



MyCPG Accounts and MAP Updates for Institution Administrators

Dear Administrator:

We are pleased to inform you that we will soon be launching enhancements to MyCPG Accounts that will allow members to report significant life events and request benefit enrollment changes for the following:

- Marital and domestic partnership changes*
- Adding a child
- Changes in other health coverage
- The death of a loved one

All enrollment requests due to member-reported significant life events will require review and approval by a Diocese or Group Administrator.

We will also be introducing the following enhancements to My Admin Portal (MAP):

- **Increasing an employee's annual scheduled hours to 1,000 or more** will trigger the mid-year enrollment process for benefits-eligible employees.
- **Decreasing an employee's annual scheduled hours below 1,000** will automatically terminate:
 - Group health, life, and disability benefits (with some exceptions)
 - Participation in the Lay Defined Benefit Plan
- Administrators will be able to complete adoption agreements for the Lay DB Plan and adoption agreements/amendments for the Lay DC Plan (403(b)) and Retirement Savings Plan (RSVP). Institutions that have adopted the 401(a) plan and wish to amend their adoption of that plan will need to continue using paper forms.
- Administrators will have the ability to offer their institution's employees a subset of the medical and dental plans offered through their diocese (or other participating group) for the upcoming plan year.
- Diocese Administrators will be able to add or remove institutions under their authority.

We encourage you to attend the upcoming webinar for details about these enhancements.

MyCPG Accounts and MAP Updates: Life Events, Manage Institutions, and Plan Sub-select

Wednesday, July 24, 2024

2:30 PM to 3:30 PM ET

[Register Now!](#)

If you have questions, please reach out to your Diocese Administrator or call Client Services at (855) 215-5990, Monday to Friday, 8:30 AM to 8:00 PM ET.

Sincerely,

Church Pension Group

**Enrollments for domestic partners apply only to groups that allow domestic partners as dependents.*

