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

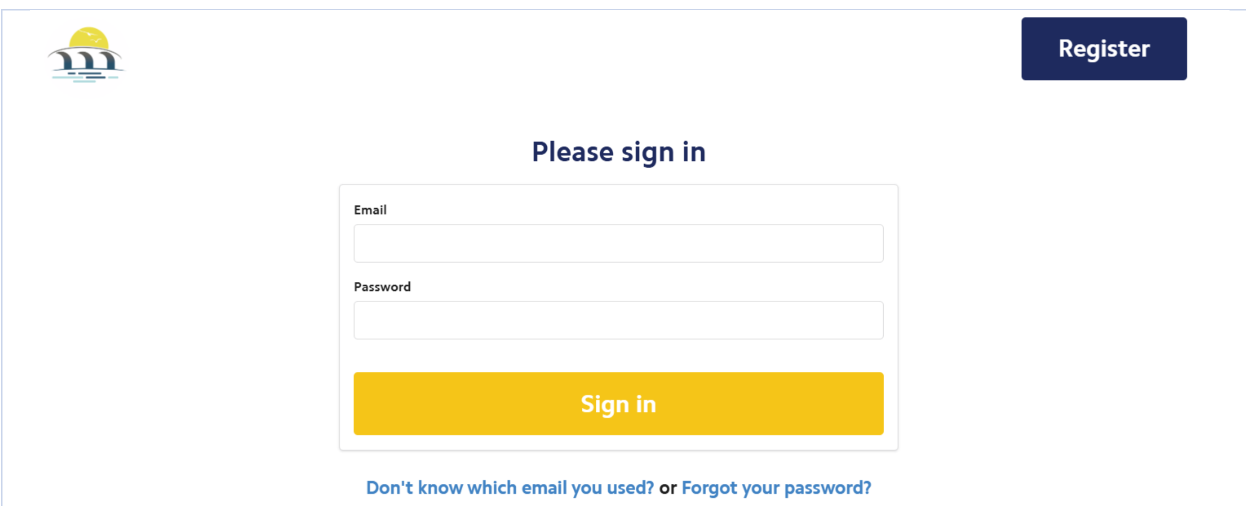
- Your **employer email address** (the one your district uses for you).
- The **last four digits of your Social Security Number**.
- Your **date of birth**.
- **Dependent details** — legal name, date of birth, and SSN for anyone you plan to cover.
- Your enrollment **deadline**. New hires typically have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

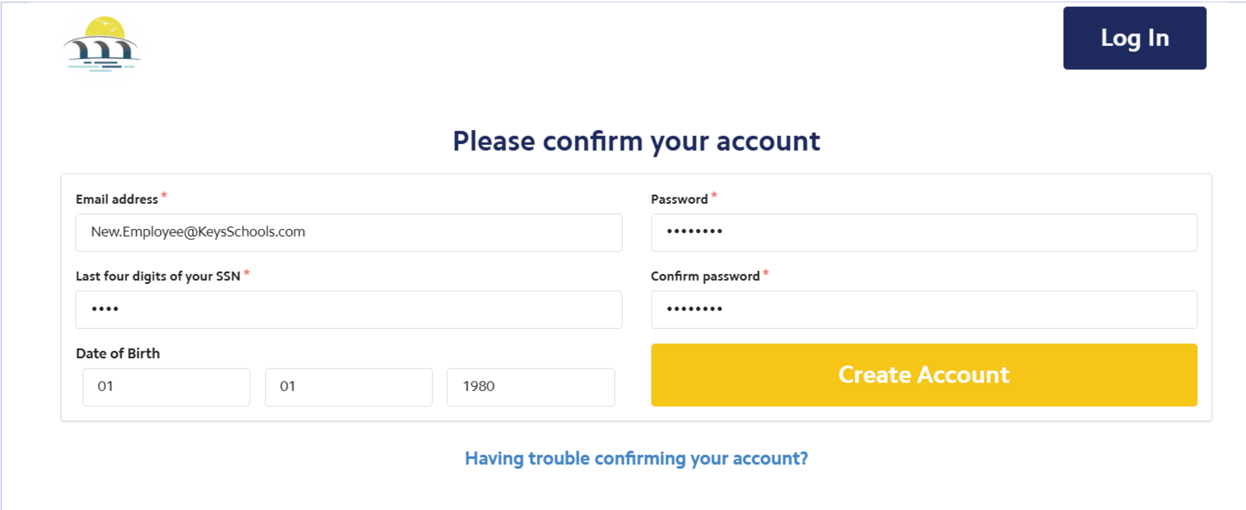


The ZEVO sign-in screen. New employees start by clicking “Register” (top right).

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 "Please confirm your account" screen. Fields marked with a red asterisk are required.

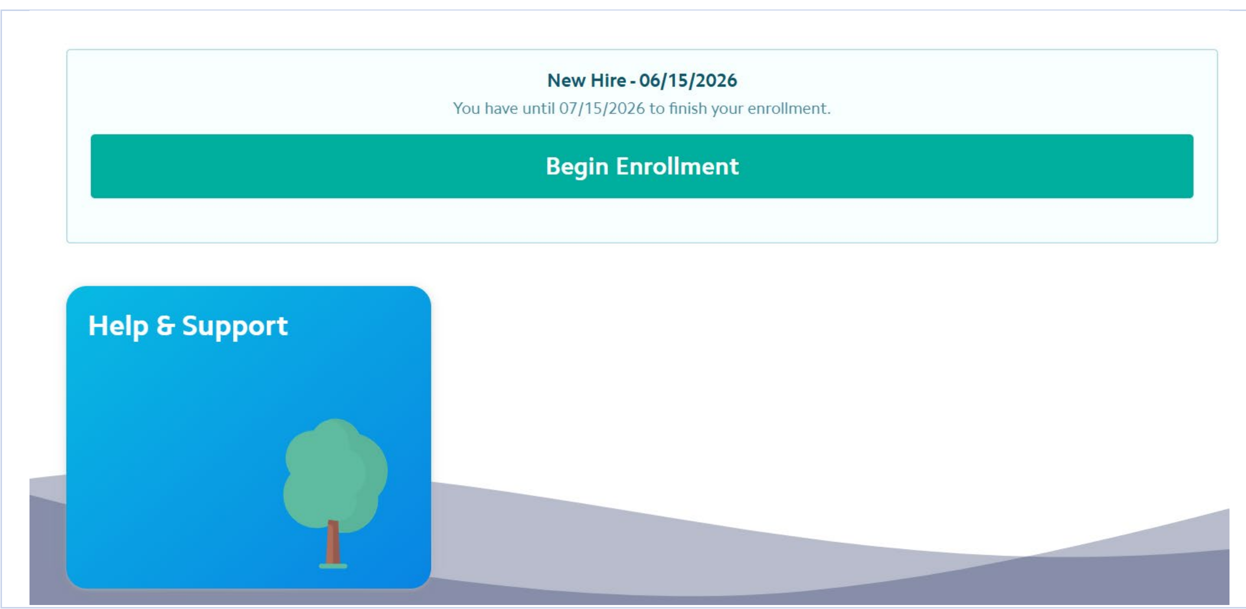
> **Tip:** If the system can't match your details, use *"Having trouble confirming your account?"* on that screen, or contact your Benefits team — don't create a second account.

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.

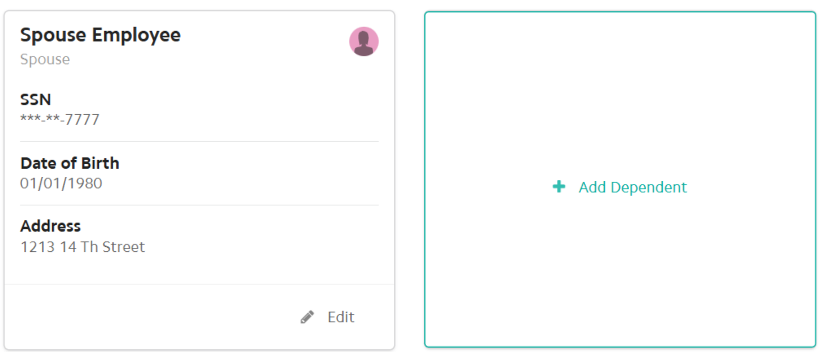


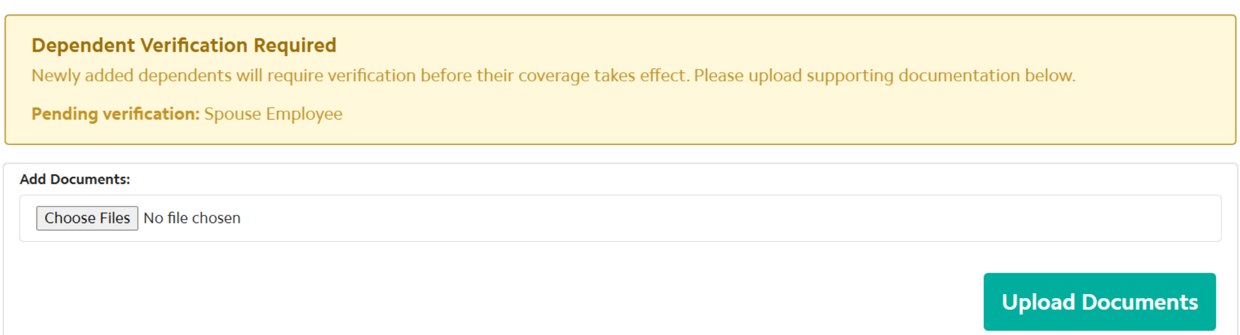
The dashboard shows your enrollment window and the "Begin Enrollment" button. Note your due date.

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





- 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.