



## MyCVT for Healthcare Plan Enrollment and Management.

MyCVT is an online employee enrollment and management system. It provides users with on-demand information about eligibility, benefit enrollment, and document sharing through a single online portal between the District and CVT. The portal is password protected, secure and confidential!

### MyCVT Key Benefits for a Registered District

- MyCVT is designed to save benefit administrators time and make their administration of new enrollments and changes much easier
- Help administrators track individual enrollments and changes, as well as check participant approval status
- Receive and capture benefit information in a more timely manner, it streamlines the enrollment process for participants, cutting down on administrators' time

### How does your District sign up to use MyCVT?

Getting started is easy! Before you can use the online member portal it is necessary to create an account on MyCVT. The process is simple and easy to follow. To set up your account just access the site directly from your computer go to: [mycvt.cvtrust.org](http://mycvt.cvtrust.org).

### 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 group identifier
- Password (six-digits minimum)
- Date of Birth

Once your registration is complete, call CVT Member Services at (800) 288-9870, Monday – Friday, 8am to 5pm, to be assigned District access to MyCVT.



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## How does MyCVT benefit the District?

Key features include:

- Online employee enrollment
  - Open enrollment
  - Enroll new employees
  - Real-time tracking of individual employee enrollments and changes
  - Ability to check participant approval status
  - Submit required documents online
  - Qualifying event plan changes
- Notification of required employee eligibility documents
- District billing reports and statements
- District census reports
- Less paperwork, save time for benefit administration
- Document uploading and notifications
- Employee searches
- Document Sharing
  - CVT Operations Manual Document
  - Rate renewal documents
  - Electronic submittal of eligibility documents
  - Census reports
- Employee termination workflow
- MyCVT participation report



## What additional benefits will be added to MyCVT in the future?

- Consolidated email messaging
- Employee eligibility change reporting
- District dashboard – (including contacts, unit plans, District users and roles)
- Printable ID Card
- And much more!

## What resources are available to help implement the portal?

- Member communication tool kit
- Quick Start Sheets
- Online and onsite training
- MyCVT Support Services phone number
- Comprehensive District and User Guides

## How does MyCVT benefit the member?

- Members have the ability to view or modify their coverage, including plans, dependents and contact information 24/7/365 in a convenient time and place.

