



Instructions for completing the online enrollment process for Insurance Benefits in iVisions.

Contacts:

- ✓ **IT Help Desk** (623) 237-7117
User Name and Password issues
- ✓ **Jodi Finnesy**, Benefits Analyst (623) 237-7149
Benefit questions
- ✓ If **Jodi is not available** please contact
Judy Niblick, HR Technician (623) 237-7227

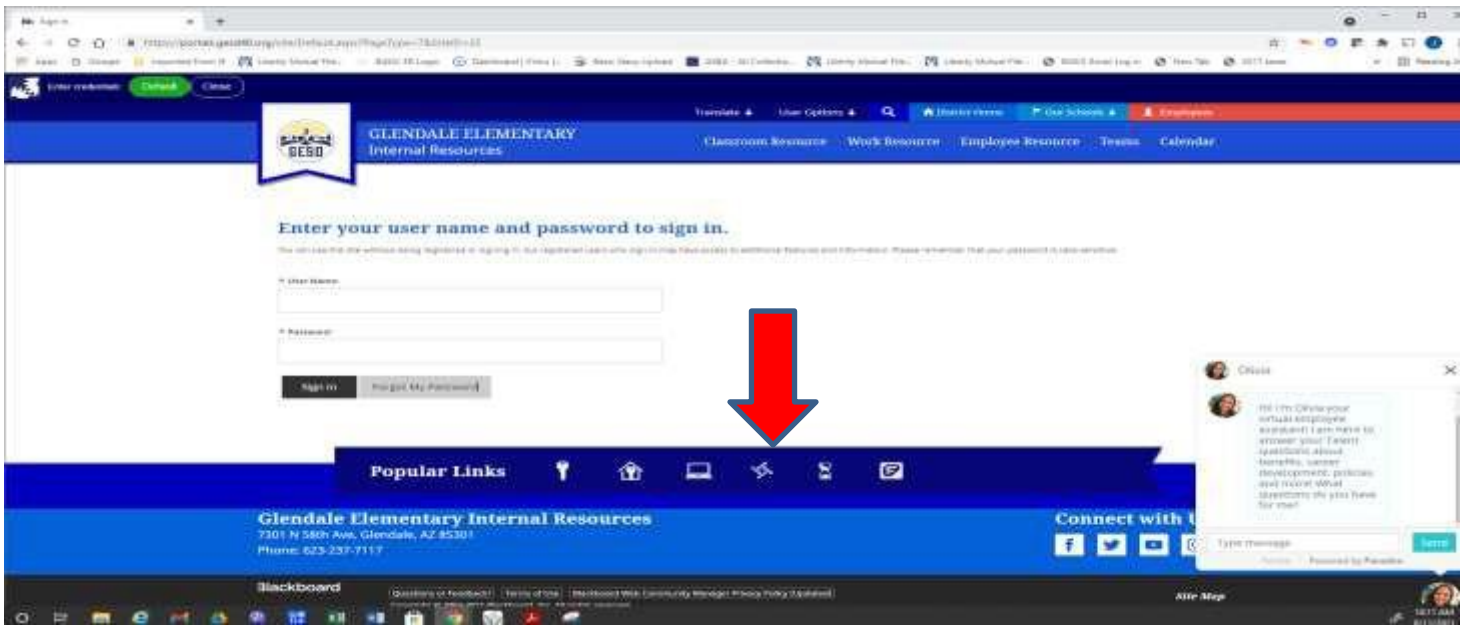
You must complete the online enrollment process for your insurance benefits within 31 days of your hire date (start date). If you miss your new-hire window you will not be allowed to enroll until the next annual Open Enrollment period.

Insurance Benefits are effective the first day of the month following your start date. Medical and Dental ID cards will be mailed to your home address approximately 12 to 15 days after you submit your selections.

When an employee resigns from the District the medical, dental and vision insurance ends the last day of the month your resignation date falls in. All other insurance benefits end on the last day of employment.

To access iVisions, go to the District's home page (www.gesd40.org) and click on the **red** tab labeled **Employees**.

Next, click on the **iVisions** icon located in the Popular Links box.



Next, click on the **Login** button.



You should have received your User Name and Password from your school's Administrative Secretary. Enter your User Name and Password



When logging into iVisions the first time you must verify your identity. After entering your information, click on the **Link** button.

Is this your information?

Name:

Address:

City:

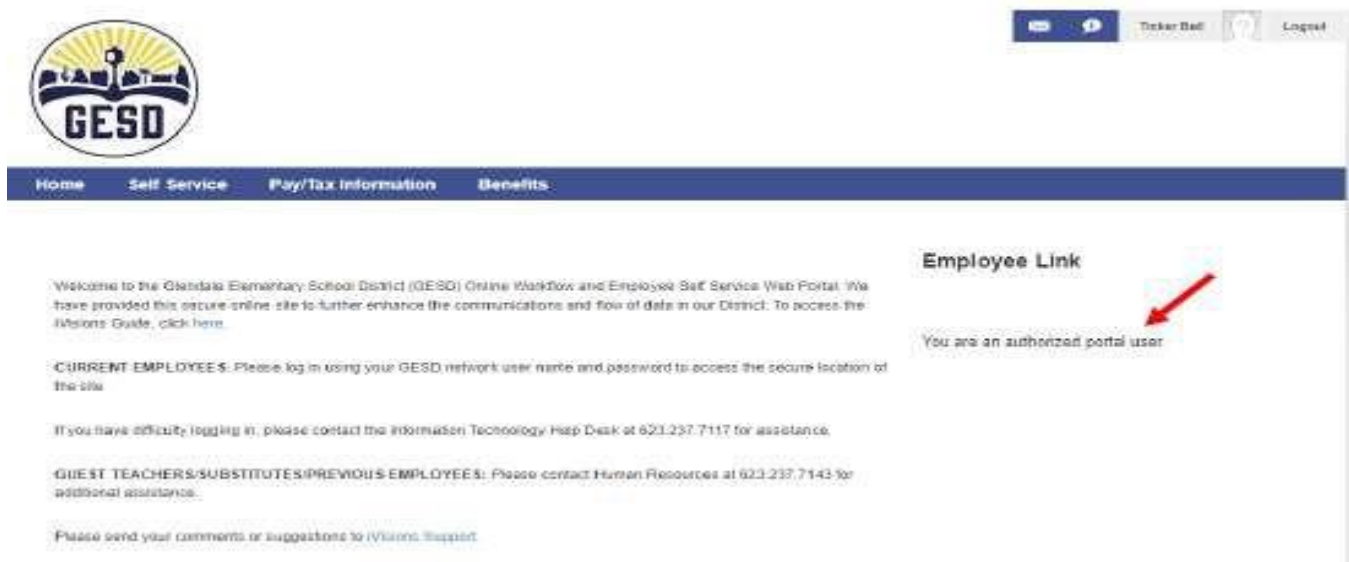
State:

Zip Code:

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

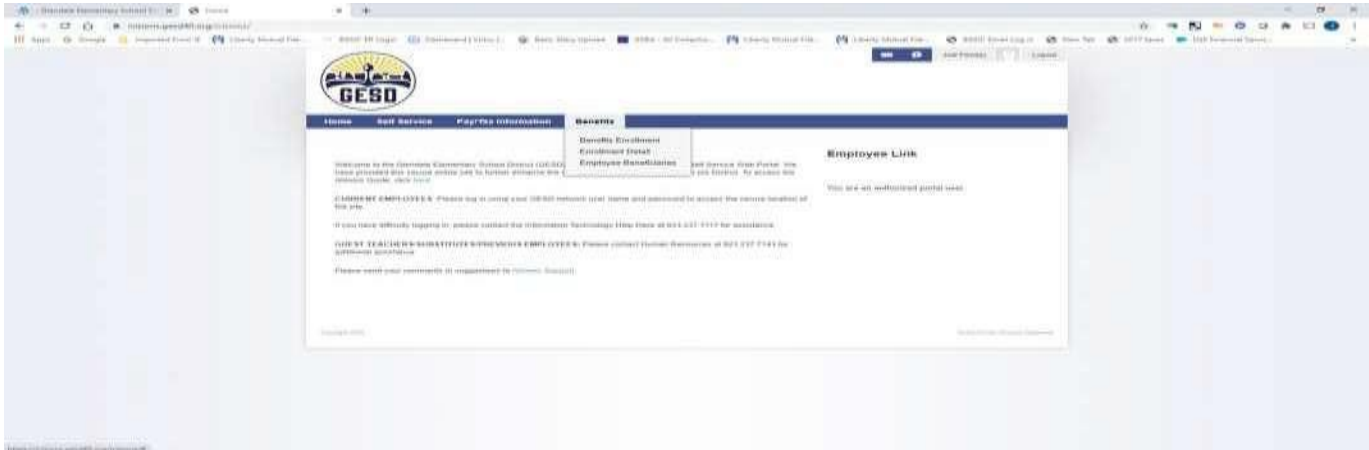
If the information you entered is correct you will see a screen similar to the one shown below.

If the information you entered is not correct you must contact Human Resources at extension 7149.

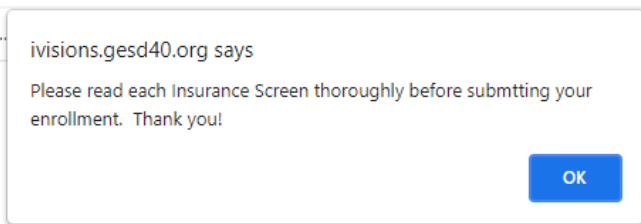


The screenshot shows the GESD Employee Link portal. At the top left is the GESD logo. The top right navigation bar includes a user profile for 'Tinker Bell' and a 'Logout' link. A dark blue navigation bar contains links for 'Home', 'Self Service', 'Pay/Tax Information', and 'Benefits'. The main content area features a 'Welcome to the Glendale Elementary School District (GESD) Online Workflow and Employee Self Service Web Portal' message, followed by instructions for current employees and guest teachers. A prominent 'Employee Link' section contains the text 'You are an authorized portal user', which is highlighted by a red arrow.

After logging in select **Benefits**, then **Benefits Enrollment**.



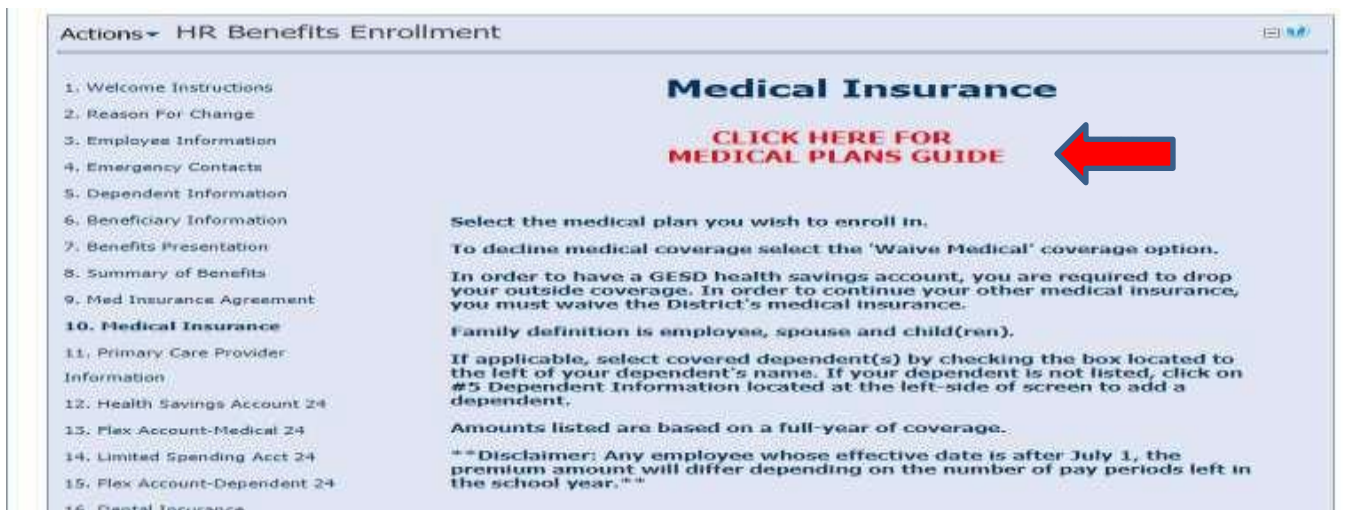
In the pop-up window click **OK**.



There are arrows at the bottom of each screen to click on in order to move forwards and backwards in the program. Do not use your browser's back arrow.



For more information about an insurance click on the title at the top of the benefit screen and a document will open up for you to review.



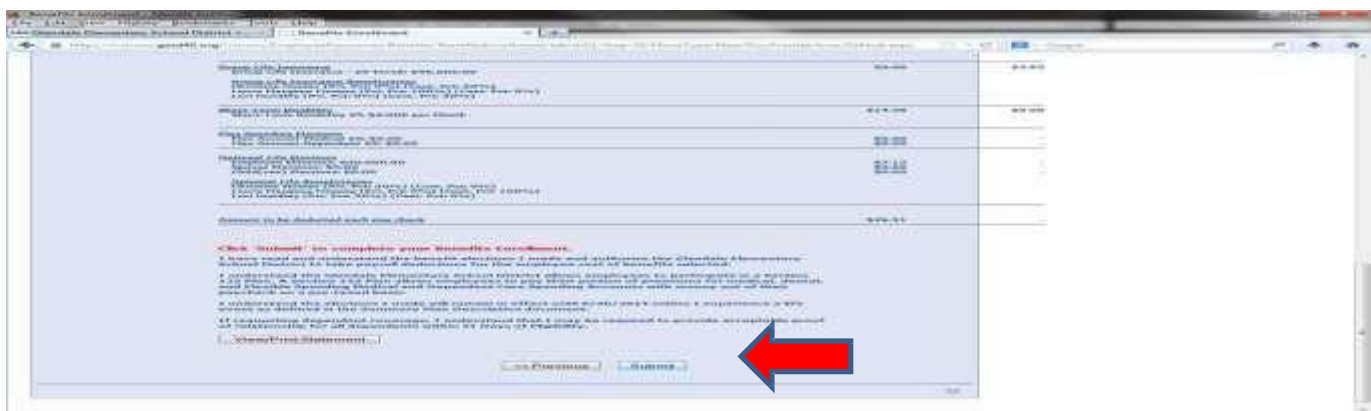
If you need to exit the program before completing the enrollment process the system will save the information you have entered up to that point.

If your address is not correct on the **Employee Information** screen, you must update your address in the **My Profile** section under the **Self-Service** tab. You cannot update your address from within the Benefits Portal.

Read each screen carefully. Each screen will tell you what you need to do to move forward in the program.

Many of the screens are Acknowledgement screens. An Acknowledgement screen requires that you check a box confirming you are aware of the benefit.

To finalize your enrollment you must click the **SUBMIT button located at the bottom of the Confirmation Page.**



The **Confirmation Page** summarizes the selections you have made and shows the amount you will have deducted from **each** paycheck for the coverage you have selected.

If you would like to make a change before submitting your selections, click on the benefit you want to change in the column located on the left side of the screen. You will be returned to the benefit screen. After making your change(s) return to the **Confirmation** page to **SUBMIT** your selections.



Once you click **SUBMIT** you will be locked out of the Benefits portal even if you have time left in your 31-day new hire window. To regain access you must contact Human Resources at extension 7149.

After clicking **SUBMIT** you should **PRINT** a copy of your enrollment record. Scroll down to bottom of the **Confirmation** page and click on **View/Print**. If you do not have access to a printer choose to save your enrollment record as a pdf document.