



## MyCVT Online Member Open Enrollment

### Quick steps to apply for insurance coverage

MyCVT is a web-based site where you can enroll as a new member of California's Valued Trust (CVT), choose a plan from several options that have been selected by your district or unit and make changes to your plan such as adding dependents or a change of address.

Before you can enroll online, you must first create your account.

#### Getting started

1. To access the site directly from your browser, type: <https://mycvt.cvtrust.org>.
2. You may also access the portal from [www.cvtrust.org](http://www.cvtrust.org). Click on the MyCVT logo in the upper, right-hand corner of the page.
3. You will need the following information to create your account:
  - Unique email address (you cannot use a shared or group email)
  - Social Security number (do not use dashes in the form)
  - Your district name and classification
  - Password (six-digits minimum)
  - Date of Birth

#### Creating your account

1. From the MyCVT portal page, select "Create new account." Complete the requested information and submit.
2. Verify your date of birth.
3. A registration link will be sent to the unique email you submitted.
4. **Click on the link in the email** to complete the registration process.

#### New member open enrollment

1. To access the site directly from your browser, type: <https://mycvt.cvtrust.org>.
4. You may also access the portal from [www.cvtrust.org](http://www.cvtrust.org). Click on the MyCVT logo in the upper, right-hand corner of the page.
2. Login to your MyCVT account.
3. A message box (example below) will appear during open enrollment letting you know what the open enrollment timeframe is as well as the number of days left for open enrollment. Click on the "Apply for Coverage" option in the open enrollment notification message to continue.

Your District is now in open enrollment ( MM/DD to MM/DD ).

Open enrollment ends in XX days.

[Apply for coverage](#)

4. Complete the personal information section, choose "next" to continue.

### **Add dependents**

1. Next, you can add any eligible dependents by clicking on the blue “Add Dependent” button.
2. Enter all the required dependent information and click “Save” after each dependent has been added.
3. When done adding dependents, click “I’m ready for plan selection” to continue.

### **Choose your plan**

1. The next step is to select your plans from the plan choice page. The plan selection will include those bargained benefits available to your unit.
2. Click “Show Plans” next to the coverage types (Health, Dental, Vision, Life) to see a grid of drop down menus that contain the plans available to you. You can compare up to four different plans by clicking the drop down menus and selecting the plans you want to compare. Once you have decided which plan you are going to choose, click the blue “Select this plan” button above the drop down menu to select that plan for that coverage. If you are unsure about which plans to choose, consult your district office for a summary of plans and the options/costs. You can also call CVT Member Services for assistance.
3. If your district does not offer plans for a particular coverage type, the words “No plans available” will appear next to that coverage type.
4. Once you have completed selecting your plans for all of the available coverage types, click “I’m Ready to Review My Application” to continue.

### **Submit your completed enrollment**

1. The Review page gives a summary of the plans selected and displays any dependents you have added. Click on the blue “Submit” button to submit your application.
2. Once your application has been submitted, any documents that are required will be listed. If you have the documents in a digital version available to upload, use the “Browse” and “Upload” buttons to upload the documents. When the document has been successfully uploaded, that document section will appear as green.
3. If you do not have the documents available at that time, you can login at a later time to upload them. There will be a count of documents required in the submitted enrollment section when you login.
4. You can print your enrollment form for your records by clicking the “Print your enrollment button” located on the bottom portion of the page.
5. Your submitted application and documents will be reviewed by your district and then submitted to CVT for review and approval.

### **Questions**

If you have any questions about how to create your account, help is only a phone call away. Contact your district office or CVT Member Services at 800-288-9870



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