



EPC

Benefit Resources, Inc.

EPC New Benefits Eligibility MyEnroll360 Platform

*The New Ultimate Guide for Church Administrators
Effective as of January 1, 2025*

Table of Contents

- 1. Email Verification and Registration Process 3**
 - Verification Email Details 3
 - Registration Instructions on MyEnroll360 3
 - What to Do if Email is Not Found 3

- 2. Church Benefit Administrator Set-Up 4**
 - Administrator Access Requirements 4
 - Billing Address and Authorization Details 4

- 3. Church Benefit Administrator Training 5**
 - Training Schedule 5
 - Webinar Details and Q&A 5

- 4. Authorization Agreement for ACH Payments 6**
 - Employer and Depository Details6
 - Terms and Responsibilities 6
 - Termination and Indemnification Clauses 7

- 5. Payment Information 8**
 - Benefit Premium Payments 8
 - Retirement Contributions 8
 - Church Giving and World Outreach Contributions 8

- 6. MyEnroll360 Member User Guide 9**
 - How to Obtain Username and Password 10
 - Steps to Reset Password 11
 - Steps to Reset Username 12



******* TIME-SENSITIVE REQUEST *******

EPC Benefit Resources, Inc. is moving to a new benefits platform effective as of October 1!

This move will allow EPC Benefit Resources, Inc. to provide efficient online services to our churches, optimizing the benefits administration process for all participating members. All of our currently enrolled members data has been loaded to the system.

As an enrolled, benefits-eligible employee if an email address has been captured on your benefit record, **you will receive an email on October 28 from Security@MyEnroll.com** prompting you to verify your email. If you do not see this email, please be sure to check your *Other, Junk or Spam* folders.

Within the email text there will be a verification code and a link to “Verify Your Email Address.” Click on this link and enter the verification code provided, complete the requested information, and click on **Submit**.

After you verify your email, go to www.MyEnroll.com to register. Click “**First Time User**,” then follow the prompts. [Step by step instructions](#) are provided if you need them.

CANNOT FIND THE EMAIL ANYWHERE?

If your email address was not previously submitted, or if you do not see an email from Security@MyEnroll.com in your *Other, Junk or Spam* folder, please go on line to MyEnroll.com and click on “**First Time Users**.”

On the next screen, click on “**I don’t know my email**” and complete the information requested (your Social Security Number, Home Zip Code, and Birth Date).

Once you have your username and password, you can access your employee profile in MyEnroll.com and view your benefits, dependents, update beneficiary information and submit a life event.

If you notice that something is not correct in your employee profile, please contact your church benefits administrator or the EPC BRI benefits team at benefits@epc.org to make the correction. If you are unable to verify your record, please contact the BRI Team at 407-930-4492. We will be happy to assist you.

Remember, do not delay in completing this request—thank you!

Serving those Carrying out the Great Commission
EPC Benefits Resources, Inc.

EPC CHURCH BENEFIT ADMINISTRATOR SET UP

Church Name _____ Church Benefit ID # _____

Church Federal Tax ID Number (FEIN) _____

Administrator's Name _____ DOB* _____

Administrator's Title/Position _____

Administrator's Email _____ Phone # _____

Billing Address _____

Is the Billing Address the same as the church physical address? Yes No

- I understand that I am requesting to be set up with administrative access to church employee information in the benefits portal provided by the Evangelical Presbyterian Church Benefits Resources, Inc.
- I understand that this access includes personal identifiable information and must be maintained in strict confidence.
- I understand that once I have a username and password to access the portal, it is not to be shared among other employees of the church. If other employees of the church require access to the portal in an administrative function, they will receive their own secure credentials.

Signature _____ Date _____

If Church supervisory authorization is required, please sign below.

Signature _____ Date _____

Print Name and Title/ Position _____

One form must be completed for each person needing administrative access. Please email completed forms to benefits@epc.org.

**DOB required for verification for password security.*

Church Benefit Administrator Training Invitation

We recently held the **Church Benefit Administrator Training** on the new MyEnroll360 benefits administration platform. If you missed the live sessions or want to revisit the material, you now have full access to all the recorded trainings!

Be sure to take advantage of this opportunity to learn how to efficiently manage church employee benefits through the platform.

Training Webinars Schedule:

- **Monday, October 21st at 3:00 PM EST**
Access the recording
Meeting ID: 220 401 470 799 Passcode:
QP2iYJ
 - **Thursday, October 24th at 10:00 AM EST**
Access the recording
Meeting ID: 243 686 008 121 Passcode:
BnepUy
 - **Thursday, October 24th at 1:00 PM EST**
Access the recording
Meeting ID: 238 413 462 349 Passcode:
BWbZZV
-

Important Notes

- All webinars will be recorded and available for future access on the EPC Benefits website.
 - Each training session will include a live Q&A, so come prepared with any questions you might have.
-

If you need further assistance or have questions, feel free to reach out! We look forward to your participation in the training as we prepare for a smooth transition to the new platform.

Authorization For Automated Withdraws (ACH Debits)

(EPC and Its Location)

The Employer identified below ("Location"), hereby authorizes the Evangelical Presbyterian Church, to initiate debit entries and to initiate, if necessary, credit and adjustments for debit entries made in error, to the account indicated below, and hereby authorizes the Depository named below, ("Depository"), to debit and/or credit the same such account. Such debit entries and credit adjustments will be facilitated by the third party sender, Benefit Allocation Systems, LLC, ("BAS").

EMPLOYER (LOCATION) NAME: _____

DEPOSITORY NAME: _____

BRANCH: _____

CITY: _____

STATE: _____

ZIP CODE: _____

TRANSIT/ABA #: _____

ACCOUNT #: _____

CHECKING ACCOUNT SAVINGS ACCOUNT (SELECT ONE)

Authorization.

Location hereby authorizes BAS, on behalf of the entity first named above, to debit and/or credit the Location's account indicated herein at the Location's Depository financial institution. Location agrees that the origination of ACH debit payments shall comply with the rules of the National Automated Clearing House Association (the "Rules") and United States law. Location must furnish a written copy of this Authorization Agreement for each account subject to ACH.

Location Responsibilities.

Location is responsible for maintaining the account subject to this Authorization Agreement, initiating all payments in a timely, accurate manner, and updating all relevant account information.

Termination.

This Authorization is specific only to the account listed herein and may be terminated by ten (10) days written notice. This Authorization may be terminated earlier so long as notice of termination provides a reasonable opportunity to act on such notice. Upon termination, the applicable portions of the Authorization Agreement remain in effect with respect to any ACH initiated prior to such termination.

If any debit fails due to incorrect information regarding the Location's account in a financial institution, all unprocessed debits directed toward that account will be cancelled. It is the Location's responsibility to reschedule any debit that fails for any reason.

Acknowledgement.

Location warrants that each payment is initiated by a person authorized to make such payment and that the funds in the above referenced bank account are available solely for the purpose of meeting Location's financial obligation.

The parties understand the terms and conditions for the allocation of gains, losses and the assumption of risk for foreign exchange conversion, along with the rights and responsibilities of the banking institution in the event of an erroneous entry.

This authority is to remain in full force and effect until terminated as set forth herein.

Authorization For Automated Withdraws (ACH Debits)

(EPC and Its Location)

Location shall indemnify and hold BAS harmless from any claims, inclusive of attorneys fees, arising from or in connection with improper withdrawals from the above referenced account except where the withdrawal is the result of the gross negligence of an employee or agent of BAS acting within the scope of his/her employment.

FOR LOCATION

By signing below, I represent that I am authorized by the above Location and in accordance with my official duties to bind the Location to the terms of this Authorization Agreement. On behalf of Location, I request the ACH services and acknowledge an understanding of ACH operating procedures.

NAME: _____

LOCATION # / BAS # _____

TITLE: _____

SIGNATURE: _____ DATE: _____

Please return this completed form with a cancelled check to EPC attn.: Carolee Richendollar. The completed form may be sent by email to: benefits@epc.org, or by mail to 5850 T.G. Lee Blvd, Suite 510, Orlando, FL 32822.



Payment Information

Benefit Premium Payments:

Checks for premium payments (medical, dental, vision, Life/LTD only) should be made payable to:

EPC Benefit Resources Inc. Insurance
Dept. 2017
P.O. Box 30516
Lansing, MI 48909

We kindly request that you refrain from sending any payments for Retirement Contributions, EPC Member Giving, World Outreach Contributions, and any other EPC specific contribution to the benefits address as this delays the receipt of the funds to the intended program.

Churches may also set up automated ACH premium payments for monthly drafts on the 1st day of each month. For more information, please visit www.epc.org/benefits. Instructions are available under the

Retirement contributions:

EPC Benefits Resources offers the convenience of submitting Employee Retirement Contributions through the Simplified Contribution Platform (SCP) provided by Fidelity. <https://contribution.appiancloud.com/suite/>.

If you are not currently set up to use the SCP, please see the EPC Benefits website for assistance on setting that up. **This is the preferred method to ensure members receive timely contributions.** This ensures your employee's funds are immediately available to their 403(b)(9) accounts.

For check contributions to member **retirement** plans:

Make check payable to EPC and mail with completed contribution form to:

EPC Retirement
Dept. 2023
P.O. Box 30516
Lansing, MI 48909

For EPC Church Giving, World Outreach Contributions, and any other EPC specific contributions please send those payments to:

EPC Office of the General Assembly
5850 T.G. Lee Blvd., Suite 510
Orlando, FL 32822

Be sure to address the contribution to the attention of appropriate organization.

For more information see the EPC website <https://epc.org/donate/>

Thank you for your cooperation and support.

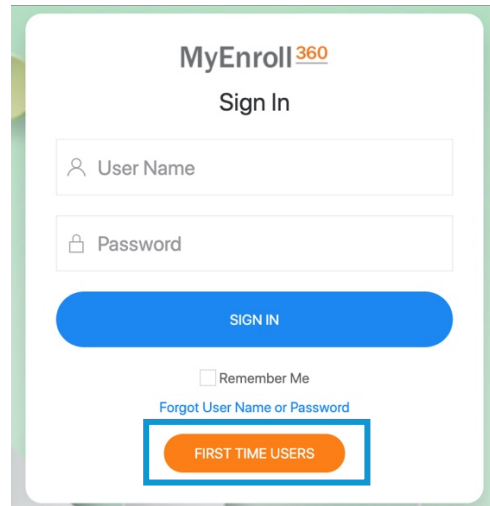
Serving Those Carrying Out the Great Commission.

The EPC Benefits Resources Team.

How to Obtain your Member User Name & Password

First Time Member Users

Click **"First Time User"**.



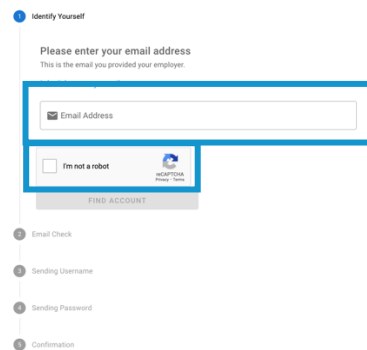
The image shows the MyEnroll 360 Sign In page. It features a white background with a light green border. At the top, the text "MyEnroll 360" is displayed in orange and black, followed by "Sign In" in black. Below this are two input fields: "User Name" with a magnifying glass icon and "Password" with a lock icon. A blue "SIGN IN" button is positioned below the fields. Underneath the button is a "Remember Me" checkbox. A link "Forgot User Name or Password" is located below the checkbox. At the bottom, a blue-bordered orange button labeled "FIRST TIME USERS" is highlighted with a blue rectangle.

Enter your email address & Click **"I'm not a robot"**.

Your User Name and Password will be sent to you via email.

New User

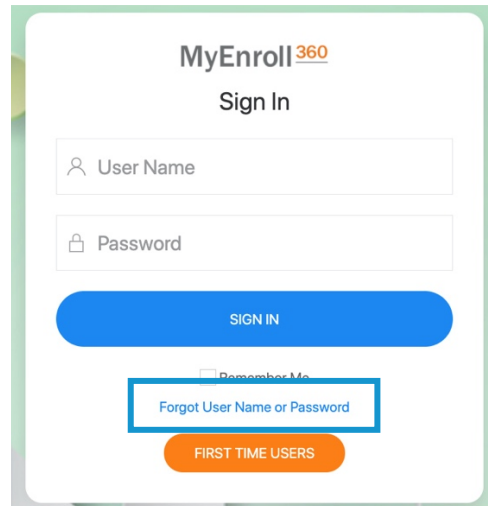
We're excited you're here! Let's get started by getting your login information.



The image shows the "New User" registration page. It has a white background with a light blue border. The title "New User" is at the top, followed by the subtitle "We're excited you're here! Let's get started by getting your login information." Below this is a progress indicator with four steps: "Identify Yourself" (active), "Email Check", "Sending Username", and "Sending Password". The "Identify Yourself" step contains the text "Please enter your email address" and "This is the email you provided your employer:". Below this is an "Email Address" input field with a blue border. Underneath the input field is a checkbox labeled "I'm not a robot" with a blue border, and a "reCAPTCHA" logo. Below the checkbox is a "FIND ACCOUNT" button. The "Email Check" step is the next step in the process.

How to Reset Your Password

Click **“Forgot User Name or Password”** on the MyEnroll³⁶⁰ login page.

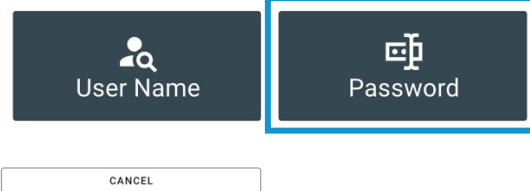


The image shows the MyEnroll 360 Sign In page. It features a white background with a blue header containing the MyEnroll 360 logo and the text "Sign In". Below the header are two input fields: "User Name" and "Password". A blue "SIGN IN" button is positioned below the input fields. Underneath the button is a "Remember Me" checkbox. A blue-bordered box highlights the "Forgot User Name or Password" link. At the bottom, there is an orange "FIRST TIME USERS" button.

Click **“Password”**.

Need some help?

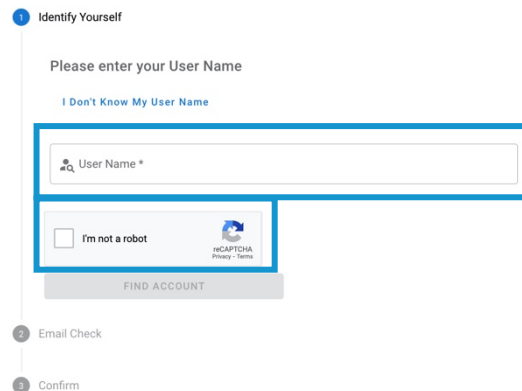
Choose what you need.



The image shows a help selection screen with two dark blue buttons. The left button is labeled "User Name" and the right button is labeled "Password" and is highlighted with a blue border. Below the buttons is a white "CANCEL" button.

Enter your User Name & Click **“I’m not a robot”**.

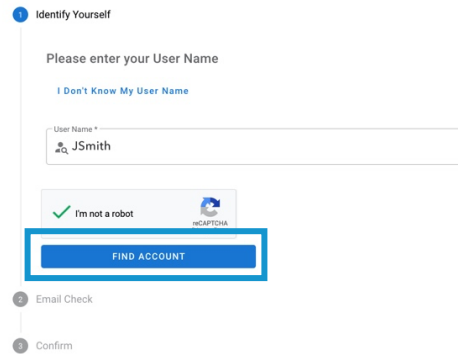
Password Retrieval



The image shows the "Identify Yourself" step of the Password Retrieval process. It includes a "Please enter your User Name" prompt, a link for "I Don't Know My User Name", and a "User Name *" input field. Below the input field is a reCAPTCHA widget with the text "I'm not a robot" and a "FIND ACCOUNT" button. A blue-bordered box highlights the "User Name *" input field.

Click **“Find Account”**.

Password Retrieval




1 Identify Yourself

Please enter your User Name

[I Don't Know My User Name](#)

User Name *

JSmith

I'm not a robot 

FIND ACCOUNT

2 Email Check

3 Confirm

Copy the temporary password from your email account.

Click the **“Click Here to Login”** button in the password reset email.

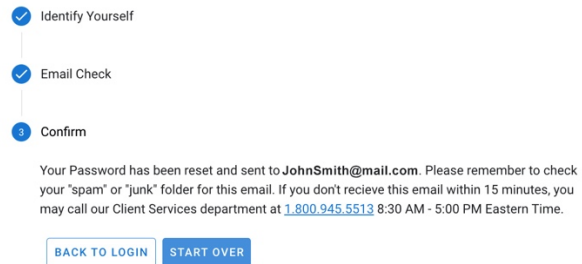
Enter your temporary password.

Click **“Next”**.

Enter your new password twice.

Click **“Finish”**.

Password Retrieval



1 Identify Yourself

2 Email Check

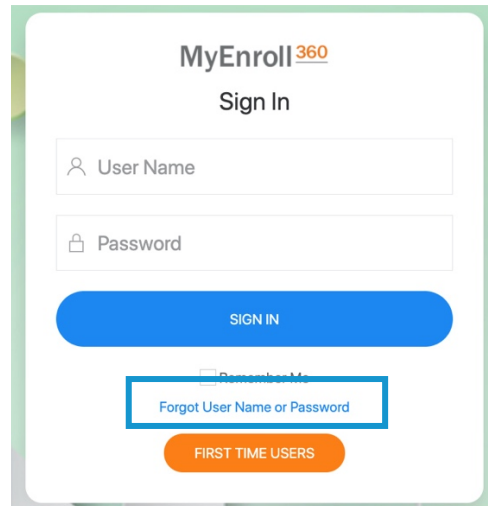
3 Confirm

Your Password has been reset and sent to **JohnSmith@mail.com**. Please remember to check your "spam" or "junk" folder for this email. If you don't receive this email within 15 minutes, you may call our Client Services department at [1.800.945.5513](tel:18009455513) 8:30 AM - 5:00 PM Eastern Time.

[BACK TO LOGIN](#) [START OVER](#)

How to Reset Your User Name

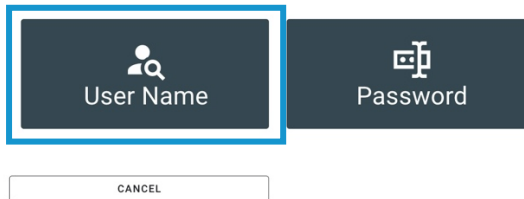
Click **“Forgot User Name or Password”** on the MyEnroll³⁶⁰ login page.



Click **“User Name”**.

Need some help?

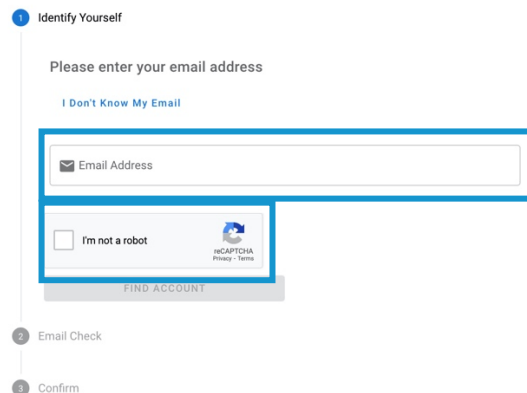
Choose what you need.



Enter your email address and click **“I’m not a robot”**.

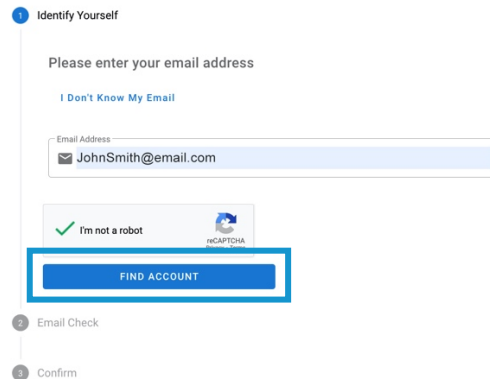
If you don’t know which email address is associated with your user account, click **“I Don’t Know My Email”**. **This option is NOT available for Administrators, only employees.**

Username Retrieval



Click **“Find Account”**.

Username Retrieval

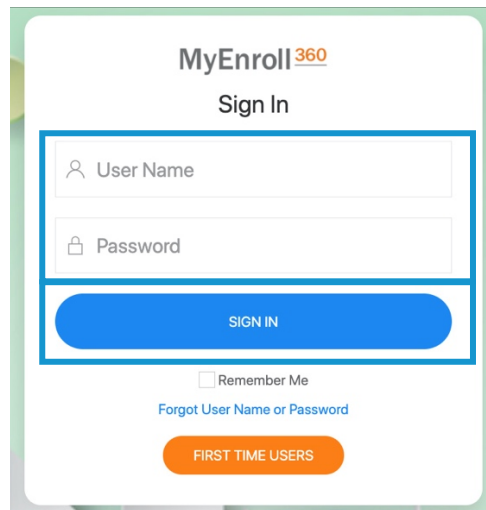


The screenshot shows the 'Identify Yourself' step of the Username Retrieval process. It includes a text prompt 'Please enter your email address', a link for 'I Don't Know My Email', an email address input field containing 'JohnSmith@email.com', a CAPTCHA verification area with 'I'm not a robot' and 'reCAPTCHA' logos, and a blue 'FIND ACCOUNT' button highlighted with a red box. Below this are steps 2 'Email Check' and 3 'Confirm'.

Your email will be delivered to the email address associated with your user record.

Return to the MyEnroll³⁶⁰ login page and enter your User Name and Password.

Click **“Sign In”**.



The screenshot shows the MyEnroll³⁶⁰ Sign In page. It features the MyEnroll³⁶⁰ logo and 'Sign In' heading. There are two input fields: 'User Name' and 'Password', both highlighted with a red box. Below the fields is a blue 'SIGN IN' button, also highlighted with a red box. At the bottom, there is a 'Remember Me' checkbox, a link for 'Forgot User Name or Password', and an orange 'FIRST TIME USERS' button.