Easy Steps to Joining

the Encore Program with ESI



Before You Begin

To participate in Encore, you must:

- **Meet the Arizona State Retirement System (ASRS) requirements for Normal Retirement** prior to your ESI start date.
- Have an official retirement date established with ASRS.
- Meet with your employer regarding your retirement and return-to-work plans.

1 Create Your Encore Profile

Visit ESIEncore.com to create your Encore profile.

- Use a personal email address.
- Watch for the **"ESI Encore – Confirm Your Email"** email.
- Click **"Confirm Your Email."**
- Complete your Encore profile.
- If you are a certified teacher, upload a copy of your **IVP Fingerprint Clearance Card** and **teaching certificate**, if you have them available. If you are classified employee, upload a copy of your IVP Fingerprint Clearance card, if available.

2 Complete the ESI Employment Application

Once you have completed your Encore profile, you will receive an email with a link to begin the **ESI employment application**.

- Click the link in the email to access the application.
- Use the same personal email address you used to create your Encore profile.
- Complete all required information and screening questions.

3 Submit Required Employment Documents

Submit any required employment documents and position-specific credentials.

- Provide any required position-specific credentials.
- Provide acceptable **I-9/E-Verify documents** to verify U.S. employment eligibility.
- I-9 documents must be presented to ESI in person or during a live video conference.
- ESI will provide instructions for completing this requirement.

4 Review and Acknowledge Your Position



(This step may happen earlier or later in the steps, depending on the timing of when your organization enters the position.)

Watch for an email notification letting you know that your organization has entered a position for you in Encore.

- Log in to your Encore profile.
- Review the position information.
- Acknowledge the position in Encore to continue the process.

5 Complete Your Background Check



Watch for an email from **DISA** with the subject line **"Background Authorization Request from Educational Services, LLC (ESI)."**

Complete the online authorization for your required background check.

6 Complete New Hire Onboarding Forms



Once you have been approved for hire, you will receive an email with the subject line **"ACTION REQUIRED: New Hire Forms for ESI."**

- Register as a new user.
- Complete your tax withholding, direct deposit, emergency contact information, and other required employment forms.

7 Receive Confirmation



Receive an email confirmation once you have successfully completed the hiring process.

8 Sign Your Offer Letter



Review and sign your offer letter electronically.

9 Get to Work!



Begin working on your **approved start date!**

encore
A Retiree Program by esi

Questions?
Contact encore@esiworkforce.com
or call 480-719-3271 or 844-614-7784.