

# Your 2020 Retiree Annual Enrollment

Your health plan enrollment is an important decision. These instructions will help ensure that you elect coverage that best meets your needs and those of your family.



Prepared for:

«FirstName» «LastName» «Suffix»  
«Street1»  
«Street2»  
«City», «State» «ZIP»

Client ID #: «AE\_Login»

## Annual Enrollment (AE) Instructions

### Step 1 **Read the enclosure, 2020 Retiree Annual Enrollment**

It includes details on The Episcopal Church Medical Trust's (Medical Trust) Medicare Supplement Health Plans and dental plans, and updated rate information. You will also find links to helpful online benefits resources.

### Step 2 **Elect your benefit changes for 2020 using the AE website**

You will log in using your MyCPG Account user name and password (see below). With the click of a mouse, you can make changes and submit them to the Medical Trust. **The AE website is available from October 14 to December 6, 2019, from 7 AM to 11 PM daily.**

### Step 3 **Review your information on the AE website to ensure it is current**

The online enrollment form is pre-populated with your personal, dependent (if applicable), and current 2019 health plan selection information. Please take this opportunity to review your information to ensure it is correct, even if you do not intend to change your medical or dental coverage for 2020. If you choose not to make changes, your coverage will stay the same as in 2019.

## Enrolling in coverage for 2020

1. For access to the AE website, type ***annualenrollment.cpg.org*** into your web browser.
2. **You will log in with the same user name and password you created to access your benefits information on MyCPG Accounts.**

### ***If you don't have an account***

- a. To create a **NEW** account click **Create an Account**. You will need to enter your Client ID number (found near the top right of this page).
  - b. Then follow the on-screen instructions to create your user name 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
3. Verify your personal and dependent information by making changes directly to the online form. (For dependents, see the bullet about check boxes under step **b.**)
    - a. Personal demographic information

**b.** Dependent(s) information:

- Confirm or add Social Security numbers<sup>1</sup>
- Check the **Med** (medical) and/or **Den** (dental) boxes in front of their names if they are to receive medical and/or dental coverage. (To deactivate dependents' coverage, remove the checked boxes.)  
*Note that you may choose a medical plan without prescription drug coverage only if you have a Medicare Part D prescription drug plan not offered by the Medical Trust. In this case, the Medical Trust will request proof of such coverage from you.*

4. Verify your plan selection(s) under **Coverage Options and Monthly Costs**. Your current plan will be checked.<sup>2</sup>
5. When done, review the page to make sure all your information is correct. Then, sign the form electronically by checking the box at the end of the form and clicking **Submit** at the top or bottom of the form.
6. A message will ask: "Are you sure?"
  - a. To accept, click **OK** to continue your submission.
  - b. To continue reviewing your changes, click **Cancel**.
  - c. To reject all changes and restart with the original form, click **Clear Changes**.
  - d. If a red Error message appears, correct the error and click **Submit Again**.
7. When processing is complete, a message will indicate the date and time your selection was received. Please print or download a copy for your records only; no need to mail it in to us.

For assistance, please call our Client Services team at (800) 480-9967, Monday to Friday, 8:30 AM to 8:00 PM ET (5:30 AM to 5:30 PM PT).

## Refer to these Online Benefits Resources

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

- Visit [cpg.org/annualenrollment](http://cpg.org/annualenrollment)
- Select your status: "I'm A Retiree (eligible for Medicare)"

<sup>1</sup> A valid Social Security number must be entered in the system for each member and dependent covered by a plan.

<sup>2</sup> If your diocese is funding any portion of your coverage, please check with your diocesan administrator regarding your funding, as this subsidy will not be reflected in the rates on the website.