How to access the Employee Roster

If you already have an individual CPG Web Account:
Go to https://www.cpg.org/administrators and log in by entering your username and password. Select the Employee Roster which will be listed in the Web Tools menu. Once you log in, you will be able to download a step-by-step Employee Roster User Guide and view other helpful resources.

If you do not have an individual CPG Web Account:
You will need to create one by following these instructions.

1. Click on the link in your email invitation to become an officer that was sent to you by the Church Pension Group.
2. Enter your Client Number, First Name, Last Name, and Date of Birth, then click Submit.
3. Follow the directions to create your username and password, and set your security questions.
4. Provide a unique individual email address for account validation purposes.
5. Once steps 1-4 have been completed, a confirmation email will be sent by the Church Pension Group to the individual email address you provided. Please review and accept the user agreement. Click on the link to confirm your account and you will be signed in! You will then find the Employee Roster listed in the Web Tools menu.

If you are a volunteer or an employee of a non-Episcopal institution:
You will need to create an individual CPG Web Account, which you can do by following these instructions.

1. Click on the link in your email invitation to become an officer that was sent to you by the Church Pension Group.
2. Enter the temporary password that was provided to you by your Diocesan administrator and click Continue. Please note that the temporary password will expire in 72 hours.
3. Follow the directions to create your username and password, and set your security questions.
4. Provide a unique individual email address for account validation purposes.
5. If we do not have your date of birth already in our database, you will be asked to provide it for security purposes.
6. Once steps 1-5 have been completed, a confirmation email will be sent by the Church Pension Group to the individual email address you provided. Please review and accept the user agreement. Click on the link to confirm your account and you will be signed in! You will then find the Employee Roster listed in the Web Tools menu.

If you have questions about the sign-in process or the Employee Roster:
Please contact CPG's Client Services Technical Support number at (855) 594-2201 or the Administrator Support number at (855) 215-5990, Monday–Friday, 8:30AM–8:00PM ET (excluding holidays).