

Update - My Admin Portal(MAP)



Dear Administrator:

Starting in early March, we will be introducing updates to My Admin Portal (MAP) that will, for the first time, allow Institution Administrators to enroll employees in select group health, life, and disability plans—or permit employees to directly enroll themselves in certain benefits.

When combined with their existing ability to enroll employees in pension and retirement savings plans, this expanded role for Institution Administrators will help streamline the new hire process.

As the Diocese Administrator, you will be notified when there is a new employee action requiring your attention. Your responsibilities will include the review and approval of group health, life and disability coverages, effective dates, and billing information.

We invite you to register for the following webinars to learn more about changes to the new hire process:

For Diocese Administrators

Diocese Administrator Preview: MAP Update—New Hire Process

February 20, 2024

2:00 to 3:00 PM ET

Review the new roles and responsibilities of Diocese and Institution Administrators.

[REGISTER](#)

For Diocese and Institution Administrators

MAP Update: New Hire Process

March 7, 2024

2:00 to 3:00 PM ET

Explore the new MAP workflow and key decision points in the revamped new hire process.

[REGISTER](#)

We look forward to seeing you and answering your questions.

Sincerely,

Church Pension Group

P.S. New to MAP? Learn more [here](#).