



District Review Tip Sheet

Welcome to MyCVT, an enrollment system and member portal designed to assist districts and members in the process of enrollment.

This tip sheet is intended for District staff responsible for enrollments, enrollment changes, terminations or any other changes (addresses, phone numbers, etc.). These are important changes to the way information is processed once you begin using MyCVT.

Task	Manual Process	MyCVT Online Portal
Employee terminations	Employee terminations continue to be processed via the CVT Termination Remittance Forms.	Remittance forms no longer required.
Enrollment forms	Submit paper enrollment form	Online enrollment <u>does not</u> require a duplicate paper form. Please do not send a hand written enrollment form.
Dependent documentation (e.g. birth certificate, marriage license, etc.)	Send required* documents with paper enrollment form; see how to submit instructions below	Required documents can be uploaded and submitted via MyCVT along with the online application; the dependent enrollment will not approved until all required documents are received.
Paper forms Kaiser form MetLife Beneficiary form* Add/Change Remittance form	Continue to submit all required paper forms	Kaiser form no longer required; Remittance forms no longer required for the following processes: new employee enrollments, plan changes, dependent changes; continue to submit other required* documents via paper.

For more information contact:

- CVT Member Services at toll free number **(800)-288-9870**
- Monday - Friday, 8 am to 5 pm
- Or email mycvthelp@cvtrust.org

How do I submit required* documents?

- By scan, fax or regular mail
- Send only one copy
- Include employee's first and last name and complete social security number



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