



EMPLOYEE BENEFITS

How to Enroll in Benefits Using ZEVO



New Hire Enrollment Guide

A step-by-step guide to completing your benefits enrollment on the ZEVO platform. *Questions? Contact your Benefits Team.*

Before you begin

Set aside about 15–20 minutes and have the following ready. You'll need them to create your account and complete your elections.

What you'll need

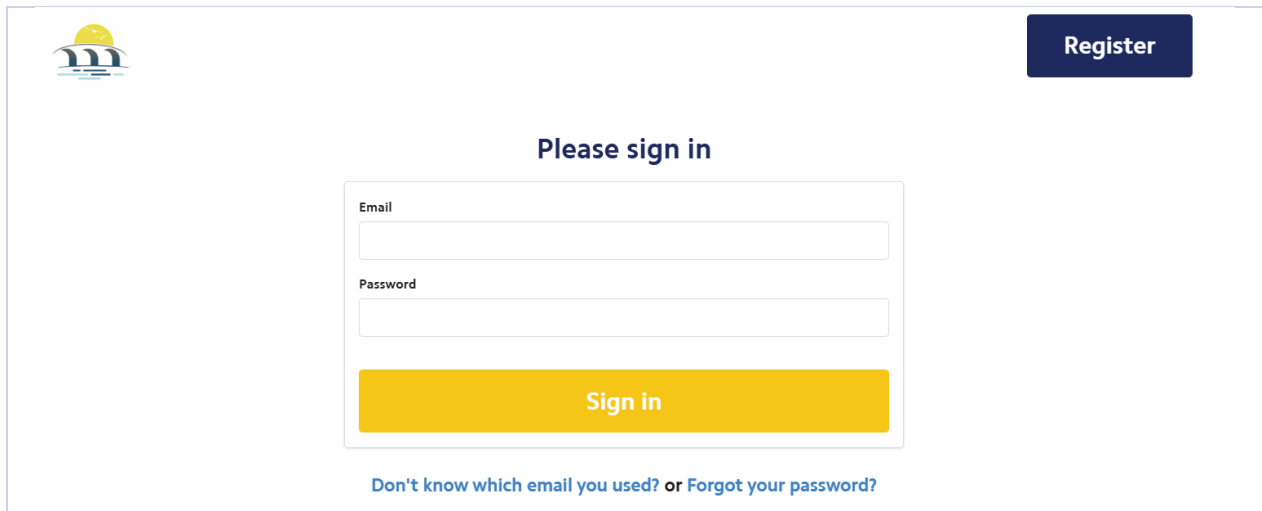
- Your **employer email address** (the one your district uses for you).
- The **last four digits of your Social Security Number**.
- Your **date of birth**.
- **Dependent details** — legal name, date of birth, and SSN for anyone you plan to cover.
- Your enrollment **deadline**. New hires typically have 30 days from your hire date; the portal shows your exact due date on the dashboard.

Step 1 Register your account

There are two ways to reach the enrollment portal for the first time:

- Look for an email from system@zevobenefits.com inviting you to register, and follow the link, *or*
- Go directly to https://mcsd.zevobenefits.com/portal_login.

On the sign-in screen, first-time users click **Register** in the top-right corner. (After your account is created, this same screen is where you'll sign in.)

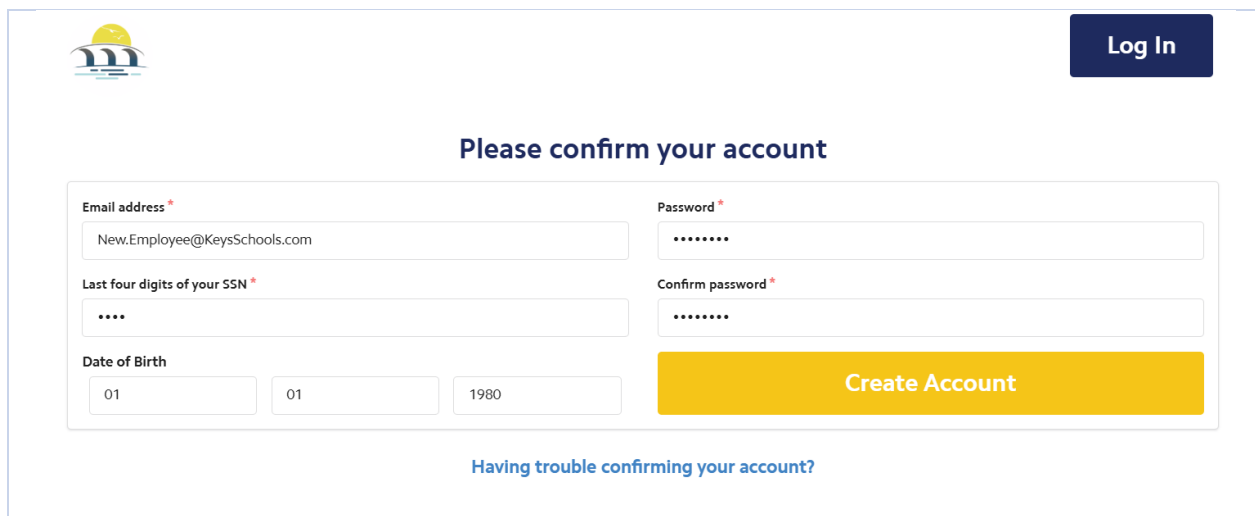


The ZEVO sign-in screen. New employees start by clicking "Register" (top right).

Step 2 Confirm your account and set a password

On the confirmation screen, verify your identity and create a password:

- Enter your **employer email address**.
- Enter the **last four digits of your SSN** and your **date of birth**.
- Create and confirm a **password**, then click **Create Account**.



The screenshot shows a web page for account confirmation. At the top left is a logo with a sun and waves. At the top right is a dark blue 'Log In' button. The main heading is 'Please confirm your account'. Below it is a form with five fields: 'Email address *' (containing 'New.Employee@KeysSchools.com'), 'Password *' (masked with dots), 'Last four digits of your SSN *' (masked with dots), 'Confirm password *' (masked with dots), and 'Date of Birth' (split into three boxes: '01', '01', and '1980'). A yellow 'Create Account' button is to the right of the form. Below the form is a link: 'Having trouble confirming your account?'.

The “Please confirm your account” screen. Fields marked with a red asterisk are required.

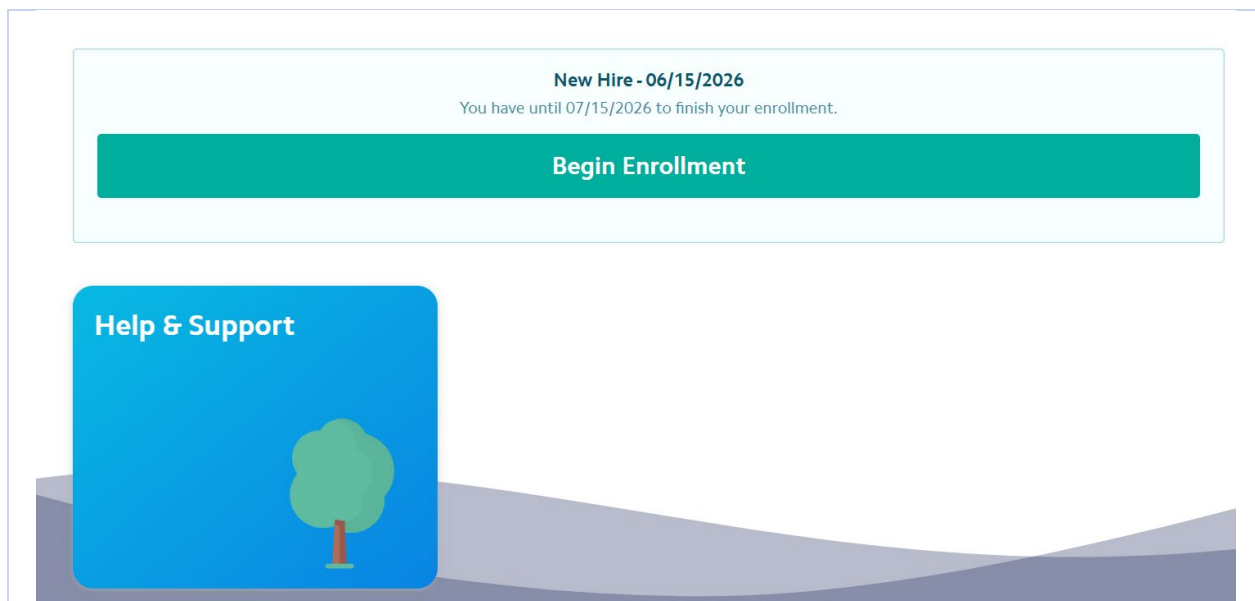
Tip: If the system can’t match your details, use “Having trouble confirming your account?” on that screen, or contact your Benefits team — don’t create a second account.

Step 3 Sign in

Return to the sign-in screen, enter your **email** and new **password**, and click **Sign in**. If you forget your password or aren’t sure which email you used, use the “Forgot your password?” or “Don’t know which email you used?” links.

Step 4 Begin your enrollment

On your dashboard you’ll see your active event (for a new hire, “**New Hire**” with your hire date) and the date your enrollment is due. Click **Begin Enrollment** to start.



The screenshot shows a dashboard with a light blue background. At the top, a white box contains the text 'New Hire - 06/15/2026' and 'You have until 07/15/2026 to finish your enrollment.' Below this is a large teal button labeled 'Begin Enrollment'. At the bottom left is a blue box labeled 'Help & Support' with a green tree icon. The bottom of the page features a stylized landscape with grey hills and a blue sky.

The dashboard shows your enrollment window and the “Begin Enrollment” button. Note your due date.

Step 5 Review your information and dependents

Work through the guided sections in order:

- Review your **Employee Information** and correct anything that's out of date.
- In the **Dependent Information** section, add or update any spouse or children you plan to cover. Enter each dependent's legal name, date of birth, gender, and SSN.
- Adding dependents here does **not** automatically enroll them — you'll choose who is covered on each plan in the next step.
- To cover your dependents, you'll need to add documentation for each dependent to verify their individual eligibility.
 - **Spouses** require your Marriage License **AND** one of the following:
 - Federal 1040 or State income tax return
 - Utility bill
 - Joint bank account statement
 - Mortgage document or current lease
 - Valid vehicle registration
 - **Children** require one of the following:
 - Birth certificate
 - Federal 1040 or State income tax return

Spouse Employee

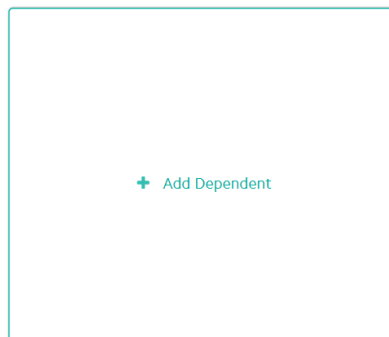
Spouse

SSN
***-**-7777

Date of Birth
01/01/1980

Address
1213 14 Th Street

 Edit



Dependent Verification Required

Newly added dependents will require verification before their coverage takes effect. Please upload supporting documentation below.

Pending verification: Spouse Employee

Add Documents:

No file chosen

Upload Documents

- Use the **Upload Documents** button to import the documentation that the Benefits team will review as part of the enrollment process.

Step 6 Make your benefit elections

Open each benefit module to review and choose your coverage:

- Review the available plans — **medical, dental, vision, and life insurance**, plus any other benefits your employer offers.
- Compare the details that matter: **premium (cost), deductible, copays, coverage, and provider network**.
- For each plan, either **elect** the coverage (and select which dependents it applies to) or **waive/decline** it.
- Complete every module. A plan left untouched may default to *waived* — review each one so nothing is missed.

Step 7 Review and submit your elections

Before you finish:

- Review the **enrollment summary** — confirm each plan, the covered dependents, and your per-paycheck cost.
- Click **Submit** to lock in your elections.
- Watch for a **confirmation** on screen (and by email). If you don't see one, your enrollment may not be complete.

Important: Your elections aren't final until you submit before your due date. You can return and edit any time before the deadline shown on your dashboard.

Need help?

- **Can't sign in?** Use *"Forgot your password?"* or *"Don't know which email you used?"* on the sign-in screen.
- **Can't confirm your account?** Use *"Having trouble confirming your account?"* on the confirmation screen.
- **Still stuck, or a question about your plans?** Contact your Benefist team — they can verify your record and reset access.