

# NEW HIRE INSURANCE BENEFIT ENROLLMENT INFORMATION

Welcome to the Litchfield Elementary School District

To review your insurance benefit information visit, <https://www.lesd79.org/faculty>, select Departments, Human Resources, then Health Insurance Benefits

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

**Step 1:** Visit the LESD Home page, <https://www.lesd79.org/faculty>

**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:

Naeleen Scott: [scottn@lesd.k12.az.us](mailto:scottn@lesd.k12.az.us), 623-535-6020

Elizabeth Thomas: [thomas.e@lesd.k12.az.us](mailto:thomas.e@lesd.k12.az.us), 623-535-6024

Wendy Taylor: [taylor.w@lesd.k12.az.us](mailto: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 7/1/22

Please contact Sarah Mikos at (623) 535-6021 or [mikos@lesd.k12.az.us](mailto:mikos@lesd.k12.az.us) if you have any questions about the benefits or the enrollment process.

