



## COMPLETE YOUR OPEN ENROLLMENT IN 3 EASY STEPS

**Employer:** Pierz ISD #484

**New User Code:** ESN-pie125

**Open Enrollment Dates:** November 6<sup>th</sup> through November 17<sup>th</sup>

1. Use your web browser to navigate to <https://aviben.lh1ondemand.com/Login>

2. Log In

**Existing Users** – Log in with your username and password.

**New Users** – Enter the New User Code to get started.

3. Update your personal information and complete the enrollment questionnaire.

### REMEMBER TO DOCUMENT YOUR USERNAME AND PASSWORD FOR FUTURE USE

Please have the following information available while completing your enrollment:

Full Names, Dates of Birth and Social Security Numbers for the participating employee and all dependents.

Address, Phone Number and Email Address

*It may be helpful to use your personal email address rather than your employer sponsored email address to avoid the need to update your information upon separation of employment or retirement.*

### PLEASE CHECK YOUR EMAIL ADDRESSES AND MAILING ADDRESSES FOR ACCURACY

Please see your employer for benefit related questions regarding your open enrollment.

For technical support, please contact Aviben.

Customer Service: (888) 507-6053 8AM CST – 6 PM CST

[claimsupport@aviben.com](mailto:claimsupport@aviben.com)

[www.aviben.com](http://www.aviben.com)