



Dear Administrator:

We are pleased to inform you that we have launched the enhancements to the new hire process in My Admin Portal (MAP), which we told you about previously.

These updates allow Institution Administrators to enroll employees in select group health, life, and disability plans—or permit employees to directly enroll themselves in certain benefits.

Diocese Administrators will be notified when a new employee action requires their attention, including the approval of group health, life, and disability coverages, effective dates, and billing information.

These enhancements help streamline the new hire process for administrators when combined with existing capabilities for pension and retirement savings plans. For more detailed instructions, watch the recent [webinar](#) covering these new enhancements.

Sincerely

Church Pension Group



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