

TCSM MVP Administrator's Visual Reference Guide

My Admin Portal (MAP)	Diocese Administrator	Institution Administrator With Group Privileges	Institution Administrator Without Group Privileges	Group Administrator (GHL Only)	Notes
Add Employee	•	•	•		* Group Admin functionality is limited to Personal Information, Relationships, and Coverage only.
Update Employment	•	•	•		
View Employee List	•	•	•		
View Billing Accounts	•	•		•	
*Update Employee Profile	•	•	•	•	
View Conference Schedule	•	•	•	•	
People					
Add New Employee	•	•	•		* Group Admin functionality is NOT accessed via the People landing page or the Employee List. Functionality is accessed via clicking the link to the individual in the participant list of a Billing Account.
*Update Personal Information	•	•	•	•	
*Update Relationships	•	•	•	•	
*Update Marital Status	•	•	•	•	
Compensation Change	•	•	•		
Update Employment	•	•	•		
*Update Coverage	•	•		•	
*Enroll Employee in Products	•	•		•	
Pension Enrollment	•	•	•		
*Document Upload	•	•	•	•	
Benefit Groups and Billing					
View Billing Accounts	•	•		•	
View Billing History	•	•		•	
View Participants	•	•		•	
View Enrollment Report	•	•		•	
View Downloads	•	•		•	
View Group Administrators	•	•		•	
View Amounts Due	•	•		•	
Download Invoices	•	•		•	
View Change Report	•	•		•	
Institution					
View Employee List	•	•	•		
Update Institution Details	•	•	•		
Terminate Employee		•	•		
Add a Leave of Absence	•	•	•		
Plan Summary	•	•	•		
Institution Survey	•	•	•		
Add Institution Administrator	•	•	•		
Reports					
Access Diocesan Reports	•				* Access to MLPS based group reporting is handled via contextually placed links. E.g. the link to Billing History for a Billing Account is included in the Billing Account table in Benefit Groups and Billing.
Access Institution Reports	•	•	•		
Resources					
View Conference Schedule	•	•	•	•	
View Conference Schedule	•	•	•	•	