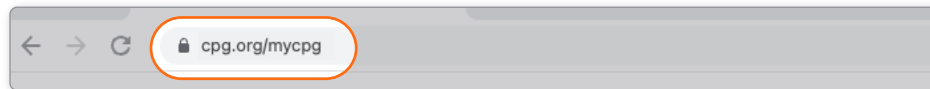


Plan Selection for Active Employees and Pre-65 Former Employees

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

1 Go to cpg.org/mycpg.

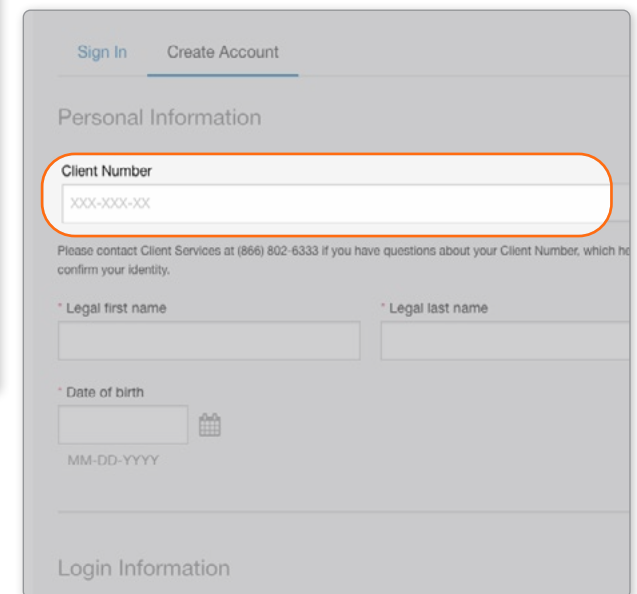
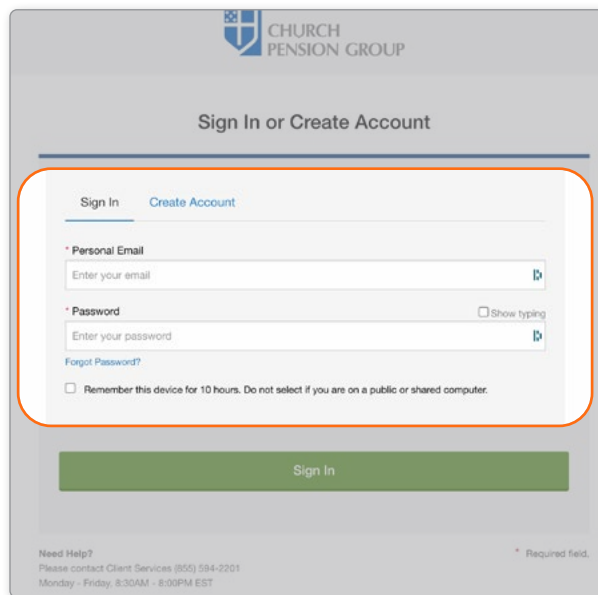


2 Sign in with the email address found on the Annual Enrollment letter you received in a green envelope. You may need to update your password to meet new security standards.

3 If there is no email address, please select **Create Account** and follow the prompts.

Enter your Client Number, found on the Annual Enrollment letter.

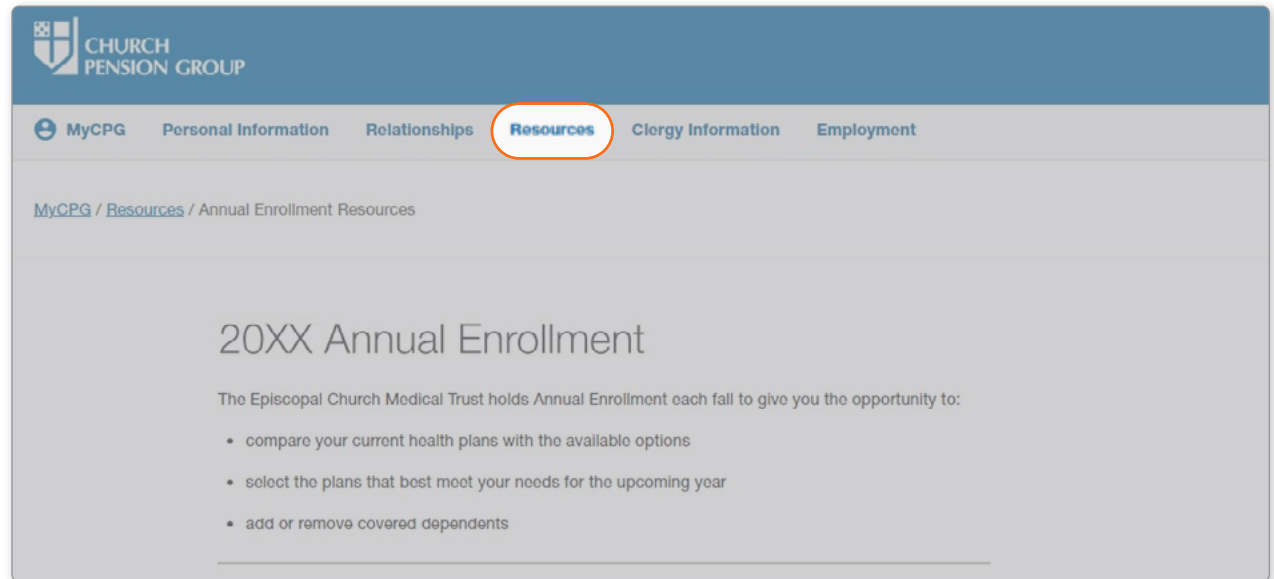
The number can make it easier to verify your identity during the account set-up process.



Need technical assistance with enrollment? Call our Client Services Technical Support Team at 855-594-2201, Monday to Friday, 8:30 AM to 8:00 PM ET.

Step Two: Enroll

Click on the Annual Enrollment banner or go to the **Resources** tab and click the **Annual Enrollment Resources** button.



Step Three: Update your personal information

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

A screenshot of the Church Pension Group website showing the "Personal Information" form. The header is blue with the logo and name. Below it is a navigation bar with tabs: MyCPG, Personal Information, Relationships, Resources, and Clergy Information. Below the navigation bar is a progress bar with four items: "Personal Information In Progress" (highlighted with an orange circle), "Relationships Not Started", "Coverage Not Started", and "Review Not Started". The main content area has a heading "Personal Information" and a paragraph: "Please review and update your personal information below to continue the enrollment process." Below this is a form with two fields: "Salutation *" with a dropdown menu showing "The Reverend/Father" and "Legal First Name *" with a text input field showing "Cara".

Step Four: Update Your Relationships Information

- 1 Confirm that 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).
- 2 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.
- 3 Add a new dependent by clicking on the **Add Dependent** button.

CHURCH PENSION GROUP

MyCPG Personal Information Relationships Resources

Personal Information Completed Relationships In Progress Coverage Not Started Review Not Started

Relationships

Marital History

Spouse

There is no current spousal information on record.

To update marital status or spouse's information, please visit the [Marital Status Section](#).

Dependents

There are no dependents on record. Click the button below to add a dependent.

[Add Dependent](#)

Previous [Save & Continue to Coverage](#)

Support and Guidance

- Purpose of this screen
- Adding or updating dependents
- Adding or updating domestic partners
- Adding or updating marital information
- Definition of relationships types

¹The following information is required for adding a new dependent (spouse or child): legal name, gender, date of birth, and Social Security Number.

On the **Coverage** screen, your current health plan(s) will be displayed. Review your coverage.

1 Select the individuals you want to have covered under your health plan(s).

2 For Medical Coverage

Check the **Medical Coverage** boxes in front of dependents' names if they are to receive coverage and uncheck the boxes to discontinue their coverage for the new plan year.

For Dental Coverage

Select your dental plan¹ and check the boxes in front of dependents' names if you wish to enroll them in coverage for the new plan year.

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

The screenshot displays the 'MyCPG' interface for user 'SDioadmintestingone' (Client Number: XXX-X06-56). The navigation bar includes 'MyCPG', 'Personal Information', 'Relationships', and 'Resources'. Progress indicators show 'Personal Information' and 'Relationships' as completed, 'Coverage' as 'In Progress', and 'Review' as 'Not Started'.

The main section is titled 'Coverage' and includes a note: '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 (highlighted with an orange border):

- Medical Plan**: Anthem BCBS BlueCard PPO 100, Self + Child
- Dental Plan**: Delta Dental Basic, Self + Child

Annual Enrollment Options

Plan Reference Documents:

- [Annual Enrollment \(AE\) Guide](#)
- [Plan Comparison Chart](#)

Participant Selection (highlighted with an orange border):

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

Medical Coverage

- ☒ Self
- ☐ Cara Walsh (Spouse)
- ☒ Rj Smith (Child)

Dental Coverage

- ☒ Self
- ☐ Cara Walsh (Spouse)
- ☒ Rj Smith (Child)

Support (on the right):

- [Purpose of](#)
- [Making me](#)
- [Plan no lon](#)
- [Benefits ar](#)
- [Understan](#)
- [Speak with](#)
- [Health plan ver](#)

¹Please note that Hawaii Medical Service Association plans are bundled with dental plans.

Step Five: Make Your Health Plan Selections (cont'd)

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	Family
☒ Cigna Open Access Plus CDHP-40/HSA Plan Summary	\$820.00	\$1,476.00	\$2,296.00
☐ Cigna Open Access Plus CDHP-15/HSA Plan Summary	\$981.00	\$1,766.00	\$2,747.00
☐ Cigna Open Access Plus PPO 100 Plan Summary	\$1,295.00	\$2,331.00	\$3,626.00
☐ Cigna Open Access Plus PPO 90 Plan Summary	\$1,161.00	\$2,090.00	\$3,251.00
☐ Cigna Open Access Plus PPO 80 Plan Summary	\$1,054.00	\$1,897.00	\$2,951.00
☐ Cigna Open Access Plus PPO 70 Plan Summary	\$961.00	\$1,730.00	\$2,691.00
☐ Cigna Open Access Plus MSP PPO 100 Plan Summary	\$1,034.00	\$1,861.00	\$2,895.00
☐ Cigna Open Access Plus MSP PPO 90 Plan Summary	\$930.00	\$1,674.00	\$2,604.00
☐ Cigna Open Access Plus MSP PPO 80 Plan Summary	\$842.00	\$1,516.00	\$2,358.00

Dental Plans	Single	Self + 1	Family
☒ Dent&Ortho-25/75 Plan Summary	\$89.00	\$160.00	\$249.00
☐ Basic Dent-50/150 Plan Summary	\$71.00	\$128.00	\$199.00
☐ Preventive Dental Plan Summary	\$43.00	\$77.00	\$120.00
☒ Decline Dental Coverage			

Summary

Monthly Cost ⓘ

Medical	\$2,331.00
Dental	\$42.00
Total	\$2,373.00

[Previous](#)
[Continue to Review](#)

If you do not want medical and/or dental coverage through the Medical Trust in the new plan year, check **Decline Medical Coverage** and/or **Decline Dental Coverage**.

Step Six: Review and Confirm Your Coverage

1
When you're done, make a final review of the plan choices you've selected.

2
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.

3
To reject all changes and restart with the original form, select **Start Over**.
A message will ask whether you are sure. Click **Start Over** to continue or **Cancel** to keep your previously submitted selection(s).

For technical assistance with enrollment, 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 Benefit Resources

For dental and additional benefits offered through the Medical Trust:

- Visit cpg.org/annualenrollment and select your status.
 - “I’m an Active Employee” (currently working)
 - “I’m a Pre-65 Former Employee” (not eligible for Medicare)

Your plan provides a Summary of Benefits and Coverage (SBC) that offers important details about the plan’s benefits in a standard format to help you compare options.

- SBCs are available at cpg.org/mtdocs.
- For a free paper copy, call 800-480-9967, Monday through Friday, 8:30 AM to 8:00 PM ET.

If you need help selecting plan(s):

- Medical —
 - Members whose plans use the Anthem and Cigna networks can call Quantum at 866-871-0629, Monday to Friday, 8:30AM to 10:00 PM ET.
 - Kaiser members should call the number on the back of their ID cards.
 - Members covered by the Hawaii Medical Service Association should call the number on the back of their ID cards.
- Dental—Call Delta Dental at 888-894-7059 (Monday to Friday, 8:00 AM to 8:00 PM ET) or visit cpg.org/deltadental.

Need help with Annual Enrollment? Call Client Services at 800-480-9967, Monday to Friday, 8:30 AM to 8:00 PM ET.

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Church Pension Group Services Corporation (“CPGSC”), doing business as The Episcopal Church Medical Trust, maintains a series of health and welfare plans (the “Plans”) for eligible employees of The Episcopal Church (the “Church”) and their eligible dependents. The Medical Trust serves only eligible Episcopal employers. The Plans that are self-funded are funded by the Episcopal Church Clergy and Employees’ Benefit Trust, a voluntary employees’ beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code.

The Plans are church plans within the meaning of Section 3(33) of the Employee Retirement Income Security Act of 1974, as amended, and Section 414(e) of the Internal Revenue Code. Not all Plans are available in all areas of the United States or outside the United States, and not all Plans are available on both a self-funded and fully insured basis. Additionally, the Plan may be exempt from federal and state laws that may otherwise apply to health insurance arrangements. The Plans do not cover all healthcare expenses, so members should read the official Plan documents carefully to determine which benefits are covered, as well as any applicable exclusions, limitations, and procedures.

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