

NEW HIRE INSURANCE BENEFIT ENROLLMENT INFORMATION

Welcome to the Litchfield Elementary School District

To review your insurance benefit information visit www.lesd.k12.az.us, select Departments, Human Resources, Health Insurance Benefits

PLEASE FOLLOW THESE STEPS TO COMPLETE YOUR **ONLINE INSURANCE BENEFIT ENROLLMENT**:

Step 1: Visit the LESD Home page, www.lesd.k12.az.us

Step 2: Click on **Quick Links, Employee Information** then **iVisions Web Portal**

Step 3: Login to iVisions; enter your user name and password (new users must Authenticate the link at the bottom of the screen)
- If you need or forgot your iVisions user name or password, contact the payroll department:
Brittany Carter: reesk@lesd.k12.az.us, 623-535-6020
Elizabeth Thomas: thomas.e@lesd.k12.az.us, 623-535-6024
Wendy Taylor: taylor.w@lesd.k12.az.us, 623-535-6009



Step 4: Select **Benefits**, then **HR Benefits Enrollment**

- Once you start your enrollment, your entries are saved until you **SUBMIT** your enrollment at the end.
- Your benefits become effective 30 days from the date of hire.

IMPORTANT NOTE: You must enroll within 30 days of your effective date or you will have to wait until the next Open Enrollment period for coverage effective 7/1/21

Please contact Jeri Burns at (623) 535-6021 or burns@lesd.k12.az.us if you have any questions about the benefits or the enrollment process.

