



"From Where I Sit ..."

Online Enrollment – CME Retirement Plan

For quite some time we have been working to develop a secure website where, among other tasks, persons desiring to enroll in the CME Retirement Plan could do so in a paperless environment. I am pleased to report that this first and most important stage has been completed and is available for initial enrollment purposes. **NOTE: At this stage, this site is ONLY for Pre-Enrollees and New applicants for the CME Retirement Plan.** Future stages are being designed for current participants and will be announced when finalized.

To access this website, we strongly recommend using Google Chrome as your computer browser to minimize conflicts that might present themselves with other browsers. From Google Chrome go to www.gbponline.org to reach the home page.

Because this is a new system, the process involves two separate steps. Step one is registration. As with any online application, the user must establish initial sign on credentials. You will find the link to **"register"** near the right end of the blue ribbon on the home page. **Click** on this link and proceed to complete the three shorts entries required.

Step two is more involved because it includes the actual completion of enrollment document entries. **Click** on the **"log in"** link at the right end of the blue ribbon on the home page and follow the instructions for the ID and Password. **Scroll** to the bottom of the page and **click** on the **"Enroll Now"** button below the section on **"Enroll in Retirement Plan."** You will be taken to the **"Application for Participation ..."** which includes four pages, the first of which is **"Personal Information."** As you complete each page, you can **click** on the "Next" button to move on to the next page until all are completed. Some entries (marked with an *) are required and must be completed before you can move to the next section. When you have completed the last page, you can **click** on the **"Submit"** button to finalize your entries. The signature page will appear where you can type your name. You can also write your name using your mouse or, if you have a touch screen monitor, you can use your finger or stylus to sign. After the signature, **click** on the **"Accept"** button and you will receive a copy of your application via email. Within a short time, you will receive an email confirmation that you have **"submitted an application for the CME Retirement Plan"** along with a confirmation number. In the meantime, copies will have been sent to the appropriate Personnel Services offices.

The term "initial" application is used to indicate that two additional external steps are also required to make the process final. Your online application must be paired with a current payment or prior balance of at least \$180. After this pairing, the enrollment will be posted into the Retirement Plan at the next enrollment date of either January 1st or July 1st.

Updates of your address or beneficiaries may be accessed from the profile tab. Of course, you may contact our office at (901) 345-4100 with questions. This appears to be a great new tool right at your fingertips. *Or at least that's the way it looks to me ...*

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(Copies of earlier articles may be found on the
Personnel Services Webpage of the CME Website at www.thecmechurch.org)