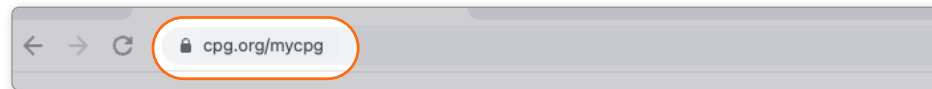


Plan Selection for Active Employees and Pre-65 Former Employees

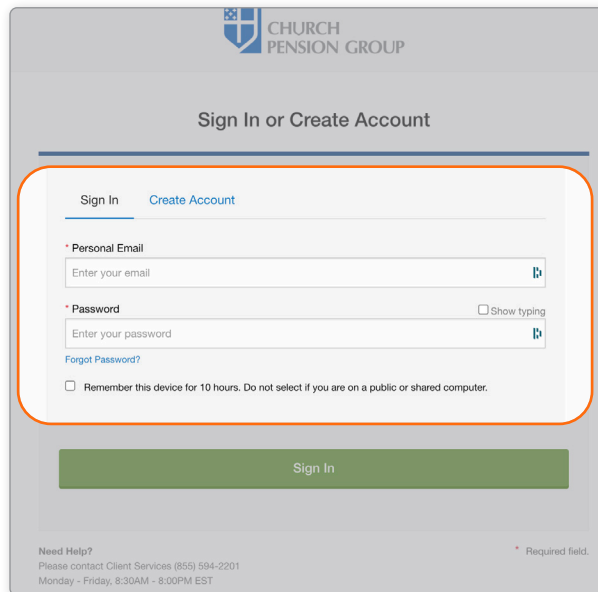
These instructions will guide you through CPG's online application as you make your plan selection(s) for the coming year through *MyCPG Accounts*.

Step One: Log in

1 Go to cpg.org/mycpg.



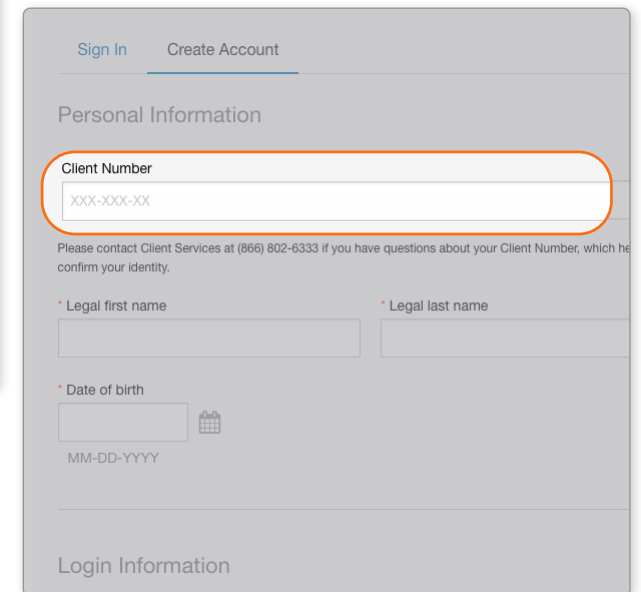
2 Sign in with the email address on your Annual Enrollment letter in the green envelope. You may need to update your password to meet new security standards.



3 If there is no email address or you did not access your account in 2022 or later, please select **Create Account** and follow the prompts.

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

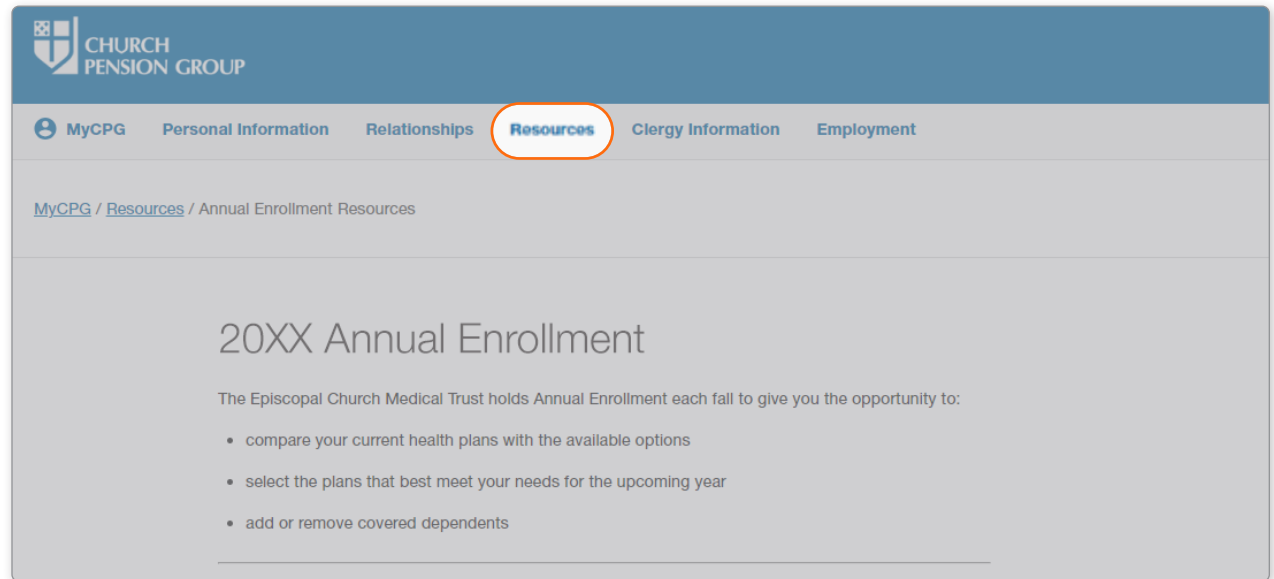
The number can make it easier to verify you during the account set-up process.



Need enrollment technical assistance? 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

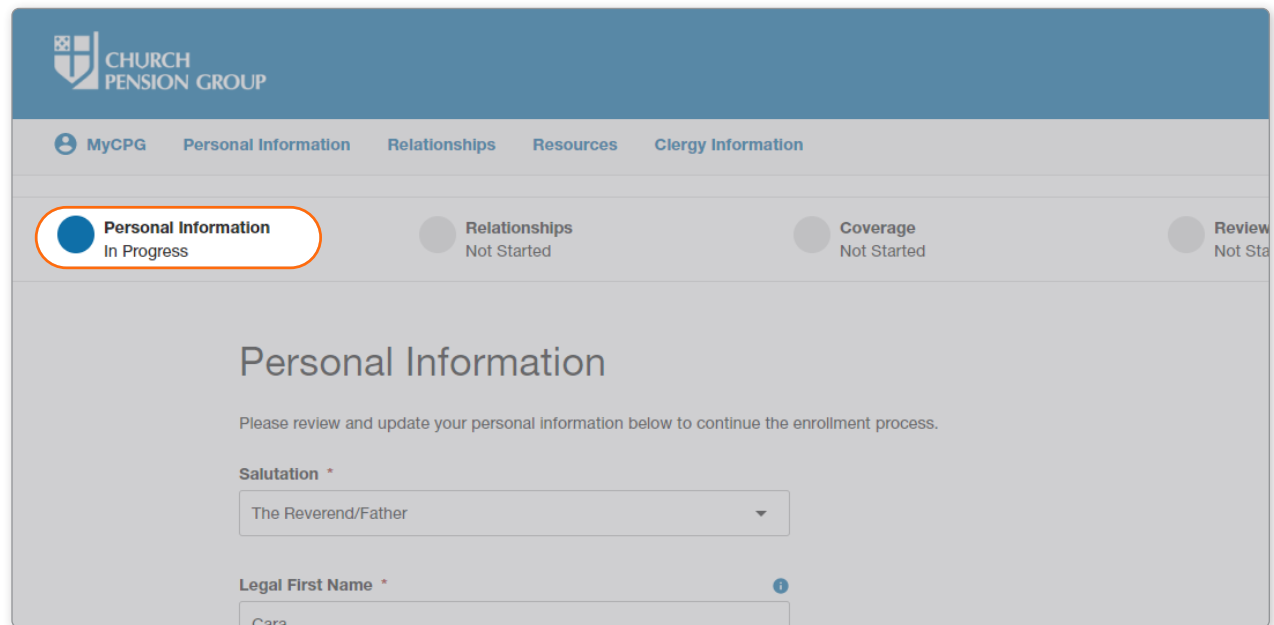
Click on the Annual Enrollment banner, or go to **Resources** tab and click the **Annual Enrollment Resources** quick action button.



The screenshot shows the Church Pension Group website interface. At the top, the logo and name "CHURCH PENSION GROUP" are visible. Below the logo is a navigation bar with tabs: "MyCPG", "Personal Information", "Relationships", "Resources" (highlighted with an orange circle), "Clergy Information", and "Employment". Below the navigation bar is a breadcrumb trail: "MyCPG / Resources / Annual Enrollment Resources". The main content area features a large heading "20XX Annual Enrollment" and a sub-heading "The Episcopal Church Medical Trust holds Annual Enrollment each fall to give you the opportunity to:". Below this, there is a list of three bullet points: "compare your current health plans with the available options", "select the plans that best meet your needs for the upcoming year", and "add or remove covered dependents".

Step Three: Update your personal information

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



The screenshot shows the Church Pension Group website interface. At the top, the logo and name "CHURCH PENSION GROUP" are visible. Below the logo is a navigation bar with tabs: "MyCPG", "Personal Information", "Relationships", "Resources", and "Clergy Information". Below the navigation bar is a progress indicator with four steps: "Personal Information" (highlighted with an orange circle and labeled "In Progress"), "Relationships" (labeled "Not Started"), "Coverage" (labeled "Not Started"), and "Review" (labeled "Not Started"). The main content area features a large heading "Personal Information" and a sub-heading "Please review and update your personal information below to continue the enrollment process.". Below this, there is a form with two fields: "Salutation *" with a dropdown menu showing "The Reverend/Father" and "Legal First Name *" with a text input field containing "Cara".

Step Four: Update Your Relationships Information

- 1 Make sure 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.

The screenshot displays the 'MyCPG' interface for the 'Church Pension Group'. The top navigation bar includes 'MyCPG', 'Personal Information', 'Relationships', and 'Resources'. Below this, a progress bar shows four stages: 'Personal Information' (Completed), 'Relationships' (In Progress), 'Coverage' (Not Started), and 'Review' (Not Started). The main content area is titled 'Relationships' and is divided into two sections: 'Marital History' and 'Dependents'. The 'Marital History' section indicates there is no current spousal information on record and provides a link to the 'Marital Status Section'. The 'Dependents' section states there are no dependents on record and features an 'Add Dependent' button. A 'Support and Guidance' sidebar on the right lists links for 'Purpose of this screen', 'Adding or updating dependents', 'Adding or updating domestic partners', 'Adding or updating marital information', and 'Definition of relationship types'. At the bottom right, there are 'Previous' and 'Save & Continue to Coverage' buttons.

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

MyCPG Personal Information Relationships Resources

SDioadmintestingone
Client Number: XXX-X06-56

Personal Information Completed
 Relationships Completed
 Coverage In Progress
 Review Not Started

Coverage

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

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

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

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

1
Select who 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 or uncheck the boxes to discontinue 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).

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

Dental Plans	Single	Self + 1	Family
<input checked="" type="radio"/> Dent&Ortho-25/75 Plan Summary	\$89.00	\$160.00	\$249.00
<input type="radio"/> Basic Dent-50/150 Plan Summary	\$71.00	\$128.00	\$199.00
<input type="radio"/> Preventive Dental Plan Summary	\$43.00	\$77.00	\$120.00
<input type="radio"/> Decline Dental Coverage			

Summary

Monthly Cost ⓘ

Medical	\$2,331.00
Dental	\$42.00
<hr/>	
Total	\$2,373.00

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

3

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 are done, make a final review of your selected health plan choice(s).

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 if you are sure. Click **Start Over** to continue or **Cancel** to keep your previously submitted selection(s).

For enrollment technical assistance, 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) which 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):

- Medical¹ —
 - Members whose plans use the Anthem and Cigna networks can call Quantum at 866-871-0629, Monday to Friday, 8:30AM to 10 PM EST.
 - 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 EST) 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. Need Help?

¹Please note that as of January 1, 2025, the services of Health Advocate will no longer be available. Quantum Health will take over those services in 2025.

This material is provided for informational purposes only and should not be viewed as investment, tax, or other advice. It does not constitute a contract or an offer for any products or services. In the event of a conflict between this material and the official plan documents or insurance policies, any official plan documents or insurance policies will govern. The Church Pension Fund (“CPF”) and its affiliates (collectively, “CPG”) retain the right to amend, terminate, or modify the terms of any benefit plan and/or insurance policy described in this material at any time, for any reason, and, unless otherwise required by applicable law, without notice.

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 (and their eligible dependents) of The Episcopal Church (the “Church”). 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.

Neither The Church Pension Fund nor any of its affiliates (collectively, “CPG”) is responsible for the content, performance, or security of any website referenced herein that is outside the cpg.org domain or that is not otherwise associated with a CPG entity.