



Process Change: Certain Transactions Must Be Completed in MAP

Dear Administrator:

In keeping with our commitment to protect client data and administer benefits as efficiently as possible, we will be replacing the use of certain paper forms and directing you to My Admin Portal (MAP), CPG's online portal for benefits administrators, to complete certain transactions online.

Beginning in the fourth quarter 2026, we will no longer accept paper submissions* for the following transactions:

- [Employee Application for Membership](#) in The Episcopal Church Lay Employees' Retirement Plan (Lay DB Plan)
- [Employee Enrollment](#) in The Episcopal Church Lay Employees' Defined Contribution Retirement Plan (Lay DC Plan) and The Episcopal Church Retirement Savings Plan (RSVP)
- [Employment Changes](#)
- **Employee Medical and Dental Enrollment**—This form is located in MAP and specific to an employer group

* Paper forms include forms uploaded to MAP. You can continue to use the forms for your recordkeeping purposes only.

Accessing MAP

Each employer must have an assigned Institution Administrator in MAP to manage these transactions online. If your job requires you to perform these transactions, you will need to be designated an Institution Administrator. Please contact your Diocesan Administrator (cpg.org/diolisting) as soon as possible to request Institution Administrator MAP access and provide the required information.

Learning How to Use MAP

For simple guidance on managing employee benefits via MAP, view the self-paced courses at [Using My Admin Portal \(MAP\)](#) in the Administrators' Resource Center (ARC).

If you're unable to complete a transaction in MAP, please reach out to Client Services at 855-215-5990, Monday to Friday, 8:30 AM to 8:00 PM ET. We are always ready to help.

Sincerely,

Church Pension Group

[MyCPG Accounts](#)

Quick, convenient, safe.



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