

July 1, 2026

<Name>
<Address>

Payment Policy Under Extension of Benefits: General Notice

Dear Client:

This is not a late payment notice. We want to be sure that members who have health benefits under The Episcopal Church Medical Trust's Extension of Benefits program are informed about our premium payment policy.

Premium payments for your health benefits through the Medical Trust are billed one month in advance of the coverage month. To maintain coverage for you and your dependents, payment must be made no later than the end of the month in which you are billed.

This means if you do not remit payment by the premium due date, your health benefits through the Medical Trust will be terminated at the end of the month. Please note that even if you remit payment after your coverage has been terminated, it will not be reinstated. You will continue to be billed for any past due amounts; if you make an overpayment, a refund will be processed.

Paying Your Invoice

All CPG benefits invoices are paid through Benefits Bill Pay, our secure electronic payment system. If you send us a paper check, it will not be processed and may result in missed payments. You have two convenient options:

Call 866-899-0455 any time and use the interactive voice response system to pay your

1. outstanding balance (you will need your Client Number from your invoice), OR

2. **Pay online**

Visit MyCPG Accounts (cpg.org/mycpg). If you do not already have an account, select "Create Account" and follow the prompts. It takes only a few minutes.

Once signed in, choose "Benefits Bill Pay" and then "Pay Statement". You can also save a payment method and, if you wish, set up autopay or recurring payments for convenience.

We strongly encourage you to set up a MyCPG Account with a valid email address if you have not done so already. This enables us to send you an email notification when your benefits bill is ready. Typically, you will receive notification within 7 business days of the start of the month, and you can then pay your bill by phone or online.

For a step-by-step visual guide to viewing and paying your invoice, visit cpg.org/learning-billpay-individuals.

Bank Pre-Authorization Information

Some banks require pre-authorization for payments to new or unfamiliar vendors. If your bank requests this information, please follow your bank's instructions and share the following:

- **Originating company name:** Paymentus
- **Paymentus originator ID:** 0000000160

We're Standing by to Help

Still unsure about what to do? Please call Client Services at 800-480-9967. Our team is standing by to help you and answer any questions about Benefits Bill Pay.

Sincerely,

Church Pension Group

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