

# Archdiocese of Los Angeles

## How to Access Your Online Lay Pension Statements

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- Audience:** Archdiocese of Los Angeles (“ADLA”) Lay Employees Eligible for Pension
- Purpose:** Describes how to log on to the Pension Web Portal to access Statements and other Lay Pension related information.
- Plan Years:** Applies to the 2009 Plan Year. You will be contacted, as additional plan years’ statements become available (e.g., 2010, 2011, etc.).
- Separations:** If you are no longer employed by a location within the ADLA (i.e., separated), you will not be permitted to log on to the Pension Web Portal. If you have met the plan-vesting requirement (5 years of service), you may be eligible for a benefit under the plan. Please contact Pension Services at 1-866-907-5472 to request an application form. After receipt of the application form, Pension Services will determine the benefits, if any, to which you are entitled under the plan.
- Entities:** There are three entities supporting the Lay Pension program:
- 1). Archdiocese of Los Angeles (“ADLA”) -- (Employer)
  - 2). Nicolay Consulting Group (“NCG”) -- (Pension Services)
  - 3). Benefit Allocation Systems, Inc. (“BAS”) – (Web Portal Developer)
- Support:** Pension Services (NCG) 1-866-907-5472
- Questions about your pension benefits & calculations
  - Questions about your pension statements
  - Questions about your name/address/salary & other personal data
  - Questions about incorrect statements
  - Questions about completing a “Data Verification Form”
  - Questions about your eligibility for a pension
- Web Portal (BAS) 1-800-945-5513
- Note:* BAS also provides the web portal and support for ADLA’s health insurance portal. The pension and health web portals are now consolidated into one single access point from <http://www.la-archdiocese.org/org/benefits>:
- Questions about logging on to the web portal
  - Questions about navigating the web portal, once logged on
  - Questions about accessing your statement, once logged on
- Administrators:** Location administrators are responsible for notifying their Lay-Pension employees that their statements are available online. Administrators will be able to access the statements for employees who presently, and in the past, have worked at their location. However, this access is only for statements representing the period such former employees worked at the location.

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**How to Logon & Access Your Statements begins on the next page...**

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**Step #1** <http://www.la-archdiocese.org/org/benefits>

By entering the above link into your web browser address bar, you should receive the “**ADLA Employee Benefits Information**” page that is illustrated below (note, actual page content may vary from this illustration):

Archdiocese of LOS ANGELES

ACBS Webmail Access

Search this site... Search

Archdiocese Archbishop Parishes Schools Vocations Ministries Protecting Children Publications Giving

ADLA > Ministries and Departments > Employee Benefits Information

### ADLA Employee Benefits Information

**Lay Employee Pension Plan Information**

**2009 Pension Statements Now Available Online**

- > Use the logon to the right on this page to access your statement
- > Employees' Logon Help Document – [Click Here](#)
- > Administrators' Logon Help Document – [Click Here](#)

**Enter Your User ID & Password Here →**

**Retrieve your User ID and/or Password by clicking on this orange link →**

**Separated Employees**

If you have separated from the Archdiocese employment, you will not have access to the online plan information. If you have met the plan vesting requirement (5 years of service), you may be eligible for a benefit under the plan. Please contact Pension Services at 1-866-907-5472 to request an application form. After receipt of the application form, Pension Services will determine the benefits, if any, to which you are entitled under the plan.

**General Information**

- Lay Pension Plan

**MyEnroll Portal Login**

User Name:

Password:

**Log On**

Forgot User ID or Password?  
[Request User ID and Password](#)

**Step #2** On the right hand side of the page, there is a beige boxed area titled “MyEnroll Portal Login.” Enter your User ID & Password and click the Log On button. If you are eligible for ADLA’s group health insurance plans, your health plan portal and this pension portal User IDs and Passwords are the same.

**Help - Don’t Know or Remember Your User ID and/or Password?**  
That’s OK; it is very easy to retrieve your User ID and/or Password online. Simply click the orange link titled “[Request User ID and Password](#).” This link will take you through the quick & easy process of retrieving your User ID and Password.

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**Step #3** Upon logging in to MyEnroll.com, you will arrive on the **Employee Demographics page**. To access your Pension information, click on the "Pension" tab located directly below the top-of-page header graphic.

The screenshot shows the MyEnroll.com interface. At the top, there is a navigation bar with the RetaEnroll logo on the left, the Archdiocese of Los Angeles logo in the center, and the MyEnroll.com logo on the right. Below the logos, there are two tabs: "Employees" and "Pension". A red arrow points to the "Pension" tab. To the right of the "Pension" tab, there is a "Logout" link. Below the navigation bar, there is a sidebar menu on the left titled "Employees Menu" with options: Enrollment Wizard, Employee Data (highlighted), Demographics (highlighted), Beneficiary Assignments, Benefit Plans, Benefit Statement, and Tools (with sub-options: Contact Service Rep., Reference Library, and Manage Logon). The main content area is titled "Employee Home Page" and contains a table with employee information for John Sample. The table has three columns: Address/Contact Information, Phone Numbers, and Status/Benefits. Below the table, there are three expandable sections: "Employee Benefits and Coverages", "Employee Coverage History", and "Dependents / Coverages". At the bottom of the page, there is a footer with copyright information and a session timer.

Click Pension Tab to access Pension Information

Employee Home Page

Employee Home Page		
Employee Address / Contact Information / Status		
<a href="#">Edit</a> John Sample 100 Main St Anywhere, CA 99999	<a href="#">Edit</a> <b>Phone Numbers</b> Home (555) 555-5555 Office (555) 555-5554 Ext 1234 Mobile Unknown	Status : Active (03/01/1999) <b>Benefits Class :</b> <a href="#">I - Lay Employees (30+ hours)</a>  Hire Date : 03/01/1999 Salary : <a href="#">\$49,355.54</a>
SS No. ***-**-1234 DOB 01/101/1950 Gender Male Title Unknown Marital Status Single	<a href="#">Email</a> Office Test@Test.com Alternative Test2@Test.com	
Employee Benefits and Coverages		
Employee Coverage History		
Dependents / Coverages		

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**Step #4** From the Pension Home Page, click on the gray title bars to reveal the corresponding information.

Click the Left Menu title item “Pension Statements” to access your statement information.

Click “Pension Statements” to access your statement.

The screenshot shows the web interface for the Archdiocese of Los Angeles Pension Plan. At the top, there are logos for RetaEnroll, ARCHDIOCESE OF LOS ANGELES, and MyEnroll.com. Below the logos are tabs for 'Employees' and 'Pension', and a 'Logout' link. The main heading is 'The Archdiocese of Los Angeles Pension Plan - Home Page'. On the left, a 'Pension Menu' contains 'Pension Home', 'Pension Statements', and 'Reference Library'. A red callout box points to 'Pension Statements' with the text 'Click “Pension Statements” to access your statement.' Another callout box points to the 'Pension Statements' link with the text 'Gray Title Bars → Click to open'. The main content area is titled 'The Archdiocese of Los Angeles Lay Employees Pension Plan' and contains a 'Plan Information' section with a paragraph of text and three expandable sections: 'Benefit Statement', 'Plan Changes', and 'Questions'. The footer includes '©1999-2011 Benefit Allocation Systems Inc. All rights reserved' and 'Remaining Time Before the session times out: 120 Minutes'.

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The next step requires your computer to have a PDF reader software installed (e.g., Adobe Acrobat, Mac Preview, etc.). You can obtain the Free Adobe Reader from: <http://get.adobe.com/reader/>

**Step #5** On the Pension Statements page, please read the instructions.

Below the instructions is a data table. If you were an active employee as of December 31, 2009, there will be one row containing your 2009 Pension statement, data verification form, bad data letter (if any) and/or a comment about your status/eligibility.

**Simply, click the “View” link in any column to open the corresponding document.** Once you open the document, you can print or save it to your computer using the PDF reader’s functionality, so you will have access to it without having to be logged into MyEnroll.com.

The Archdiocese will notify you when additional Plan Year statements become available from this data grid. If your statement is revised for any reason, and you have an email address, we will send you an email about the posting of your replacement statement in this data table. If you do not have an email address, we will notify your Location Administrator who will be instructed to notify you.

Over time, your completed Pension statement history will accumulate in this data table.

**Click the View link in any column to open the corresponding PDF.**

Employee Number	Eligible	Statement Year	Statement	Validation Form	Status
337185	Yes	2009	<a href="#">View</a>	<a href="#">View</a>	The statement and verification form are available.

**The Status column is helpful for understanding your Pension Status and why there may not be any documents to view, or why the viewable documents do not include a Statement.**

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End of Help Document.