

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 those **Diocese**, **Group**, and **Institution** administrators who are responsible for making plan selections for their benefits group(s).

Step One – Log in

Go to www.cpg.org and click on “Sign In / Create Account.”

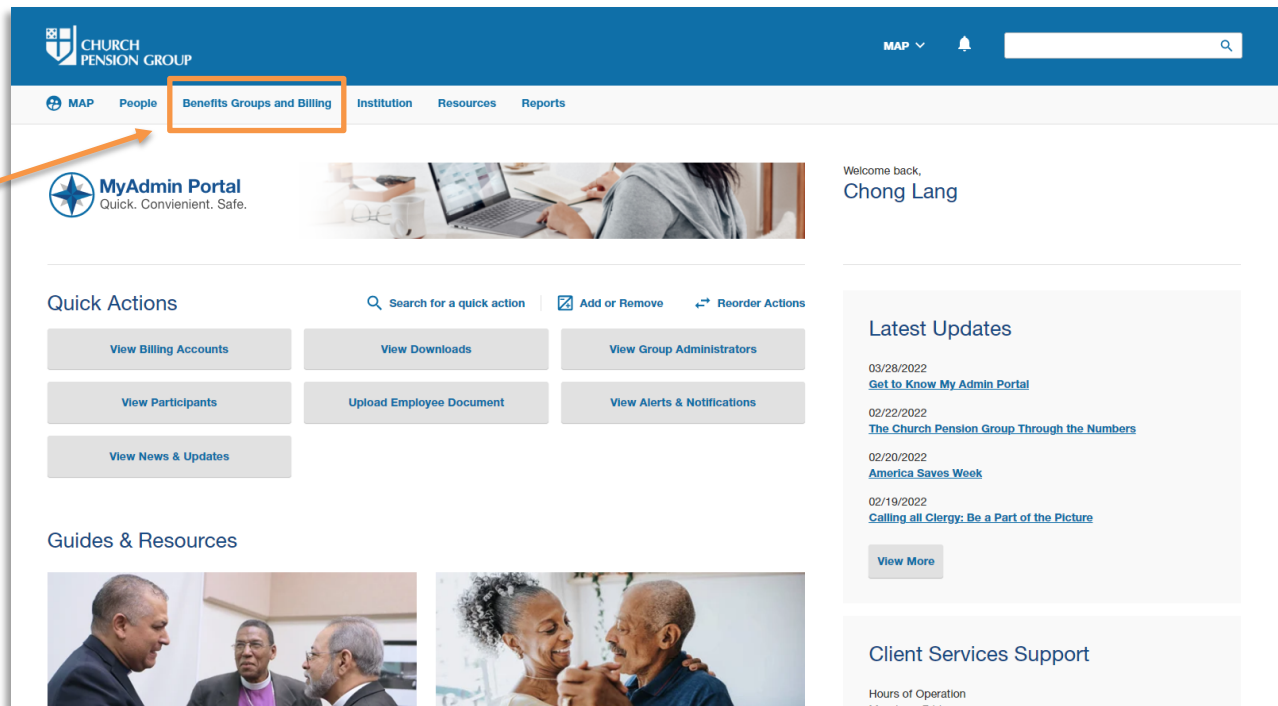
The following screen will be displayed. Type in your username and password, and then sign in.



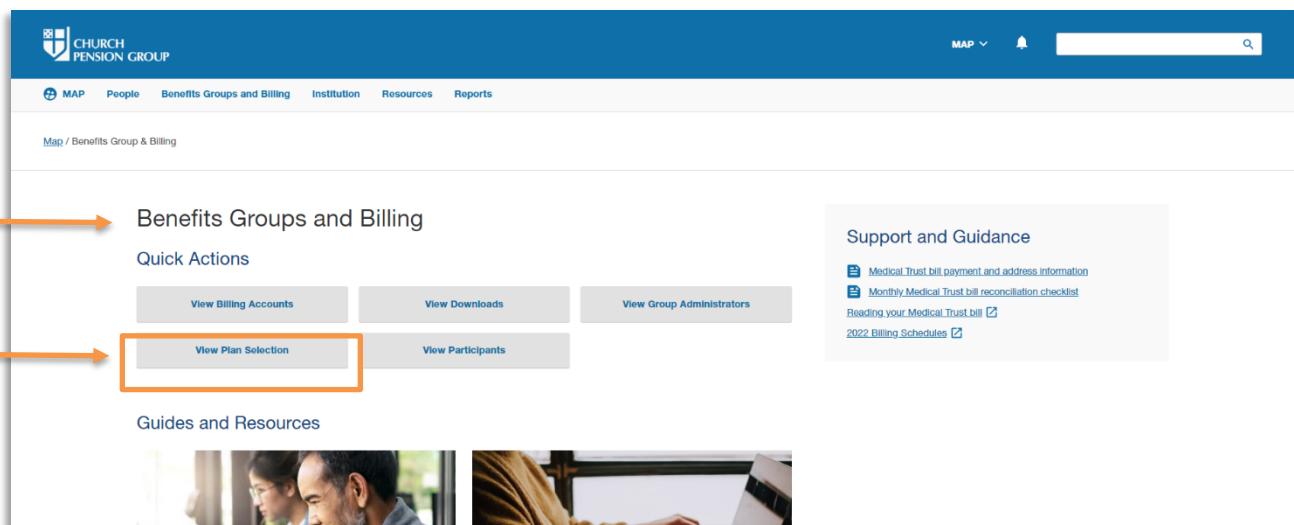
The screenshot shows the 'Sign In or Create Account' form. The form has two tabs: 'Sign In' (selected) and 'Create Account'. There are two orange arrows pointing to the 'Username' and 'Password' fields. The 'Username' field contains the text 'User'. The 'Password' field is masked with dots. There are links for 'Forgot Username?' and 'Forgot Password?'. A green 'Sign In' button is at the bottom. At the bottom left, there is a 'Need Help?' section with contact information: 'Please contact Client Services (855) 594-2201 Monday - Friday 8:30AM - 8:00PM ET (excluding holidays)'. At the bottom right, there is a note: '* Required field.'

Step Two – My Admin Portal (MAP)

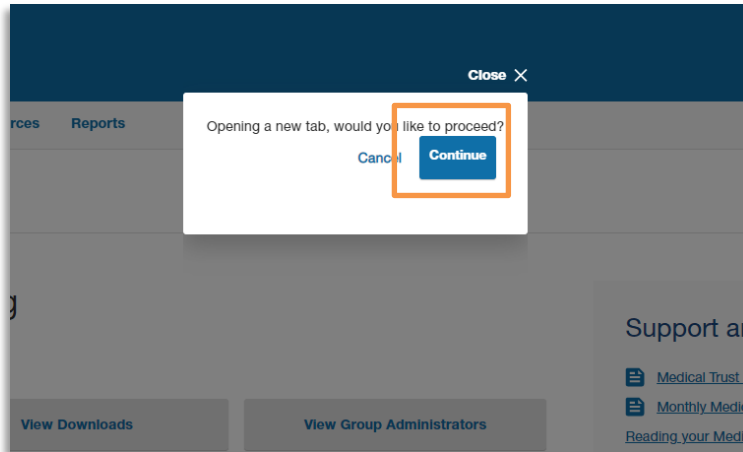
1. From the MAP dashboard, select the “Benefits Groups and Billing” navigation tab.
(Note that the screen may differ based on your administrator role. If you do not see this tab and you are responsible for making group plan selections, contact your IBAMS account representative or Client Services.)



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



- A pop-up will ask you to confirm that you want to open a new tab. Click "Continue." This will open the MLPS application in a new window.



Step Three – Using MLPS for plan selection

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

- If you are responsible for multiple Benefits Groups (ASSNs), select the group for which you are making plan selections.
- Otherwise, the screen will display the medical plans to select for your group.

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

Plan Name	Plan Code	Enroll Total	2022 Rates				Final % Chg	2023 Rates				Final % Chg	2023 Election	
			Single	Plus Sps	Plus Child	Family		Single	Plus Sps	Plus Child	Family		Accept	Decline
Anthem BCBS BlueCard MSP PPO 70	MS12	693	1386	1247	2079	2.06	714	1428	1285	2142	3.04	<input type="radio"/>	<input type="radio"/>	
Anthem BCBS BlueCard MSP PPO 80	MS11	772	1544	1390	2316	2.55	799	1598	1438	2397	3.48	<input type="radio"/>	<input type="radio"/>	
Anthem BCBS BlueCard MSP PPO 90	MS10	851	1702	1532	2553	2.54	881	1762	1586	2643	3.53	<input type="radio"/>	<input type="radio"/>	
Anthem BCBS BlueCard PPO 70	MPP4	866	1732	1559	2598	2.01	892	1784	1606	2676	3.01	<input type="radio"/>	<input type="radio"/>	
Anthem BCBS BlueCard PPO 80	MPP3	2	954	1908	1717	2.47	987	1974	1777	2961	3.46	<input type="radio"/>	<input type="radio"/>	
Anthem BCBS BlueCard PPO 90	MPP2	3	1051	2102	1892	3153	2.54	1088	2176	1958	3.52	<input 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 type="radio"/>	<input type="radio"/>

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” quick action button to start over.

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

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

Plan Name	Plan Code	Enroll Total	2022 Rates					2023 Rates					2023 Election	
			Single	Plus Sps	Plus Child	Family	Final % Chg	Single	Plus Sps	Plus Child	Family	Final % Chg	Accept	Decline
Anthem BCBS BlueCard MSP 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 MSP PPO 80	MS11		772	1544	1390	2316	2.55	799	1598	1438	2397	3.48	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard MSP PPO 90	MS10		851	1702	1532	2553	2.54	881	1762	1586	2643	3.53	<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	3.48	<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 type="radio"/>	<input checked="" 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 MSP PPO 70	MGM4		693	1386	1247	2079	2.06	714	1428	1285	2142	3.04	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus MSP PPO 80	MGM3		772	1544	1390	2316	2.55	799	1598	1438	2397	3.48	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus MSP PPO 90	MGM2	1	851	1702	1532	2553	2.53	881	1762	1586	2643	3.53	<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	3.00	<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	3.46	<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 MSP PPO 100	MSG9							955	1910	1719	2865	3.48	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 100	MPP1							1180	2360	2124	3540	3.51	<input checked="" type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-15/HSA	MHDG							917	1834	1651	2751	3.97	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus CDHP-15/HSA	MCDH							917	1834	1651	2751	3.97	<input type="radio"/>	<input checked="" type="radio"/>
Cigna Open Access Plus MSP PPO 100	MGM1							955	1910	1719	2865	3.48	<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

2. Review the Participating Group Agreement and then, if you agree to its terms, click the checkbox to give legal consent on behalf of your Participating Group and click “Submit.”

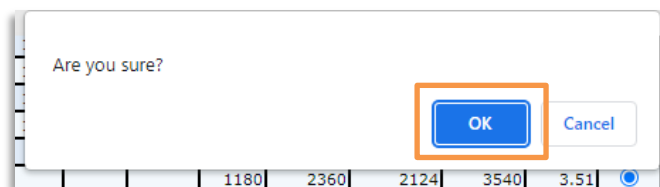
Legal Consent

By clicking the checkbox below, I acknowledge that I am authorized by my parish, diocese, school or other organization (“Participating Group”) to act on its behalf. I understand and agree that the act of clicking the checkbox will constitute an electronic signature. I understand and agree that electronic records and/or electronic signatures have the same legal effect, validity, and enforceability as paper records and written signatures. I acknowledge receipt of the [User Consent Agreement](#), which explains my rights and responsibilities. I acknowledge that I have read and reviewed the User Consent Agreement and consent to its terms.

I acknowledge that the Medical Trust plan offering includes multiple vendors and an array of plan design choices that my Participating Group may select from in order to offer the best options to its members and related entities. Finally, I, on behalf of the Participating Group, hereby agree that: (a) the Participating Group has received and read the Participating Group Agreement and the current version of the Administrative Policy Manual, which is available at [www.cpg.org/apm](#); (b) the Participating Group has reviewed and agrees 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 Medical Trust from time to time, in the Medical Trust’s sole discretion and with or without notice, and agrees to be bound by the terms and conditions of the Administrative Policy Manual as may be in effect from time to time; and (d) the Participating Group accepts the Plan(s) and Rates which have been selected on this completed Medical and/or Dental Renewal Exhibit.

I have read and agree to the above Legal Consent.

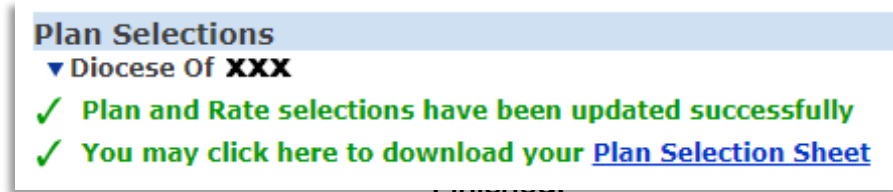
3. Confirm by clicking “OK” in the pop-up window.



Step Five – Confirm Selections

1. Plans and Rate selections have been updated successfully when you see the green text at the top of the screen. Your selection grid will become inactive.

Click the [Plan Selection Sheet](#) link to view a PDF of your completed selections.



See next page for **Request an Additional Quote** instructions.

Optional: Request an Additional Quote

1. Leave the “Accept / Decline” radio buttons blank or click “Clear Changes” to remove selections.
2. Check “Additional Option Requested” at the bottom of the Plan Selection table.
3. Specify your plan request in the comments box.
4. Then click “Submit.”

The screenshot shows a table with 15 columns and 6 rows. The first two rows are highlighted in blue. The last two columns of the table contain radio buttons. A box labeled '1.' points to these radio buttons. Below the table is a checkbox labeled 'Additional Option Requested' with a box labeled '2.' pointing to it. Below the checkbox is a text input field labeled 'Please specify your plan request' with a box labeled '3.' pointing to it. To the right of the input field are two buttons: 'Submit' and 'Clear Changes', with a box labeled '4.' pointing to the 'Submit' button.

Anthem BCBS BlueCard MSP PPO 100	MSG9							955	1910	1719	2865	3.48	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 100	MPP1							1180	2360	2124	3540	3.53	<input type="radio"/>	<input type="radio"/>
Anthem BCBS CDHP-15/HSA	MHDG							917	1834	1651	2751	3.97	<input type="radio"/>	<input type="radio"/>
Cigna Open Access Plus CDHP-15/HSA	MCDH							917	1834	1651	2751	3.97	<input type="radio"/>	<input type="radio"/>
Cigna Open Access Plus MSP PPO 100	MGM1							955	1910	1719	2865	3.48	<input type="radio"/>	<input type="radio"/>
Cigna Open Access Plus PPO 100	MGM1							1180	2360	2124	3540	3.53	<input type="radio"/>	<input type="radio"/>

Additional Option Requested

Please specify your plan request

Submit Clear Changes

Text will display at the top of the screen confirming a new option has been requested.

Plan Selections

- ✓ A new Quote Option has been requested for this group:
- ✓ Add Comment

You will need to review your new offerings when you receive notice that plans in response to your additional request have been loaded into the Plan Selection table.

See next page for **Additional Option Request** for **Multiple Rate Tiers** and/or **Rx Options** instructions.

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

If you requested multiple Rate Tiers and / or Rx (pharmacy plan) Options, use the dropdown menus to select:

1. “Rate Tiers” or / or “Rx Option” values for the plans presented in response to your optional request.
2. Then click the “View Plans” button to see the rate changes displayed on screen.

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

1. **Rate Tiers** 4 ▾ **Rx Option** Standard ▾ **View Plans** 2

Submit
Clear Changes

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

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Anthem BCBS BlueCard MSP PPO 90	MS10		851	1702	1532	2553	2.54	881	1762	1586	2643	3.53	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 70	MPP4		866	1732	1559	2598	2.01	892	1784	1606	2676	3.01	<input type="radio"/>	<input type="radio"/>
Anthem BCBS BlueCard PPO 80	MPP3	2	954	1908	1717	2862	2.47	987	1974	1777	2961	3.46	<input 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 type="radio"/>	<input type="radio"/>

To complete plan selections, follow the instructions above in STEP TWO: Review Renewal Package, Plans / Rates, and Make Plan Selections.

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**

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