# Choosing YOUR Coverage:

1. Go to https://mycvt.cvtrust.org
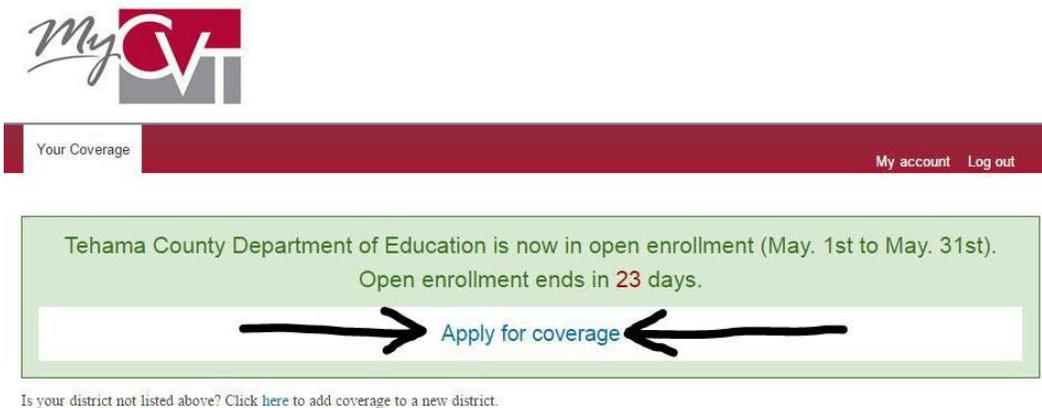


2. Enter the email address and password that you chose when signing up.
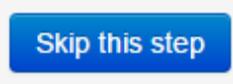


3. Click on Apply for coverage:



4. Enter in **ALL** required information.  Required information is marked with an (*).

5. **EMPLOYMENT INFORMATION:**
   - When entering the School District, Tehama County Department of Education will automatically become an option after typing the first three letters: "TEH"
   - If selecting "**YES"** for retired, you will only have to answer the Employee Type, by selecting "**NO"**, you will also be prompted to fill in if you are Full Time or Part Time employee, as well as what your Employee Type is.
   - *IMPORTANT:* If you currently waive *medical* benefits but take dental/vision/life (any combination), please contact Payroll at 528-7353 or HR at 528-7388 for how to enroll without medical.

6.  **MEDICARE INFORMATION –** Answer the following two questions as it pertains to you. Then click NEXT

    Next    Cancel
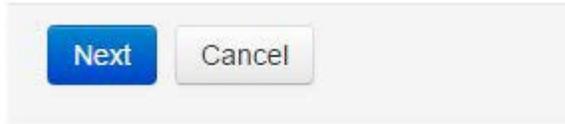
7.  **DEPENDENTS:** If you do not have any dependents, click    Skip this step    , if you do

    have dependents click    Add Dependent    ….
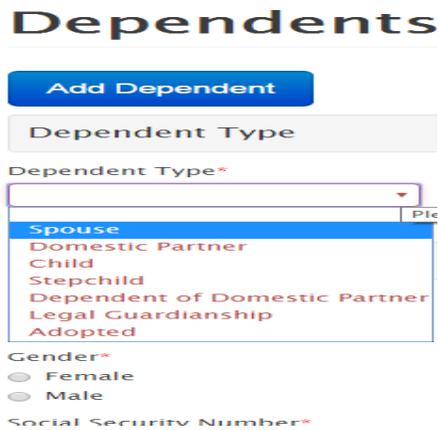
8.  Enter Dependents Information. If supporting documents are required to complete your enrollment, you will have an opportunity to upload them to your account after submitting your application.

9.  Drop down choices for Dependents are:

    ## Dependents

    Add Dependent

    Dependent Type

    Dependent Type*

    Ple
    - Spouse
    - Domestic Partner
    - Child
    - Stepchild
    - Dependent of Domestic Partner
    - Legal Guardianship
    - Adopted

    Gender*
    - Female
    - Male

    Social Security Number*

    Fill in ALL required information for each dependent you are adding.

10. After adding your dependents, click on:

    I'm ready for plan selection
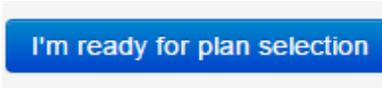
11. The next screen will allow you to choose what plan you want for yourself and your Dependents (if you have them). When you use the drop down option you should see the following :

    https://mycvt.cvtrust.org/enroll#/enrollments/24454/plans

    Coverage for Maggie Morales                                    My account   Log out

    1 Your Information   2 Dependent Information   3 Plan Selection   4 Review

    ### Plans

    | | | | |
    |---|---|---|---|
    | Medical | Member 1 / Dep 2 / Dep 1 | HDHP 3 | Compare Plans |
    | Dental | Member 1 / Dep 2 / Dep 1 | Basic, $2,000 Annual Maxir | Compare Plans |
    | Vision | Member 1 / Dep 2 / Dep 1 | Plan B $10.00 Deductible | Compare Plans |

    I'm Ready to Review My Application   Back   Cancel

**Please note that the Dental and Vision plans vary depending on what Unit you are. There is only one option per unit in the drop down menu.**



12. When you are finishing selecting the plan of your choice, click on:
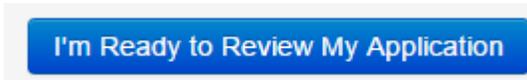


13. If the summary of your coverage looks correct, simply hit the submit botton. If by chance you need to make changes, be sure to click the **BACK button** instead of the back arrow in the web browser. This should take you back to the previous screen and allow you to make changes.

    Once you have **REVIEWED** and **AUTHORIZED** your application please click:
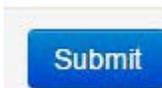


14. After clicking submit, you may be taken to a screen that says "**Your Application Has Been Submitted!**" **If you have dependents on your plan, this DOES NOT mean you are done!** You will need to provided the required **SUPPORTING DOCUMENTS** of the dependents you are adding to your plan. Documents listed in yellow below **must** be submitted **before any adds, terminations or changes will be processed.** To add a document simply follow the following steps:

- First scan document and Save.
- Click on Choose File
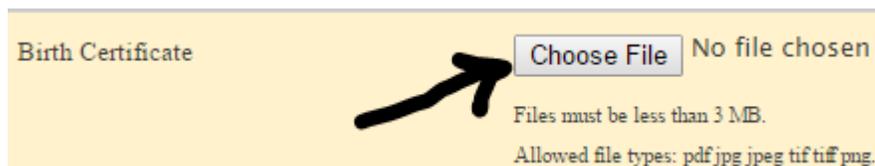


- Once you have chosen the file, select Upload:
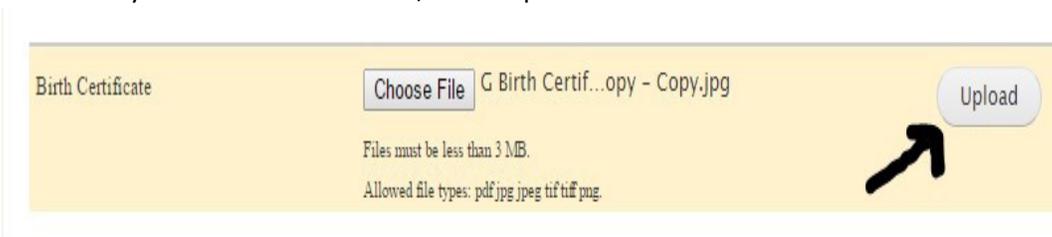
- Once uploaded the documents that were orignially listed in yellow will turn to green, which means your upload was successful.



What to expect after you have uploaded all supporting documents:



**What Happens Next?**

1. Your district will review your enrollment and attached documents for any discrepancies.

   a. If you were unable to upload your documents, please turn them in at your district office

2. Once approved by your district, your enrollment will be submitted to CVT for approval and processing.

   a. Your changes will not be reflected on your coverage page until your effective date and your district and CVT have approved the application

3. If you chose a medical plan you will receive one of the following cards in the mail (Anthem BlueCross and BlueShield subscribers will receive a single mailer from CVT and CVS Caremark). These cards serve as both your medical and prescription ID cards and are issued in the subscriber's name only.
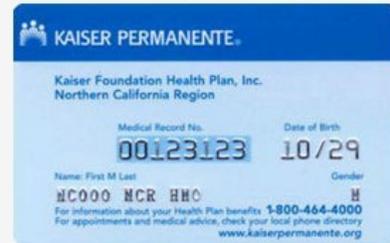


Please visit http://cvtrust.org/resources/forms.php to find and download required forms.



# PLEASE SAVE AND/OR PRINT FOR YOUR RECORDS!