



## Instructions for completing the online enrollment process for Insurance Benefits

### Contacts:

- IT Help Desk (623) 237-7117
  - Username and Password issues
- Jodi Finnesy, Benefits Analyst (623) 237-7149
  - Benefits questions
- If Jodi is not available contact Teresa Wong, (623) 237-7106  
Human Resources System Specialist

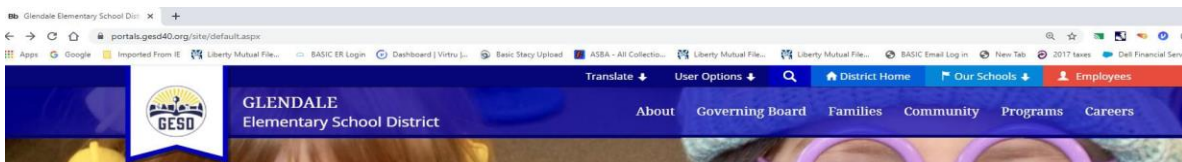
Employees must complete the online enrollment process for their insurance benefits within 31 days of the employee's start date (date of hire). If you miss your new hire window, you will not be allowed to enroll until the next annual Open Enrollment period or you experience a qualifying event.

Insurance benefits are effective the first day of the month following your date of hire.

Before getting started, please make sure you are using Google Chrome as your web Browser.

**Note: To access the site, you must be a registered user.**

1. To get to the Employee Access website, you will need to login to GESD's main website at [www.gesd40.org](http://www.gesd40.org) and select the **Employees** tab.




- To access the Benefits portal click on the icon shown below.



- To register, enter the information requested, then click **Submit**.


 Employee Access




**Welcome to Infinite Visions Benefits Enrollment-  
Employee Access!**

Since its your first time logging in with us, please enter the following information to allow us to locate your employee record.

- Enter your Username. Click **Next**. (Your username is your GESD email.)





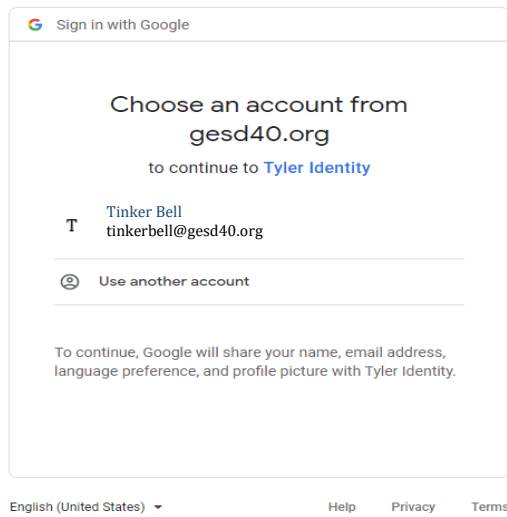
Sign In

Username

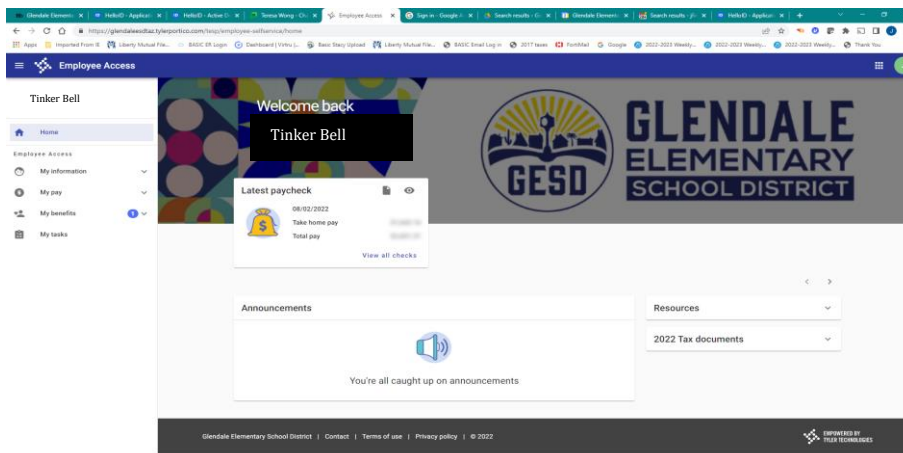
Remember me

Need help signing in?

5. Select your GESD Google Account.



6. After successfully logging in you should see the screen below.



7. If you want dependent coverage for any insurance, you must add your dependent's information first. To add a dependent click on **My Information\Profile\My Dependents**. Enter the required information. Once your dependents are added and you go through the benefit screens.
8. To start the enrollment process, select **My Benefits\Enrollment**.
9. Please read the entire **Welcome screen**.

10. At the bottom of the Welcome screen click on each **benefit** tab.

**Benefit selection**

---

**Make selection** Benefits Presentation

---

**Make selection** Summary of Benefits

---

**Make selection** Mandatory Notices

11. After making your selection click **Save selection**.

Benefits Presentation ^

Benefit coverage	Employee Cost Pay Period / Month
<input type="radio"/> Yes, I have watched the Video	\$0.00 / \$0.00

**Save selection**

---

Benefits Presentation ^


Benefit coverage	Employee Cost Pay Period / Month
<input checked="" type="radio"/> Yes, I have watched the Video	\$0.00 / \$0.00

**Save selection**

Continue to the next benefit.

**Benefit selection**

---

**Update**  Benefits Presentation Election Benefits Presentation Yes, I have watched the Video

---

**Make selection** Summary of Benefits No selections made

---

**Make selection** Mandatory Notices No selections made

12. You must click on each tab and make a selection. After the last benefit click **Review and submit**.

<a href="#">Update</a>	✔ Section 125 Notification Election	Section 125 Notification	I acknowledge these requirements	▼
<a href="#">Update</a>	✔ Electronic Communications Election	Electronic Communications	Yes, I accept Electronic Communications	▼

[Review & submit](#)

13. Check each insurance you selected and your cost for that coverage to ensure you are comfortable with the amount that will be deducted from you paycheck.

Once you submit your selections you cannot make changes until the next open enrollment period or you have a qualifying event.

<b>Submit to HR</b> You are almost done! Please review and finalize your selections by clicking the 'SUBMIT' button on the following screen.		<b>Employee cost</b>	<b>Employer cost</b>
	Total per pay period	\$139.11	\$357.88
	Total per month	\$231.85	\$596.47
	Total Annual	\$2,782.20	\$7,157.60

[Confirm & submit](#)

**To finalize your enrollment click Confirm and submit.**

14. To view your existing coverage click on the **View existing coverage** tab at the top of the Benefit screens.

15. To learn more about a benefit click on the **Plan Resources** tab at the top of the benefit screen.

[↻ View existing election](#)    [📎 Plan resources ▼](#)

Thank you for completing the enrollment process for your insurance benefits.

