Employee” (currently working)
- “I’m a Pre-65 Former Employee” (not eligible for Medicare)

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