

Existing CVT Member Open Enrollment Steps

NO CHANGES = NO ACTION

If making changes such as adding a spouse, domestic partner or child, log into your account:

1. Login to your MYCVT account or create an account at www.cvtrust.org
2. A message box 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 "View or modify" option in the open enrollment notification message if you wish to make any changes to your current coverage.

View or modify your coverage:

1. When viewing or modifying your current coverage, you will first verify your personal information, click "Next" to continue to your dependent page.
2. You can add or remove dependents. Add dependents by clicking on the blue "Add Dependent" button. Click the "Terminate" button next to any dependent you wish to remove from coverage.
3. If adding a dependent, enter all the required dependent information and click "Save" after each dependent has been added.
4. 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.
5. If your district does not offer plans for a particular coverage type, the words "No plans available" will appear next to that coverage type.

Submit your completed enrollment:

1. If you have completed all the information and are ready to submit your enrollment, click the "I'm Ready to Review My Application" button located in the lower left side of the "Plans" page.
2. The Review page gives a summary of the plans selected and displays all dependents you are covering. Click on the blue "Submit" button to submit your application.
3. Once your application has been submitted, any documents that are required will be listed. If you have the documents in a PDF format, use the "Browse" and "Upload" buttons to upload the documents. When the document has been successfully uploaded, that document section will appear as green.

4. 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.
5. You can print your enrollment form for your records by clicking the “Print your enrollment button” located on the bottom portion of the page.
6. 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 Virginia Tahmahkera at 4815 or Karen Schudy at 4816