

How To Access The Infinite Visions Web Portal

Sign in by going to: <https://bis.lblesd.k12.or.us/gervais>

Enter your name (first and last) in small letters with a “.” Between the names and then enter your password. Your starting password is “welcome”

Example: **hal.apino**

Password: **welcome**

- *You will be asked to enter information for authentication, then click the “Link” button.*
- *You will then be able to view your personal information in the “Employee Resources” tab.*

What will this do for me?

- It will enable you to view and print out your direct deposit receipts or pay stubs for current and past pay periods.
- You will be able to use the Pay Check Calculator feature for future planning.
- You will be able to view your W4 information and submit changes as needed.
- You will be able to view your leave balances and history.
- You will be able to change/modify your contact and emergency contact information.
- You will be able to view your personal information.

How to Access Paycheck Information

- Access Infinite Visions
- Click on “Employee Resources”
- Click on “Compensation”
- Access your paycheck information

Want to see the effect of changing your pay or withholdings?

- Click Pay Check Calculator at the bottom of your pay information screen.

Want to change your tax withholdings?

- Click on “Employee Resources”
- Click Tax Withholding Forms
- Click Federal W-4
- Complete the form, print, sign, and deliver to Payroll/Business Services