

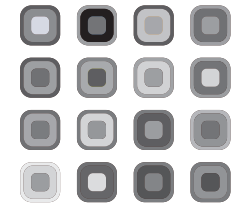
## WHO TO CONTACT FOR HELP?



- Employees should contact their computer support person or department secretary for help.



## BUSINESS OPERATIONS DEPARTMENT



## LBL INFINITE VISION WEB PORTAL

Access Instructions

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Leave History  
&  
Balances

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Employee Pay  
&  
Withholding Information

*Every Student a Graduate Prepared for a Bright and Successful Future*



## HOW TO ACCESS INFINITE VISIONS WEB PORTAL



### What do I need to do to access my personal information online?

- Register by going to our SPS website, click on Business Operations, then click on BIZ Portal or go to:  
<https://bis.lblesd.k12.or.us/springfield/>
- Click on Register (top right hand side by Login). Type in your username: **firstname.lastname** (example **john.smith**) and follow the online steps. **Register once only!**
- After receiving e-mail confirmation, you will login for the first time and enter the verification code provided.
- You will be asked to enter information for authentication, then click the “Link” button.
- You will then be able to view your **Self Service/Pay/Tax Information.**

### 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 view your W4 information.
- 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/PRINT PAYCHECK INFORMATION



- Access Infinite Visions Web Portal from instructions at left.
- Click on “Pay/Tax Information”. (Dark blue strip at top)
- From the Payroll Earning Statement, view all checks in IV. Change the Pay-Date (drop down list top right).
- To print go to the Print Earnings Statement

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

- While in the "Employee Pay" click on Pay Check Calculator. (bottom left of screen) Click - To print go to File and pulldown to print.

### Want to change your tax withholdings?

- Click on “Pay/Tax Information”.
- Click **Employee Tax Forms.**
- Click **To Fill Out Tax Forms.**
- Click Guide me/Let me choose
- Complete the form, print, sign and deliver to Payroll/Business Operations Department.

## HOW TO ACCESS LEAVE INFORMATION



- Access Infinite Visions.
- Click on “Self Serve”.
- Click “Leave”.
- Access your **Leave Activity**
- “**Logout**” far right of screen.

### WEB PORTAL REMINDER:



- **Register Once**
- **Use Login Once Registered**