2027 Annual Compensation Report

ACR Online User Guide

Welcome to the ACR Online experience.

Each year employers are asked to update the annual compensation of each worker participating in the plans. This is essential for accurate calculation of worker benefits such as retirement and income replacement benefits.

ACCESSING ACR ONLINE:

- You will receive an email from Concorida Plan Services (noreply@ConcordiaPlans.org) to register your account and set a password. Once registered, you can go to **ACR.ConcordiaPlans.org** to login.
- If you used ACR Online last year, you go to **ACR.ConcordiaPlans.org** to login.
- You will need to login each time you visit.
- You are encouraged to complete the ACR process by Jan. 31, 2027.

ACR Online is supported by the following internet browsers: Chrome, Edge, Firefox and Safari. For the best user experience, access ACR Online from your computer or tablet. You may experience display issues on a mobile phone or smaller format tablets.

NOTE: This document contains fictitious names and salaries which were generated randomly and are for demonstration purposes only.



ACR PROCESS OVERVIEW:

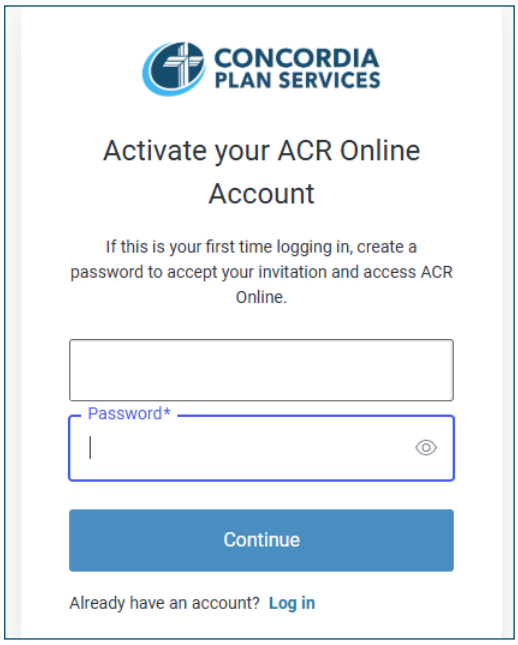
The process to report worker compensation is done in three easy steps:

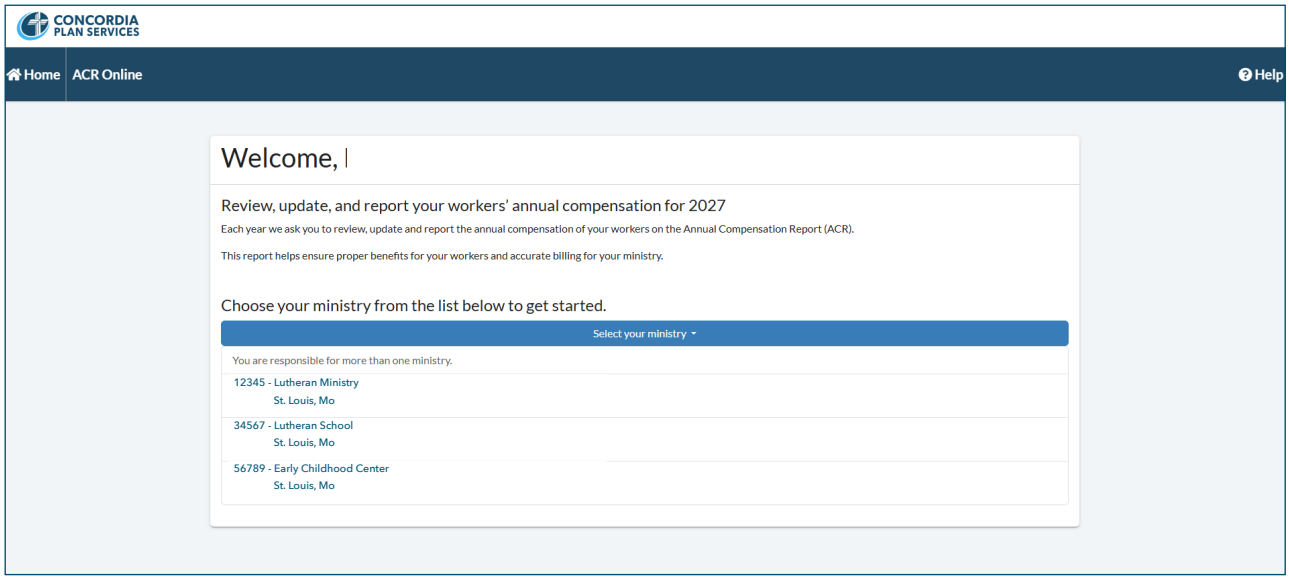
- **Update.** Update your workers' scheduled hours and compensation amounts. You also can indicate that a worker is benefits ineligible and report future benefit ineligibility dates if known. The tool will double check the data you entered, and a warning message will appear if something needs to be reviewed or corrected. Each worker listed must be updated for 2027, or the "Use 2026 Values" box must be marked. Save your changes when you are finished.
- **Review.** After all workers have been updated, you can review the changes. At this point you have the option to make additional updates or submit your ACR.
- **Submit.** After confirming your changes are correct, you can submit the report directly to Concordia Plan Services through the tools.

CONCORDIA PLAN SERVICES

GETTING STARTED

On the welcome screen, verify your employer email address is correct. Click **Continue**.

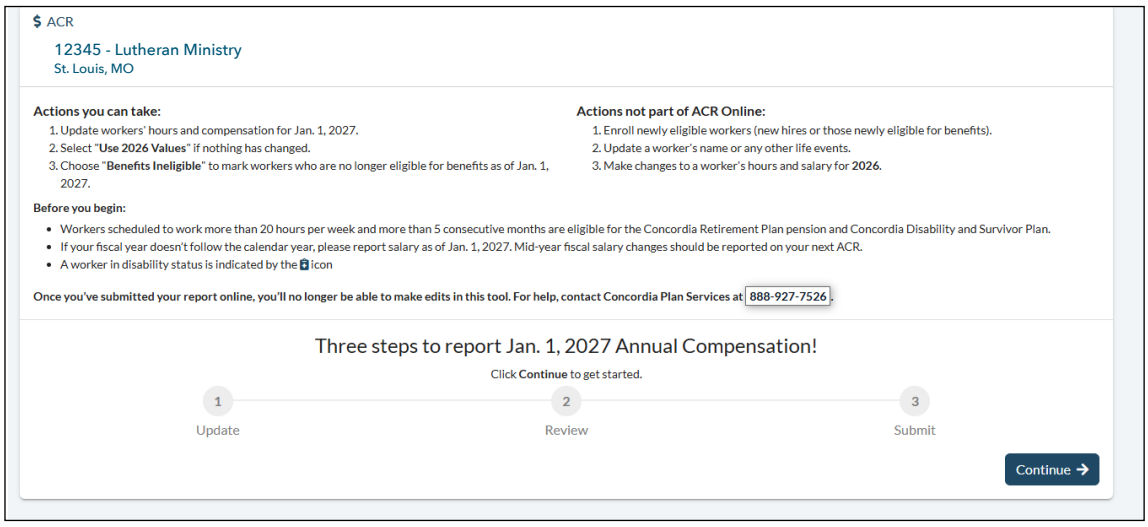




On the welcome screen, verify the ministry you'll be updating information for by clicking on the ministry's name.

UPDATING YOUR ACR

You'll next see an information page, that will provide details on how to update your ACR. After you have reviewed the instructions, click **Continue**.



The first step in the ACR process is to update your workers' compensation information. On the update page, make the appropriate changes for Jan. 1, 2027, then click **Save** to record your work. If none of your workers have changes, click the box "Use 2026 Values for all Workers."

For workers with changes, click on the worker's name. The name will become highlighted, so you know which worker you are updating. You must update the information by taking one of the following actions:

- Mark the "Use 2026 Values" box if the worker has no changes.
- Mark "Benefits Ineligible" if the worker is no longer employed at your organization or no longer eligible for benefits (provide date and reason).
- Enter the new information in the appropriate compensation or hours boxes.

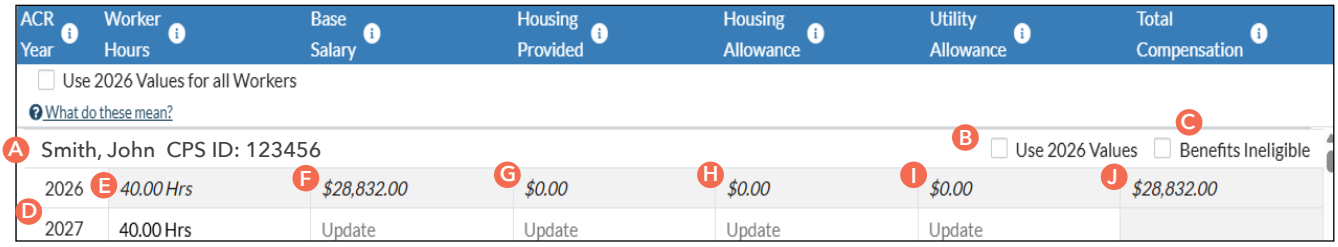
Click **Continue** after all records have been updated.



YOUR WORKERS' RECORDS

Each eligible worker has a salary record in this application. The 2026 values are displayed for your information and can't be changed. Report Jan. 1, 2027 salary information in the 2027 line.

NOTE: These names and salaries are fictitious and are used for demonstration purposes only.

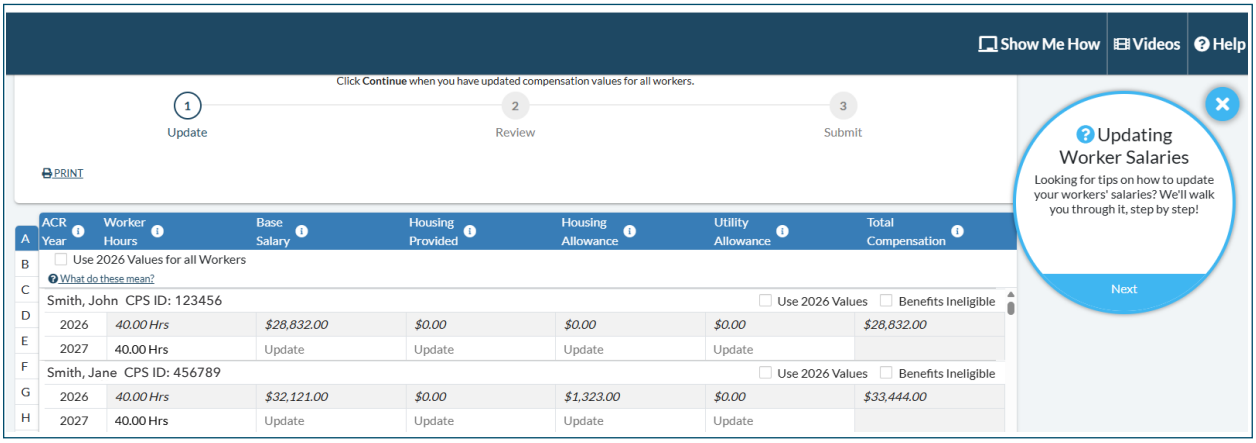


Ref	TITLE	FUNCTION/NOTES
A	Worker Name and CPS ID Number	Your workers will be sorted by last name. The CPS ID is used to identify each worker in our systems; this may differ from ID numbers in your HR system.
B	Use 2026 Values	If you click this box, the tool will fill in 2027 salary boxes with the 2026 values.
C	Benefits Ineligible	Click this box to report a worker is no longer eligible for benefits. You will need to provide a date and reason. If the date is in 2026, you just need to provide a reason. If the date is in 2027, you will need to provide a reason and a salary effective Jan. 1, 2027.
D	ACR Year	The 2026 salary information is displayed for reference only. Report Jan. 1, 2027 salary information in the 2027 line.
E	Worker Hours	This is the number of scheduled hours for a worker in a standard week. If over 20 hours, CPS considers the worker eligible for retirement, disability and survivor benefits. The number of scheduled hours is also used to determine the worker's eligibility for health benefit coverage, based on the number of hours required by the employer.
F	Base Salary	This is the worker's base salary. Please refer to the help materials to understand what is included and what cannot be included.
G	Housing Provided	Some workers are eligible for housing provided, and this number must be equal to 25% of the base salary. For dual parishes, this number can be up to or equal to 25% of base salary.
H	Housing Allowance	This represents a cash housing allowance.
I	Utility Allowance	This is a cash allowance for public utility expenses.
J	Total Compensation	This is the sum of base salary, housing provided and any allowances for a total compensation value.

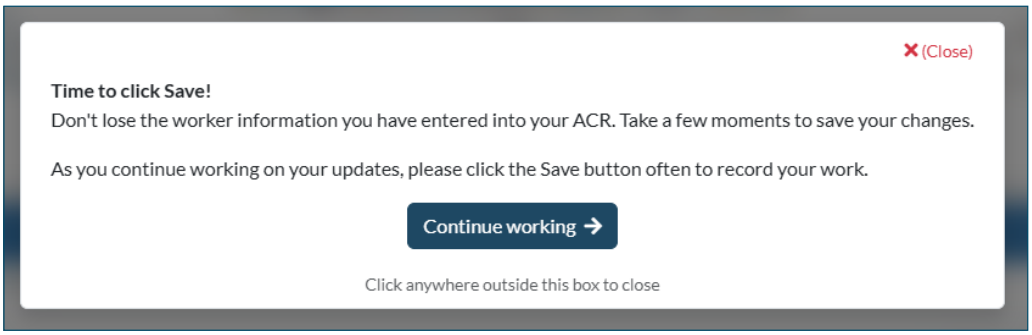
SHOW ME HOW – HELPFUL TUTORIALS

Select **Show Me How** for a list of tutorial topics about using the application for specific tasks.

After selecting one of the tutorial topics, you'll see basic step-by-step instructions for performing the selected task. The cells to be updated will be highlighted as the tutorial steps through the process.



Save: if you are unable to complete the ACR report, you can click Save to save your work. Best practice is to save often. If inactive for 10 minutes, a pop up message will appear to save work.



ERRORS AND WARNINGS

As the ACR Online Tool reviews your work, it may display an Error or a Warning.

Error 	Errors require correction before you can save the update. For example, if a worker is updated to work less than 20 hours per week, they are no longer eligible for benefits. You will need to either change the hours to greater than 20 or provide an effective date and reason.
Warning 	Warnings are intended to draw attention to the numbers that may need to be reviewed. For example, an increase in base salary of more than 20% should be reviewed to make sure it is intended. Warnings do not have to be corrected to proceed.

When all worker compensation records have been updated, the **Continue** button will be displayed.

Remember: to be considered complete, you must update each worker's record by changing the compensation, indicating no change or indicating the worker's change in benefits eligibility.

Click **Continue** to move to the next step in the process and review your updates.

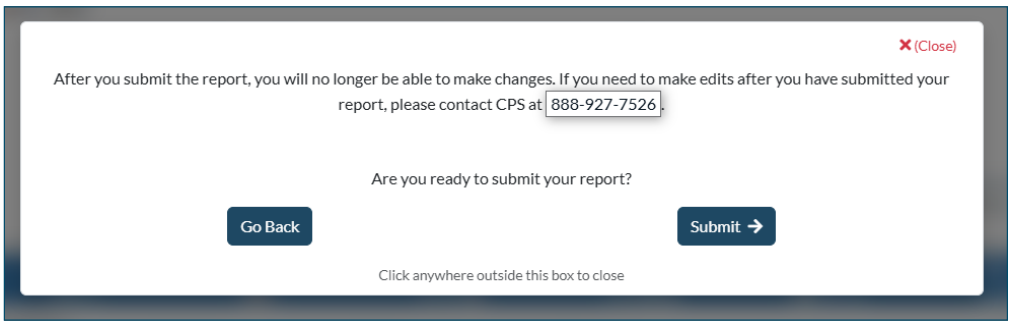
REVIEW YOUR ACR

Once you submit your ACR, no additional changes can be made, so **please take the time to review the records you have updated.** If you need to update a worker's information, click **Make Changes**, which will take you back to the update page.



SUBMIT YOUR ACR

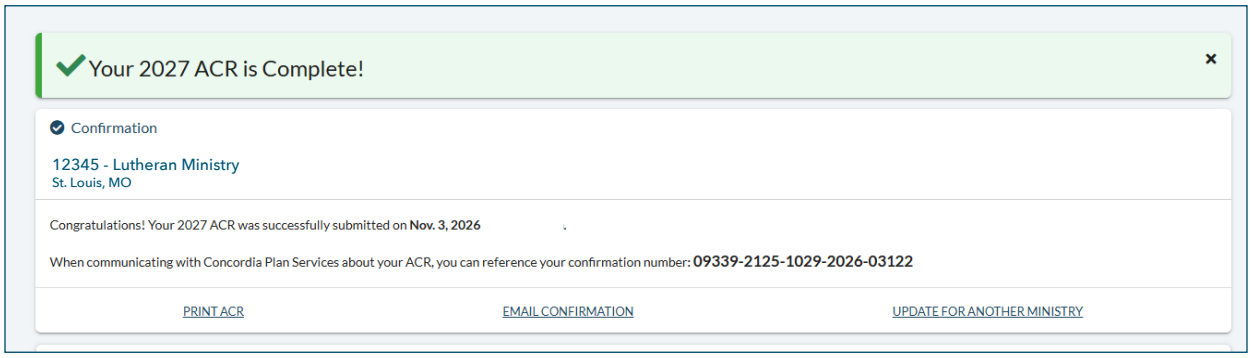
When you are ready to send your ACR, click **Submit**. Please note that after you submit your updates, you will not be able to make additional changes in the online tool. You will need to contact CPS to make changes after you submit your updates.



CONFIRMATION PAGE

The confirmation page will appear when you have completed the ACR process. The name of the person completing the process is shown along with the date and a unique confirmation number. If someone at Concordia Plan Services processes the ACR for you, it will be noted on this page. You can print a copy of your ACR for your records, or you can have it emailed to you.

If you are representing more than one ministry, you can click **Update For Another Ministry** to access any additional ACRs you will need to complete.



Questions?

Please contact Concordia Plan Services at 888-927-7526 from 7 a.m. to 6 p.m. CT, Monday through Friday, and we'll be happy to assist you.