

Guide to Making Annual Enrollment Plan Selections for Post-65 Former Employees

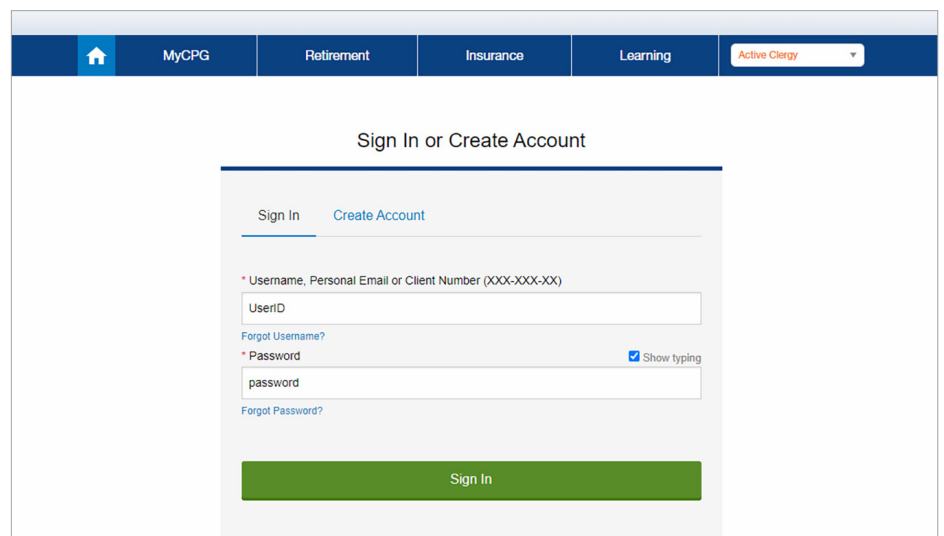
These instructions will guide you through CPG's online application as you make your plan selection(s) for the coming year through *MyCPG Accounts*.

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 navigation bar with a home icon, 'MyCPG', 'Retirement', 'Insurance', 'Learning', and 'Active Clergy' (with a dropdown arrow). The main content area is white and contains a central form titled 'Sign In or Create Account'. The form has two tabs: 'Sign In' (selected) and 'Create Account'. Below the tabs, there is a text input field labeled 'UserID' with a placeholder '* Username, Personal Email or Client Number (XXX-XXX-XX)'. To the left of the field is a link 'Forgot Username?'. Below the field is a text input field labeled 'password' with a placeholder '* Password'. To the right of the field is a checkbox labeled 'Show typing' which is checked. To the left of the field is a link 'Forgot Password?'. At the bottom of the form is a green 'Sign In' button.

Step Two Update Your Personal Information

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

The screenshot shows the MyCPG website interface. At the top, there is a navigation bar with the Church Pension Group logo and a search bar. Below the navigation bar, there are four tabs: Personal Information (highlighted with a green circle), Relationships, Coverage, and Review. The Personal Information tab is active, showing a form with the following fields: Salutation (dropdown), Legal First Name (text), Legal Middle Name (text), Legal Last Name (text), Suffix (dropdown), and Preferred Name (text). A 'Support and Guidance' box on the right contains links for 'Purpose of this screen' and 'Speak with a Health Advocate'. The form is titled 'Personal Information' and includes a note: 'Please review and update your personal information below to continue the enrollment process.'

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 website interface. At the top, there is a navigation bar with the Church Pension Group logo and a search bar. Below the navigation bar, there are four tabs: Personal Information, Relationships (highlighted with a green circle), Coverage, and Review. The Relationships tab is active, showing a form with the following sections: Marital History (with a note: 'There is no current spousal information on record. To update marital status or spouse's information, please visit the [Marital Status Section](#).') and Dependents (with a note: 'There are no dependents on record. Click the button below to add a dependent.') and an 'Add Dependent' button. A 'Support and Guidance' box 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'. The form is titled 'Relationships' and includes a 'Save & Continue to Coverage' button at the bottom right.

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.

CHURCH PENSION GROUP MyCPG

MyCPG Personal Information Relationships Resources

Personal Information Completed Relationships Completed Coverage In Progress Review Not Started

Coverage

If you want to make changes to your participants or your plans please select from options below. If you want to stay with your current plan, no changes are required.

Current Plan

Medical Plan
Group Medicare Advantage Premium (PPC)
Single

Dental Plan
Dent&Ortho-25/75
Single

Support and Guidance

- 1 Purpose of this screen
- 2 Make your medical and dental plan selections
- 3 Plan no longer offered
- 4 Benefits and coverage summaries
- 5 Consumer Directed Health Plans and Health Savings Accounts
- 6 Speak with a Health Advocate
- 7 Health plan vendor contact information

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.

Annual Enrollment Options

Plan Reference Documents
Annual Enrollment (AE) Guide
Plan Comparison Chart

Participant Selection

Please select each person to be covered in the plans below. Dependents not selected will not have coverage.
For dependent eligibility, direct dependent eligibility is based on coverage eligibility as of January 1 of the coming plan year.

Medical Coverage

Self

Dental Coverage

Self

Plan Selection

Please review the available medical and dental coverage options below. If you wish to make a change use the radio buttons to make your selection.

Monthly Premium

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

Plan Selection

Please review the available medical and dental coverage options below. If you wish to make a change use the radio buttons to make your selection.

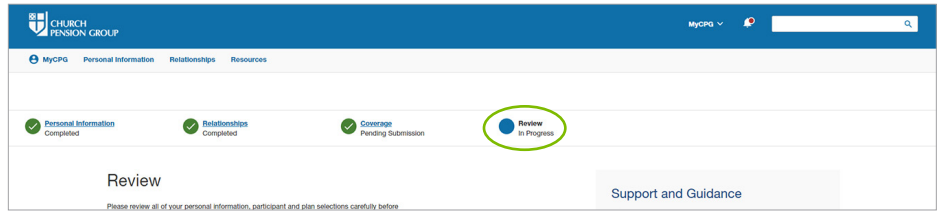
Monthly Premium

Medical Plans		Single	Self + 1
<input checked="" type="radio"/>	Group Medicare Advantage Premium (PPC)	\$286.00	\$572.00
<input type="radio"/>	Group Medicare Advantage Comp (PPC)	\$196.00	\$392.00
<input type="radio"/>	Decline Medical Coverage		

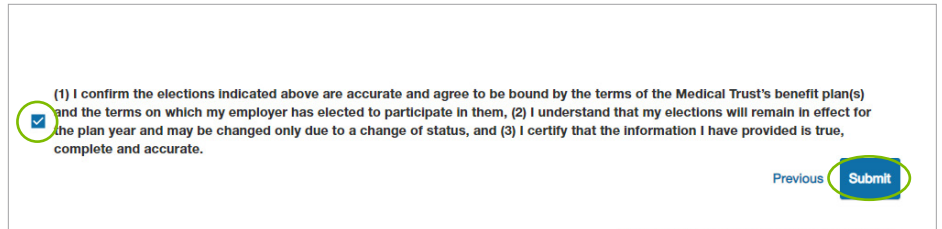
Dental Plans		Single	Self + 1
<input checked="" type="radio"/>	Dent&Ortho-25/75	\$90.00	\$207.00
<input type="radio"/>	Basic Dent-50/150	\$74.00	\$170.00
<input type="radio"/>	Preventive Dental	\$61.00	\$140.00
<input type="radio"/>	Decline Dental Coverage		

Step Five Review and Confirm Your Coverage

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

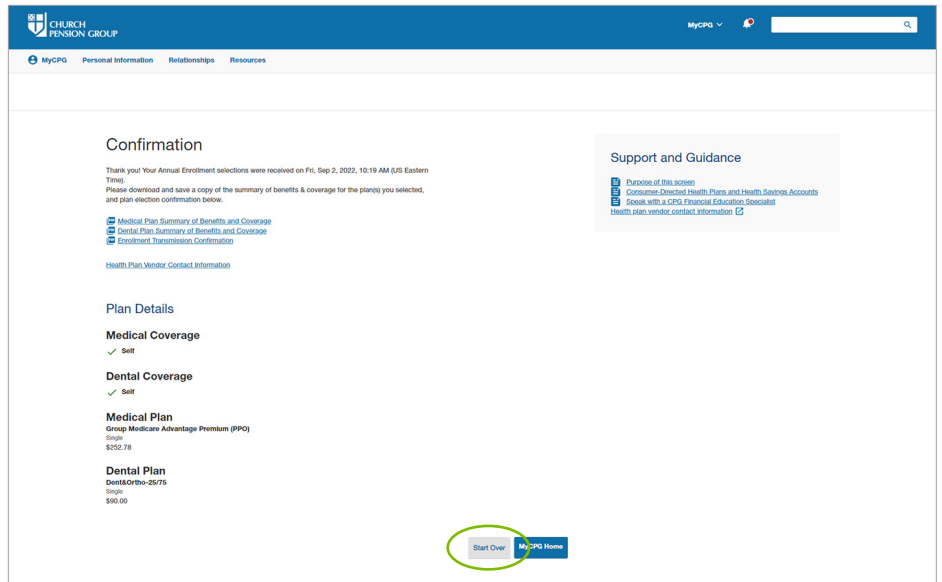


Then sign the form electronically by checking the box at the end of the form and click **“Submit.”**



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).



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 a Post-65 Former Employee” (eligible for Medicare)

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