EPISCOPAL CHURCH MEDICAL TRUST

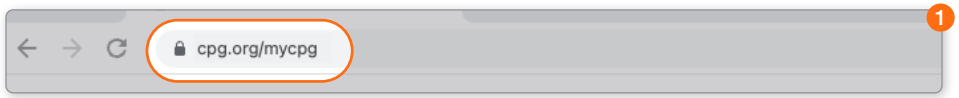
Annual Enrollment

# Plan Selection for Post-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*.



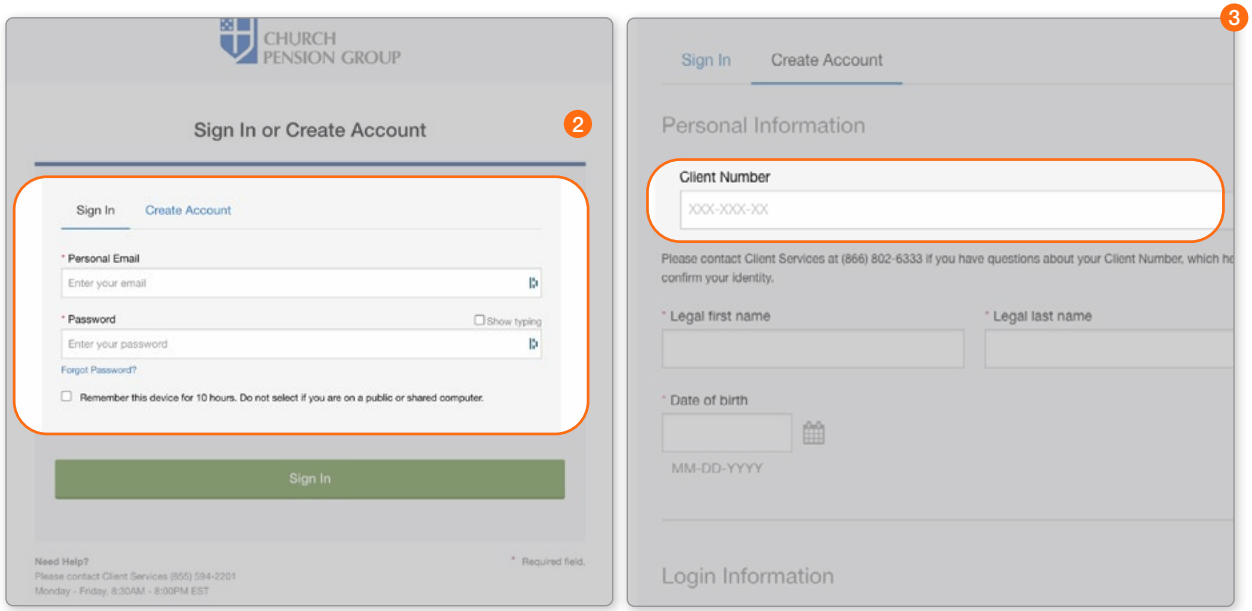

2 Sign in with the email address found on the Annual Enrollment letter you received in a green envelope.

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.

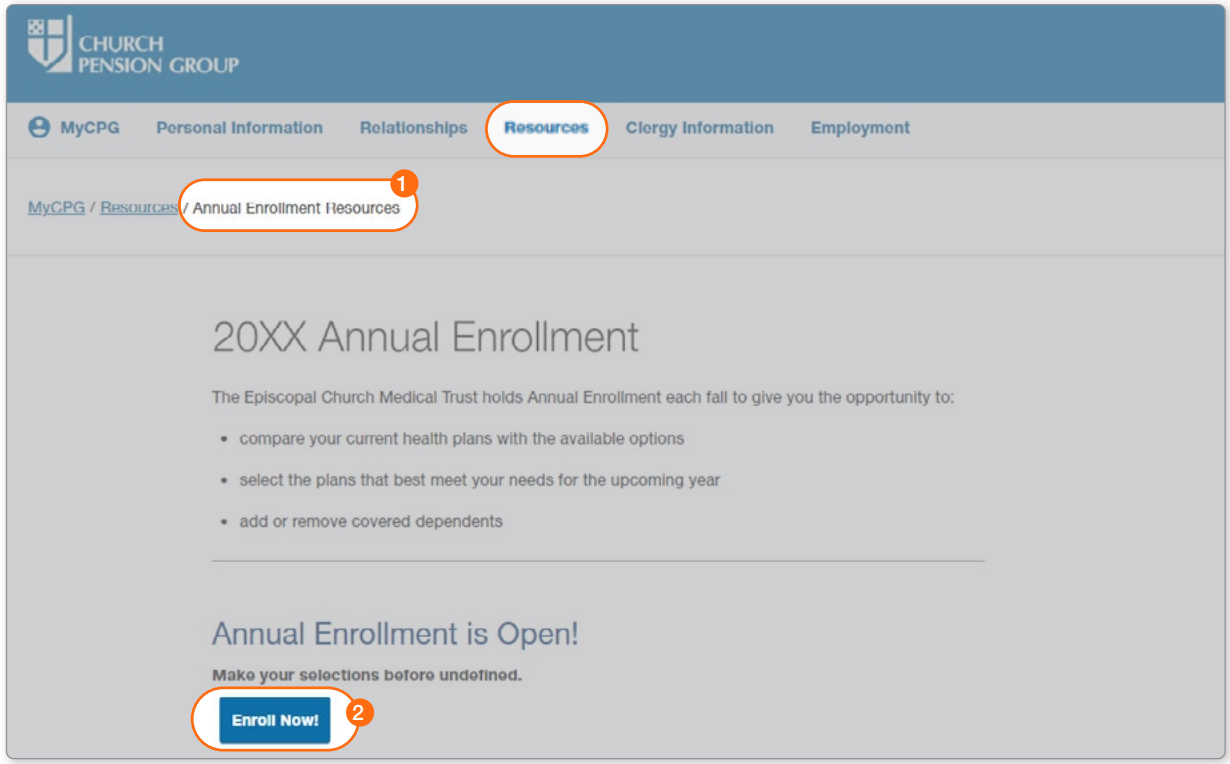
Enter your Client Number, found on the Annual Enrollment letter.

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.**

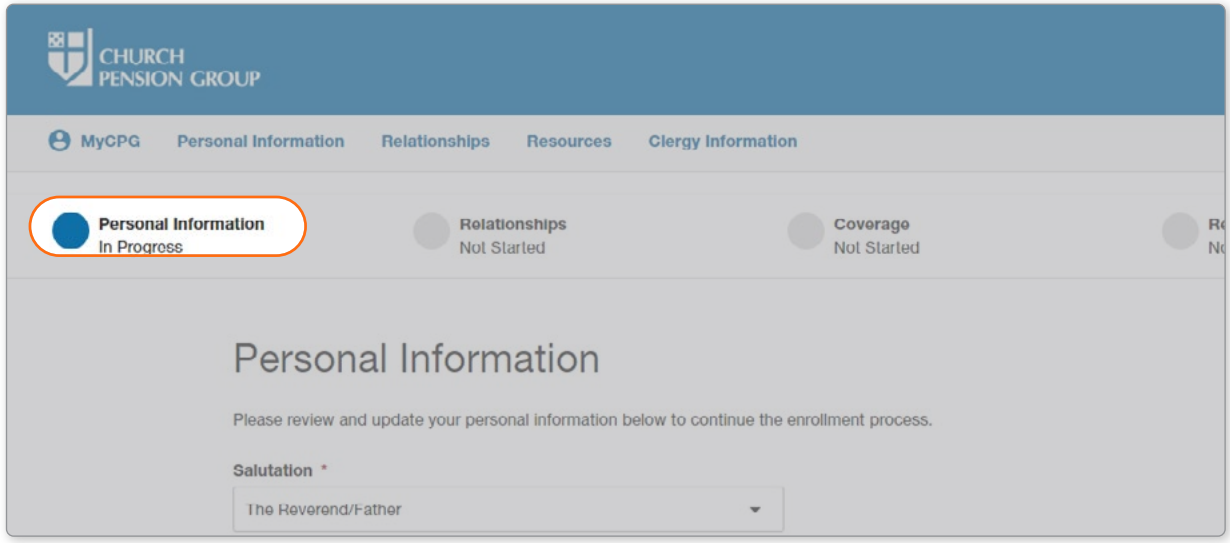
## **Step Two:** Enroll




1 On the **Resources** tab, click on **Annual Enrollment Resources**.

2 Click on the **Enroll Now!** button.

## **Step Three:** Update your personal information




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

## **Step Four:** Update Your Relationships Information

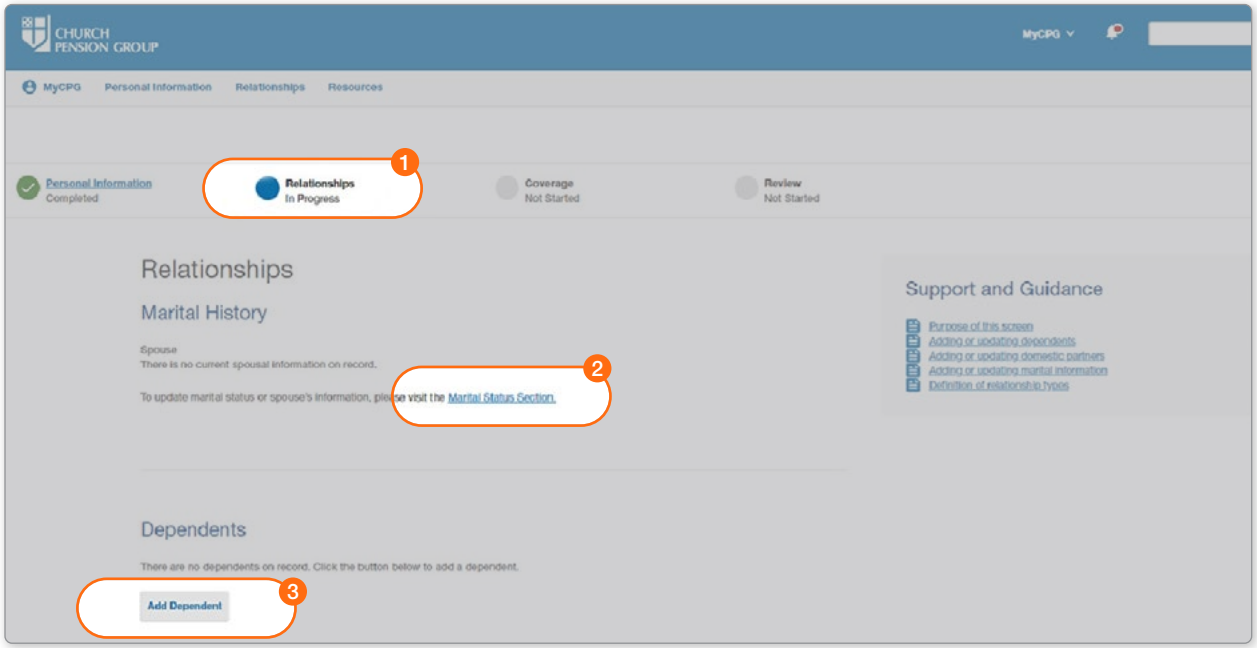
1. Confirm that your spousal and dependent(s) information is current by making updates on the **Relationships** screen.

   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.

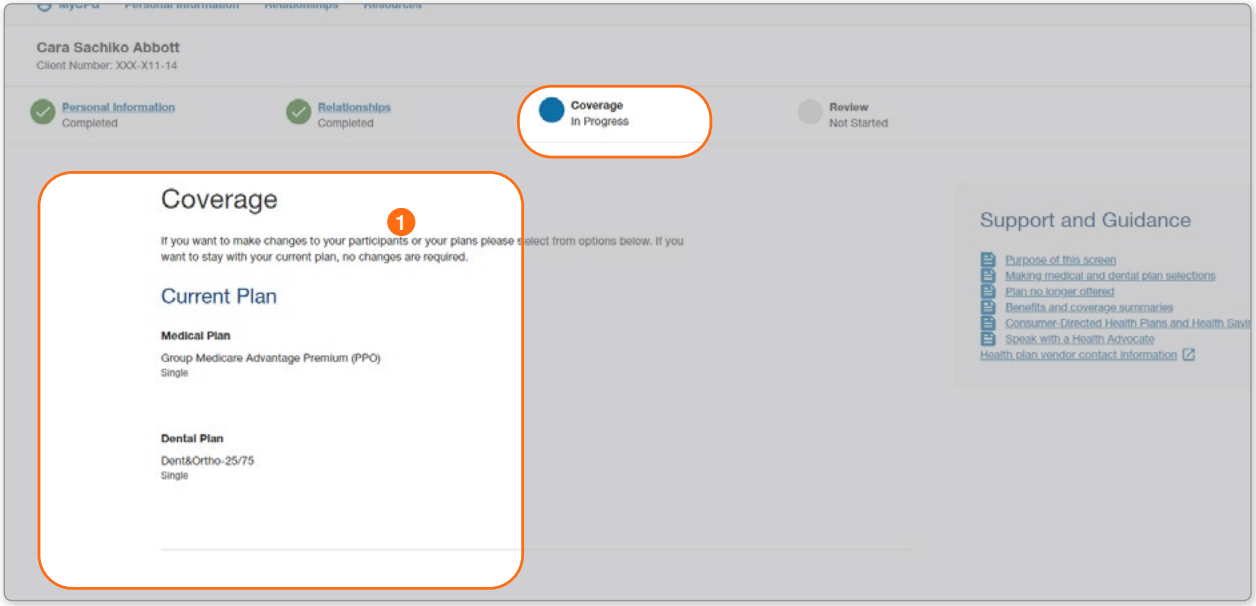
3. Add a new dependent by clicking on the **Add Dependent** button.



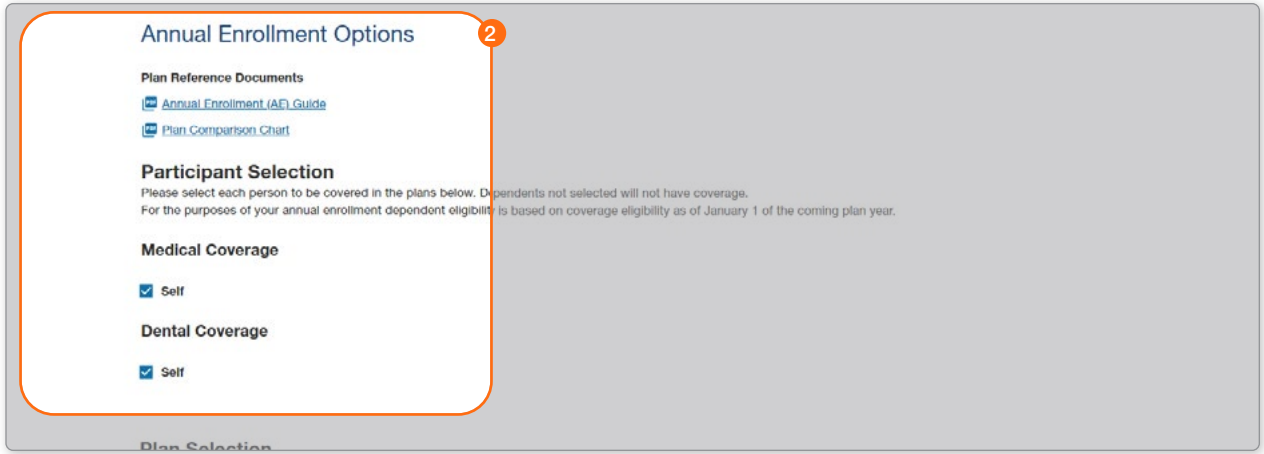

## **Step Five:** Make Your Health Plan Selections

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

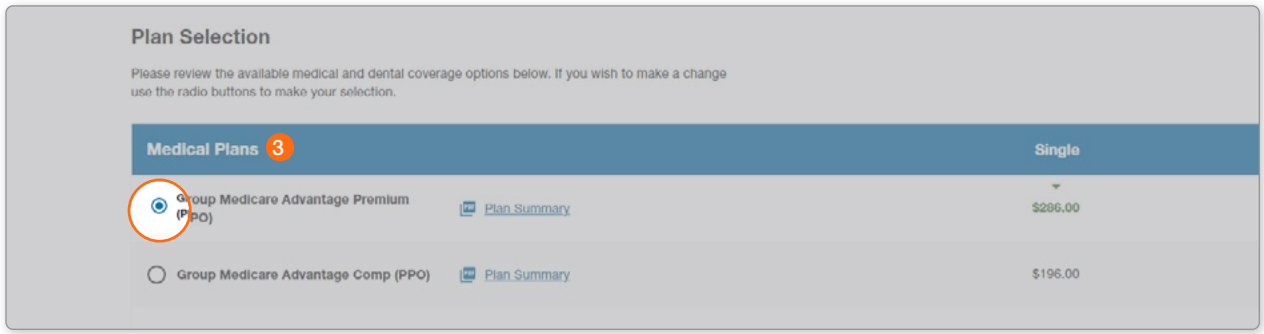
   Review your coverage.




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

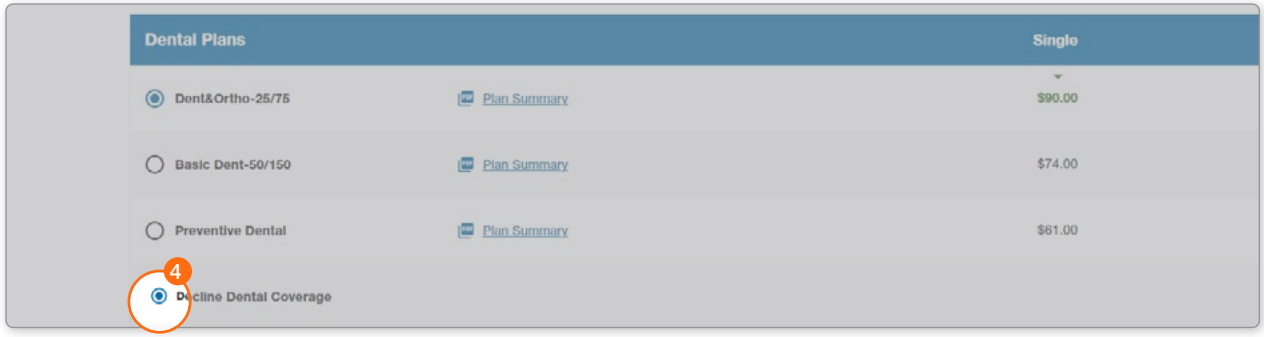



2 Select the individuals you want to have covered under your health plan(s).




3 **For Medical or Dental Coverage**

Check the **Medical or Dental 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. If you don't make a change to your current medical or dental plan, your medical or dental plan will continue, and any rate changes will apply.

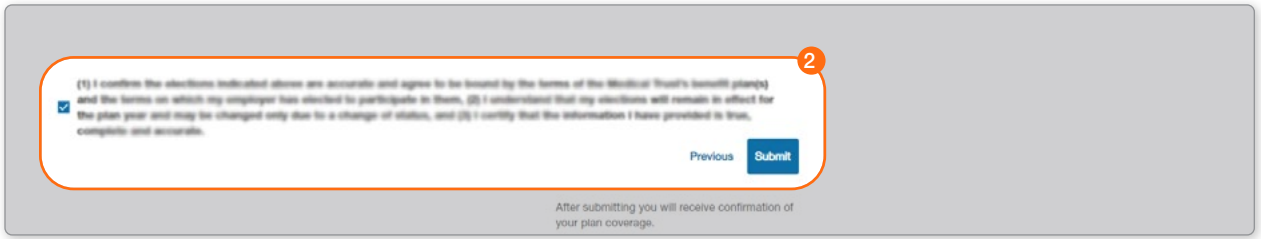



4 If you do not want medical and/or dental coverage through the Medical Trust in the new plan year, check **Decline Medical Coverage** and/or **Decline Dental Coverage**.

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

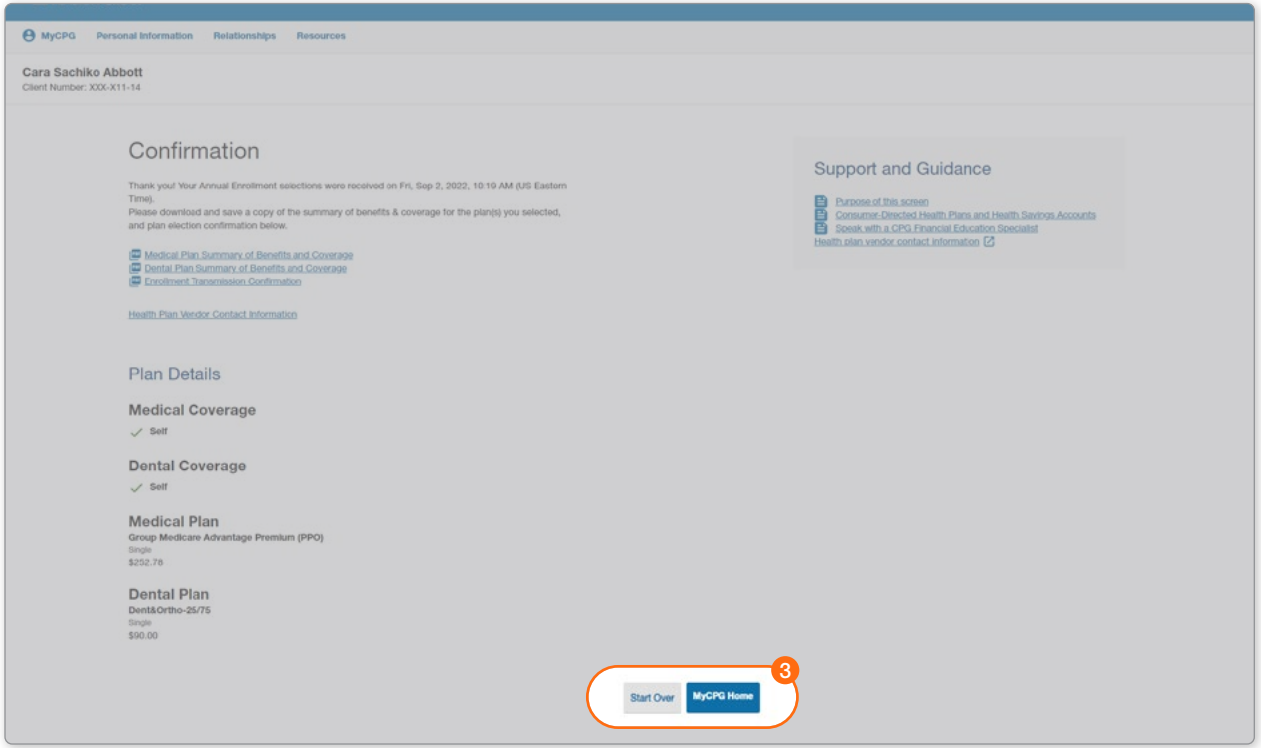

2. Then sign the form electronically by checking the box at the end of the form and clicking **Submit**.

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).



## Need Help?

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### Refer to These Benefit Resources

For UnitedHealthcare Group Medicare Advantage (PPO) Plan assistance, information, and resources:

- Be on the lookout for the UnitedHealthcare Group Medicare Advantage (PPO) Annual Notice of Change in October.
- Visit *retiree.uhc.com/ECMT* or call UnitedHealthcare Customer Service at 866-519-5401, TTY 711, 8:00 AM to 8:00 PM local time, seven days a week (translation services available upon request).

For UnitedHealthcare Group Medicare Advantage (PPO) Plan assistance, information, and resources:

- Visit *cpg.org/GMAenrollment*.
- Visit *cpg.org/annualenrollment* and select your status.
  - "I'm a Post-65 Former Employee" (eligible for Medicare)
- If you have questions about your post-retirement health subsidy, call our Client Services team 800-480-9967, Monday to Friday, 8:30 AM to 8:00 PM ET.
- Visit *cpg.org/deltadental* to learn more about Delta Dental plans.

For help choosing the best plans for yourself and your dependents:

- Medical
- Dental—To learn more about Delta Dental plans, visit *cpg.org/deltadental* or call 888-894-7059, Monday to Friday, 8:00 AM to 8:00 PM ET.

### Need help with Annual Enrollment?

Call Client Services at 800-480-9967, Monday to Friday, 8:30 AM to 8:00 PM ET.