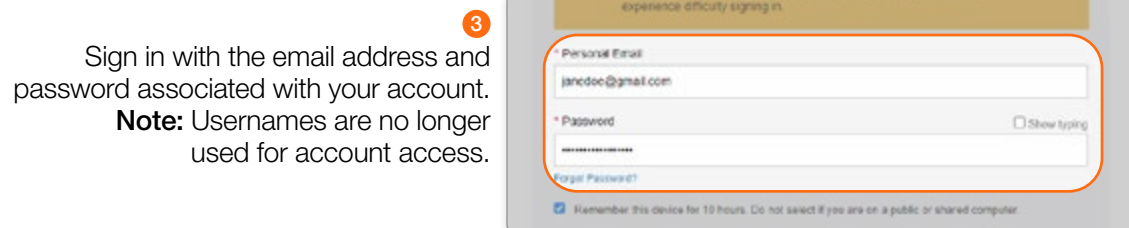
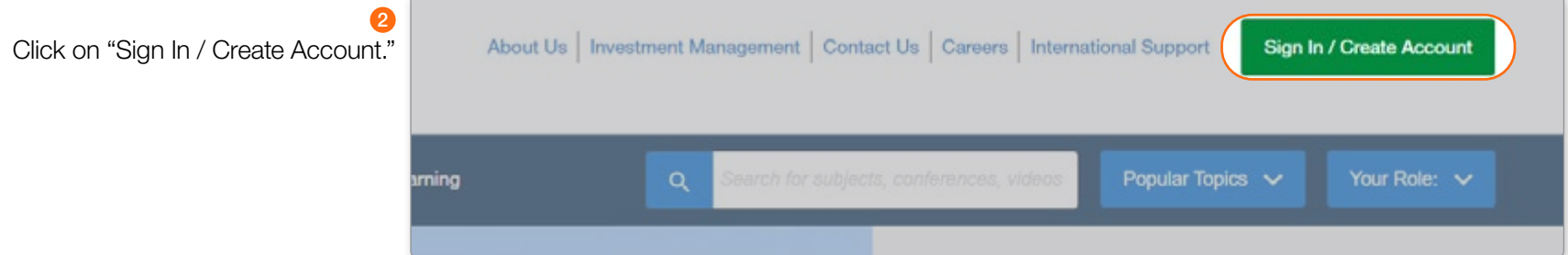
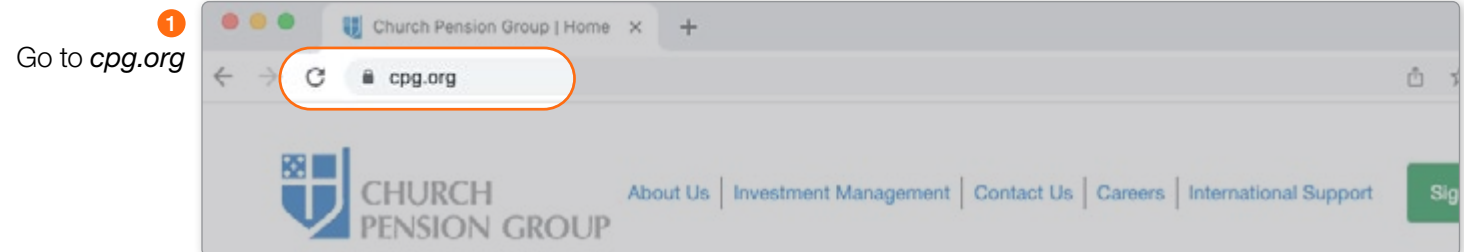


## Plan Selection for Administrators

These instructions will guide you through CPG's systems as you make your group plan selections for the coming year.

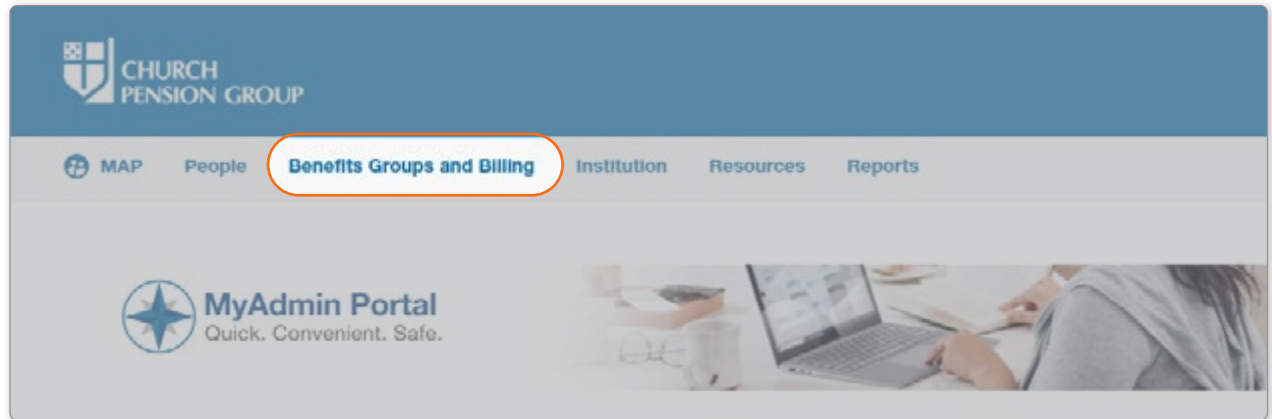
This task is carried out by the Diocese, Group, and Institution administrators who are responsible for making plan selections for their benefits group(s).

### Step One: Log in

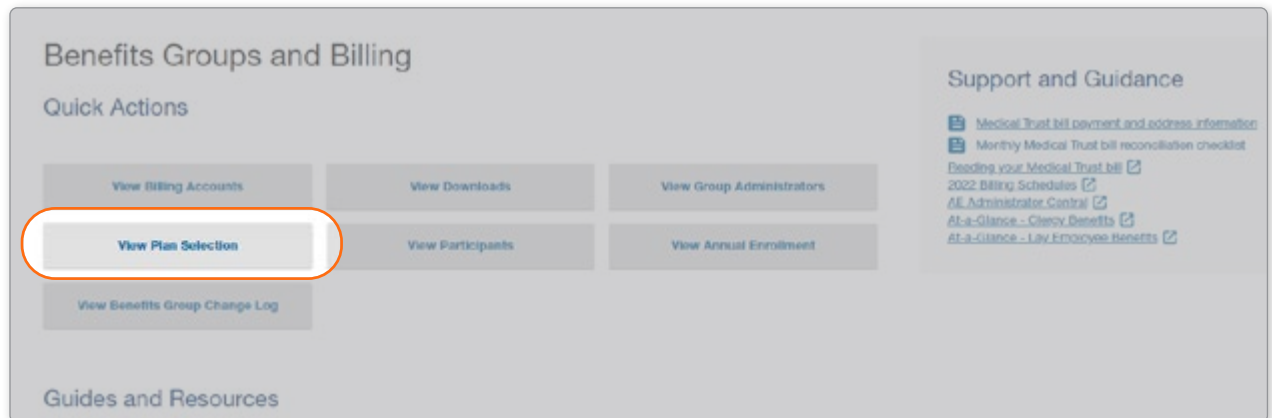


## Step Two: My Admin Portal (MAP)

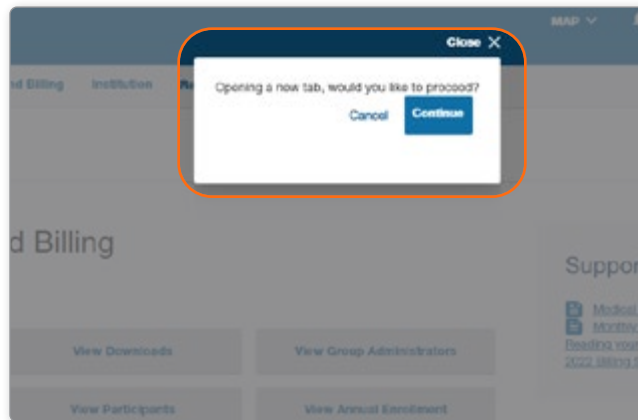
1  
From the MAP dashboard, select the “Benefits Groups and Billing” tab.



2  
From the “Benefits Groups and Billing” landing page, click on the “View Plan Selections” button.



3  
A pop-up will ask you to confirm that you want to open a new tab. Click “Continue,” to open the MLPS application in a new window.



## Step Three: Using MLPS for plan selection

1

The left side of the MLPS Plan Selection screen offers a menu of options.

If you are responsible for multiple benefits groups (Association Numbers, or ASSNs), choose the group for which you are making plan selections.

CHURCH PENSION GROUP

Find Records [hide]  
 All Business Units  
 Emp: [ ]  
 Bus. Unit: [ ]  
 City: [ ]  
 [search]

Find Changes  
 Change Report

Plans & Rates  
 Plan Selections  
 Annual Enrollment  
 Other Reports  
 Enrollment

Account Setup  
 My Web Account  
 Group Admins

**Group to view:**  
 Church of St. Elvin  
 Church of St. Kylie  
 Church of St. Melvin  
 Church of St. Melvin  
 Church of St. Odis  
 Church of St. Ruby  
 Dio

Plan Selections  
 ▼ Diocese Of XXXX

Diocese Of XXXX (0XX8)  
 Effective Date: 2023-01-01  
 Rate Tiers: 4  
 Rx Option: Standard  
 Last Modified: 2022-08-24 15:47:20

Option 1 Click here to download your [Plan Selection Sheet](#)

Plan Name	Plan Code	Enroll Total	2022 Rates				Final % Chg	2023 Rates			
			Single	Plus Sps	Plus Child	Family		Single	Plus Sps	Plus Child	Family
Anthem BCBS BlueCard MSP PPO 70	MS12		693	1386	1247	2079	2.06	714	1428	1285	
Anthem BCBS BlueCard MSP PPO 80	MS11		772	1544	1390	2316	2.55	799	1598	1438	
Anthem BCBS BlueCard MSP PPO 90	MS10		851	1702	1532	2553	2.54	881	1762	1586	
Anthem BCBS BlueCard PPO 70	MPP4		866	1732	1559	2598	2.01	892	1784	1606	
Anthem BCBS BlueCard PPO 80	MPP3	2	954	1908	1717	2862	2.47	987	1974	1777	
Anthem BCBS BlueCard PPO 90	MPP2	3	1051	2102	1892	3153	2.54	1088	2176	1958	
Anthem BCBS CDHP-20/HSA	MHDE	30	761	1522	1370	2283	2.98	791	1582	1424	

2

Otherwise, the screen will display the medical plans to select for your group.

[hide]

Plan Selections  
 ▼ Diocese Of XXXX

Diocese Of XXXX (0XX8)  
 Effective Date: 2023-01-01  
 Rate Tiers: 4  
 Rx Option: Standard  
 Last Modified: 2022-08-24 15:47:20

Option 1 Click here to download your [Plan Selection Sheet](#)

Plan Name	Plan Code	Enroll Total	2022 Rates				Final % Chg	2023 Rates				
			Single	Plus Sps	Plus Child	Family		Single	Plus Sps	Plus Child	Family	
Anthem BCBS BlueCard MSP PPO 70	MS12		693	1386	1247	2079	2.06	714	1428	1285	2142	3.0
Anthem BCBS BlueCard MSP PPO 80	MS11		772	1544	1390	2316	2.55	799	1598	1438	2397	3.4
Anthem BCBS BlueCard MSP PPO 90	MS10		851	1702	1532	2553	2.54	881	1762	1586	2643	3.5
Anthem BCBS BlueCard PPO 70	MPP4		866	1732	1559	2598	2.01	892	1784	1606	2676	3.0
Anthem BCBS BlueCard PPO 80	MPP3	2	954	1908	1717	2862	2.47	987	1974	1777	2961	3.4
Anthem BCBS BlueCard PPO 90	MPP2	3	1051	2102	1892	3153	2.54	1088	2176	1958	3264	3.5
Anthem BCBS CDHP-20/HSA	MHDE	30	761	1522	1370	2283	2.98	791	1582	1424	2373	3.9

## Step Four: Review Renewal Package and Plans / Rates, and Make Plan Selections

1

Review your plan choices and determine your plan selections.

Click the “Accept” or “Decline” button next to each plan. You must do this for each plan! Use the “Clear Changes” button to start over.

If you wish to request a rate tier or Rx (pharmacy plan) option change, see “Request an Additional Quote” instructions below.

**Option 1** Click here to download your [Plan Selection Sheet](#)

Plan Name	Plan Code	Enroll Total	2022 Rates					2023 Rates					2023 Election	
			Single	Plus Spc	Plus Child	Family	Final % Chg	Single	Plus Spc	Plus Child	Family	Final % Chg	Accept	Decline
Anthem BCBS BlueCard HSP PPO 70	MS12		693	1386	1247	2079	2.06	714	1428	1285	2142	3.04	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard HSP PPO 80	MS11		772	1544	1390	2316	2.55	799	1598	1438	2397	3.41	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard HSP PPO 90	MS10		851	1702	1532	2553	2.54	881	1762	1586	2643	3.51	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 70	MPP4		866	1732	1559	2598	2.01	892	1784	1606	2676	3.01	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 80	MPP3	2	954	1908	1717	2862	2.47	987	1974	1777	2961	3.41	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 90	MPP2	3	1051	2102	1892	3153	2.54	1088	2176	1958	3264	3.52	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-20/HSA	MHDE	30	761	1522	1370	2283	2.98	791	1582	1424	2373	3.94	<input checked="" type="radio"/>	<input type="radio"/>
Cigna Open Access Plus CDHP-20/HSA	MHDC	182	761	1522	1370	2283	2.98	791	1582	1424	2373	3.94	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus HSP PPO 70	HGH4		693	1386	1247	2079	2.06	714	1428	1285	2142	3.04	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus HSP PPO 80	HGH3		772	1544	1390	2316	2.55	799	1598	1438	2397	3.41	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus HSP PPO 90	HGH2	1	851	1702	1532	2553	2.53	881	1762	1586	2643	3.51	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus PPO 70	MG04	1	866	1732	1559	2598	2.01	892	1784	1606	2676	3.01	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus PPO 80	MG03	1	954	1908	1717	2862	2.46	987	1974	1777	2961	3.41	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus PPO 90	MG02	5	1051	2102	1892	3153	2.54	1088	2176	1958	3264	3.52	<input type="radio"/>	<input checked="" type="radio"/>
Anthem BCBS BlueCard HSP PPO 100	MSG9							955	1910	1719	2865	3.41	<input checked="" type="radio"/>	<input type="radio"/>
<b>Anthem BCBS BlueCard PPO 100</b>	MPP1							1180	2360	2124	3540	3.51	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-15/HSA	MHDG							917	1834	1651	2751	3.91	<input checked="" type="radio"/>	<input type="radio"/>
Cigna Open Access Plus CDHP-15/HSA	MCDH							917	1834	1651	2751	3.91	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus HSP PPO 100	HGH1							955	1910	1719	2865	3.41	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus PPO 100	MG01							1180	2360	2124	3540	3.51	<input type="radio"/>	<input checked="" type="radio"/>

Additional Option Requested

Submit  
Clear Changes

2

Review the Participating Group Agreement, the Administrative Policy Manual, and the Legal Consent set forth above the checkbox, and then, if you agree to their terms, click the checkbox to give legal consent on behalf of your Participating Group and click “Submit.”

**Legal Consent**

By clicking the election button, I acknowledge that I am authorized by the parish, diocese, school or other organization ("Participating Group") to act on its behalf to understand and agree that the act of clicking the election will constitute an electronic signature. I understand and agree that electronic records and electronic signatures have the same legal effect, validity, and enforceability as paper records and written signatures. I acknowledge receipt of the [Legal Consent Agreement](#), which contains the terms and conditions. I acknowledge that I have read and received the user license agreement and consent to its terms.

I acknowledge that the following year's offering includes multiple options and an array of cost design choices that the Participating Group may select from in order to offer the best option to its members and covered families. I, as a member of the Participating Group, hereby agree that: (a) the Participating Group has reviewed and read the Participating Group Agreement and the current version of the Administrative Policy Manual, which is available at [www.bcbs.com/plan](#); (b) the Participating Group has reviewed and agreed to be bound by the terms and conditions of the Participating Group Agreement; (c) the Participating Group acknowledges that the Administrative Policy Manual may be updated by the Plan Sponsor from time to time; (d) the Participating Group's sole obligation and duty is without limitation, and agrees to be bound by the terms and conditions of the Administrative Policy Manual as they are in effect from time to time; and (e) the Participating Group accepts the terms and conditions which have been presented on this computer screen and/or terms between funds.

I have read and agree to the above Legal Consent.

Submit  
Clear Changes

3

Confirm by clicking “OK” in the pop-up window.

Plan Code: MS12 Final % Chg: 3.04

Are you sure?

Cancel OK

## Step Five: View Your Selections

1

Plans and Rate selections have been updated successfully - When you see the green text at the top of the screen, it means that plans and rate selections have been successfully updated. Your selection grid will then become inactive. Click the *Plan Selection Sheet* link to view a PDF of your completed selections.

Plan Selections  
▼ Diocese Of XXX

✓ Plan and Rate selections have been updated successfully  
✓ You may click here to download your [Plan Selection Sheet](#)

## Optional: Request an Additional Quote

1

Leave the “Accept / Decline” radio buttons blank or click “Clear Changes” to remove selections.

BS BlueCard MSP PPO 100	HSG9					955	1910	1719	2865	3.49	<input type="radio"/>	<input type="radio"/>
CBS BlueCard PPO 100	MPP1					1180	2360	2124	3540	3.51	<input type="radio"/>	<input type="radio"/>
BS CDHP-15/HSA	MHDG					917	1834	1651	2751	3.47	<input type="radio"/>	<input type="radio"/>
Access Plus CDHP-15/HSA	MCDH					917	1834	1651	2751	3.47	<input type="radio"/>	<input type="radio"/>
Access Plus MSP PPO 100	MGM1					955	1910	1719	2865	3.49	<input type="radio"/>	<input type="radio"/>
Access Plus PPO 100	HG01					1180	2360	2124	3540	3.51	<input type="radio"/>	<input type="radio"/>

Additional Option Requested

Please specify your plan request

Submit Clear Changes

2

Check “Additional Option Requested” at the bottom of the Plan Selection table.

Cigna Open Access Plus MSP PPO 100	MGM1					955	1910	1719	2865	3.49	<input type="radio"/>	<input type="radio"/>
Cigna Open Access Plus PPO 100	HG01					1180	2360	2124	3540	3.51	<input type="radio"/>	<input type="radio"/>

Additional Option Requested

Please specify your plan request

Submit Clear Changes

3

Specify your plan request in the comments box.

Additional Option Requested

Please specify your plan request

Submit Clear Changes

4

Then click “Submit.”

Access Plus MSP PPO 100	MGM1					955	1910	1719	2865	3.49	<input type="radio"/>	<input type="radio"/>
Access Plus PPO 100	HG01					1180	2360	2124	3540	3.51	<input type="radio"/>	<input type="radio"/>

Additional Option Requested

Please specify your plan request

Submit



## Additional Option Request for Multiple Rate Tiers and/or Rx Options

1 Use these dropdown menus to choose from the multiple rate tiers and/or Rx (pharmacy plan) options you requested. Choose “Rate Tiers” and/or “Rx Option” values for the plans presented in response to your optional request.



Diocese Of XXXX (0xxx8)  
Effective Date: 2023-01-01

Rate Tiers: 4 ▾ Rx Option: Standard ▾ View Plans

Submit Clear Changes

Option 1 Click here to download your [Plan Selection Sheet](#)

	Enroll	2022 Rates	2023 Rates	2023 Start

2 Then click the “View Plans” button to see the rate changes displayed on screen.



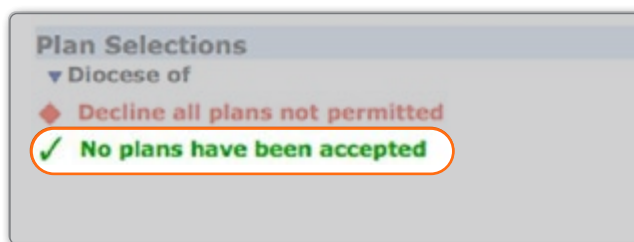
Diocese Of XXXX (0xxx8)  
Effective Date: 2023-01-01

Rate Tiers: 4 ▾ Rx Option: Standard ▾ View Plans

Submit Clear Changes

3 To complete plan selections, follow the instructions above in Step Four: “Review Renewal Package, Plans / Rates, and Make Plan Selections”, #2 and #3.

**Note:** All plans **cannot** be **declined**. If you attempt to do so, a warning message will appear.



Plan Selections

▼ Diocese of

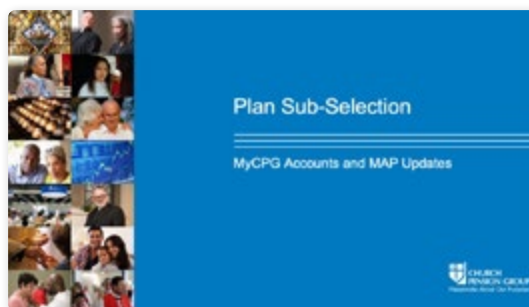
◆ Decline all plans not permitted

✓ No plans have been accepted

## Institution Plan Sub-select (for Institution Administrators)

1 Plan sub-selection allows institutions to offer only a subset of the medical and dental plan options made available by their Participating Groups.

To view a demo of Institution Plan Sub-selection, [click here](#).



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