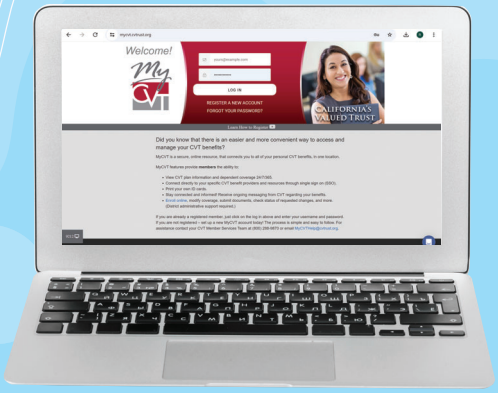
California's Valued Trust
Your Health, Our Commitment.



MyCVT User Guide

Quick start guide to apply for your insurance coverage

MyCVT is a web-based site where you can enroll as a 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.

1 Here's how to get started

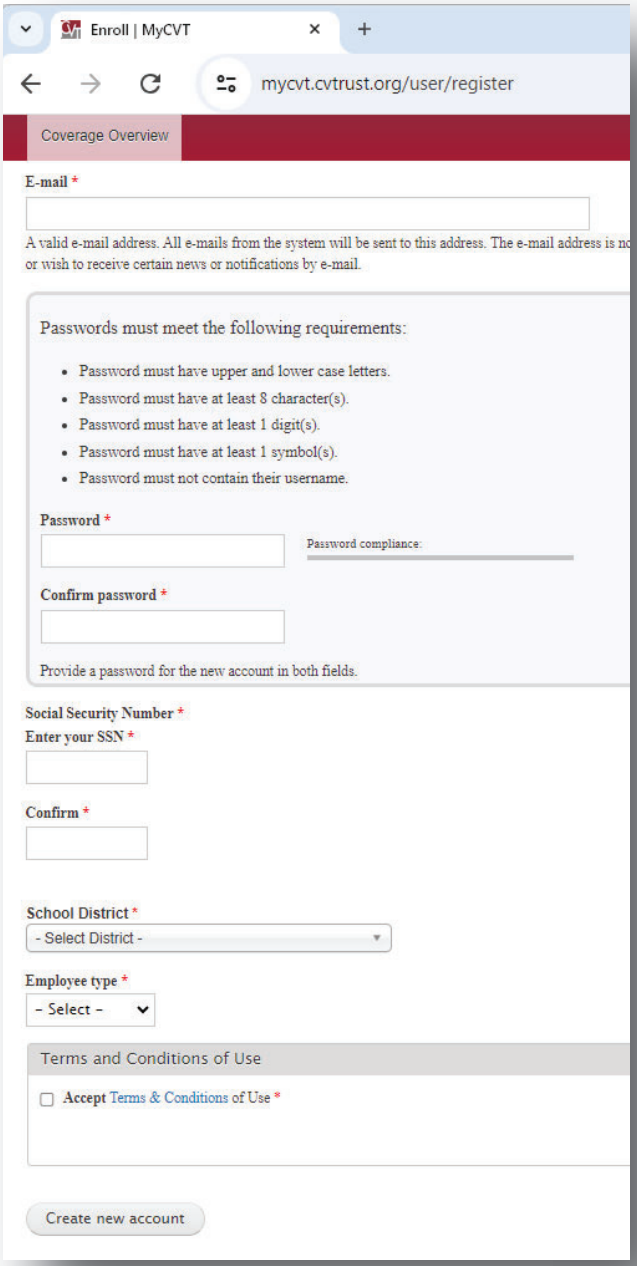
- To access the site directly from your browser, type: mycvt.cvtrust.org.
- You may also access the portal from **cvtrust.org.** Click on the MyCVT logo in the upper, right-hand corner of the page to open up the main portal page.
- You will need the following information to create your account:
  - Email address
  - Social Security number (do not use dashes in the form)
  - School district name and classification (Certificated, Classified, etc.). If you do not know your classification, contact your district office.
  - Password (eight-digits minimum, including 1 uppercase, 1 lowercase, 1 number, and 1 symbol)
  - Date of Birth
  - HMO plans require primary care provider ID and medical group number.

2 Creating your account

- From the MyCVT portal page, select "REGISTER A NEW ACCOUNT" Complete the requested information.
- Search for your district name, then select it from the drop down list, and choose your employee type. Now click Submit.
- Verify your date of birth.
- A registration link will be sent to the email address you used to register your account.
- Click on the link in the email to complete the registration process.

3 Open Enrollment

1. Login to your MyCVT account at mycvt.cvtrust.org.
2. On the dashboard, In the banner at the top, will be a "Begin Open Enrollment" button, Click that to continue



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4 Personal and Employment information

1. Enter your personal contact information.
2. Enter your employment information by searching for your school district, selecting it from the drop down list and choosing your employee type.
3. Enter the correct benefit effective date, (provided by district office) retirement status, and full or part time employment status.

5 Dependent information

1. Enroll any dependents by clicking on the "Add Dependent" button. Or, click "Skip this step" to continue to plan selection.
2. If adding a dependent, enter all the required dependent information and click "Save" after each dependent has been added.
   - If you need to change any information, the forms can be opened again and edited by clicking the blue link of the dependent's name you want to update on the "Dependent Information" page. Always save every edit. Click the "Remove" button next to any dependent you wish to remove from coverage.
3. Click on **"I'm ready for plan selection"** to continue.

6 Plan Selection

1. The plan benefits selection will include those bargained plans available to your unit.
2. Click "Compare Plans" next to the coverage types to see a grid of drop down menus that contain the plans available to you. 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: **(800) 288-9870.**
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. The check boxes next to your dependents allows you to choose to have them covered or not covered by certain benefits.
5. Once you have completed selecting your plans for all of the available coverage types, click "I'm Ready to Review My Application" to continue.

7 Submit your electronic enrollment form

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 "Choose File" to select the file and "Upload" button 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.
4. 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 is now ready to be reviewed and approved by your district and CVT.



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