
PIP MEMO

ACTION REQUIRED

**TO: ALL PASTORS, BUSINESS MANAGERS, ACCOUNTANTS,
BOOKKEEPERS AND SPECIAL EVENT COORDINATORS**

FROM: FRANCINE ROSHAU, FINANCE OFFICE

**SUBJECT: LAUNCHING NEW ONLINE SPECIAL EVENT APPLICATION
& PAYMENT PROCESS**

Catholic Mutual Group (CMG) is pleased to announce the launch of a new online application process for third-party special event coverage, effective **Monday, March 2, 2026** with assistance from the Archdiocese of Kansas City in Kansas (Archdiocese). This streamlined system is designed to enhance efficiency and ensure a smoother experience.

The new online process replaces the previous paper application and payment by offering the following key benefits:

- Faster Approvals - by eliminating delays caused by unclear handwriting, CMG can process applications more quickly.
- Complete Information - The online form prompts for all required details upfront, reducing back-and-forth communication and ensuring CMG has everything necessary on the first submission.
- Payment Online – The following online link will be the *only* form of payment that the Archdiocese will accept to eliminate potential U.S.P.S. delays and ensuring accurate record keeping: <https://ebpp.billeriq.com/ebpp/DIOCESEOFKS/>
 - Parish Customer Number: Parish Name, Parish City
 - Fill out the payment form, under “Description of Payment” type the *date of the special event*.

The payment link can be found on the Archdiocese’s website: <https://archkck.org/>, Parish Menu > Parish & Schools, Catholic Parish > Parish Business > Manage Money, Pay Assessments, Collections and Special Events. Please bookmark this address so it is easy to find in the future.

We encourage you to begin using this new online application process right away for any upcoming special events requiring third-party coverage by:

Logging into: <https://www.catholicmutual.org/>
Username: 0005kan
Password: service

The step-by-step guide is available online on the Archdiocese's website: <https://archkck.org/>, Parish Menu > Parish & Schools, Catholic Parish > Parish Business > Manage Risk, Special Events, Agreements & Guidance

This is only for new upcoming events that have not previously been submitted on the paper form.

How to manage the following process situations:

- Events that have already received an approval number – nothing is required.
- Events that have already been mailed with a check – nothing is required.
- Events that have already been submitted in paper form, regardless if an approval number has been issued or not – please use the payment link:
<https://ebpp.billeriq.com/ebpp/DIOCESEOFKS/>
- Events where lessees want to use their own insurance – process remains the same, where the lessee fills out the Facility Usage Indemnity Agreement and provides a Certificate of Insurance, adhering to all of CMG and Archdiocesan requirements.

If you have any questions or need assistance, please do not hesitate to contact:

CMG: 1-800-228-6108 or by email at memberservices@catholicmutual.org or

Francine Roshau at the Archdiocese: 913-647-0361 or froshau@archkck.org

Thank you for your cooperation as we work together to serve the people of the Archdiocese more effectively.