



## 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 - [Video Guide](#)

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). Select "Resources" from the menu bar at the top of the home page. Next click on MyCVT to open up the main portal 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.

#### Existing member open enrollment

1. Login to your MyCVT account at <https://mycvt.cvtrust.org>.
2. A message box (example below) will appear during open enrollment letting you know what the open enrollment timeframe is as well as the numbers of days left for open enrollment. Click on the "View or modify" option in the open enrollment notification message if you wish to make any changes to your current coverage.
3. If you wish to keep your current coverage, click the "Keep current coverage" option.

Your District is now in open enrollment ( MM/DD to MM/DD ).  
Open enrollment ends in XX days.

[View or modify your coverage options for the 20XX-20XX school year](#)  
[Keep current coverage](#)

### **Keep current coverage**

1. If you selected to keep your current coverage, no other steps need to be taken.

### **View or modify your coverage**

1. When viewing or modifying your current coverage, you will first verify your personal information. Verify the personal information on the form, click "Next" to continue to your coverage options.
2. View or modify your coverage's, select "Save and Continue"
3. Next, you can add or remove dependents. Add dependents by clicking on the blue "Add Dependent" text at the bottom of the page. Click "terminate" next to any dependent you wish to remove from coverage.
4. If adding a dependent, enter all the required dependent information and click "Save and continue" after each dependent has been added.
5. If you need to change any information, the forms can be opened again and edited by clicking the blue "Edit" links next to the area you want to update on your personal App page. Always save every edit.

### **Submit your completed enrollment**

1. If you have completed all the information and are ready to submit your forms, click the "Submit Enrollment" button located in the upper right side of your personal App page.
2. After submitting, the instruction screen will appear highlighting the remaining steps or documents required to complete enrollment. You may need, for example, to provide a marriage or birth certificate.
3. You can print the instructions for your records by clicking on the "Print these instructions" button at the top.
4. You can also print the enrollment form by selecting the blue "Back to my account" link at the bottom left of the page. Select your name to return you to your personal App page, from which you can access the completed form and print it.
5. Your submitted forms 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

District Notes:



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[www.cvtrust.org](http://www.cvtrust.org)

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