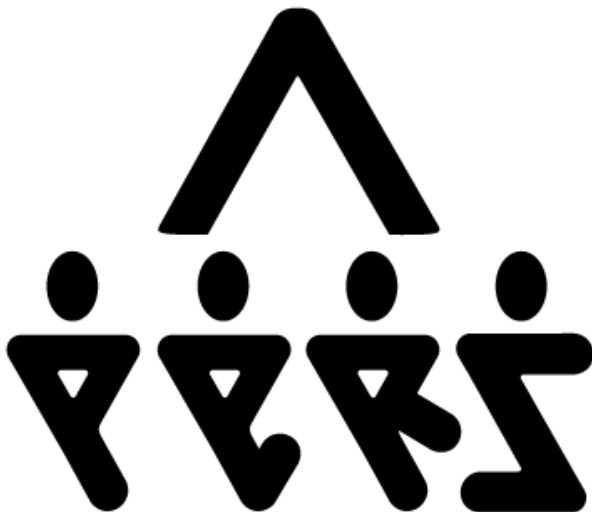


# Instructions for Logging in to Employer Self Service (ESS)



PERSLink

WEB SELF SERVICE - Employer



**NORTH DAKOTA  
PUBLIC EMPLOYEES  
RETIREMENT SYSTEM**

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WEB SELF SERVICE - Employer

North Dakota  
*login*

In order to log in to ESS, you will need to enter a North Dakota Login and Password.

**NEW** users

If you are a new user and currently do not have a ND Login ID, continue on to the section titled [New Users](#)

**EXISTING** users

If you have an existing ND Login ID, skip the *New Users* section and proceed to the section titled [Existing Users](#)

# New Users

## Create a ND Login

- Copy and paste the following link into your web browser and press Enter.

<https://perslink.nd.gov/perslinkwss/wfmlloginEE.aspx>

- The **ND Login** screen will display. Click '**Register Now!**' to create a unique login name and password.

- The **Business/Organization Account Details** screen will display. Required fields are marked with an asterisk (\*). (Each section is broken out below for more clarification).

### Errors / Issues

*If you receive errors or experience other problems during the registration process*

**DO NOT CONTACT NDPERS**

**PLEASE CONTACT THE ITD SERVICE DESK**

*You can contact them by one of the following ways:*

Click on the [Service Desk](#) link found on the ND Login page

OR

Call them at (701) 328-4470

or

toll free (877) 328-4470

## Section 1 Login Details

**Business/Organization Account Details**

**Business/Organization** accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

- ◆ Your **ND Login ID** will be a unique name that you will select.
- ◆ Remember that you will enter business/organization information, not personal
- ◆ **North Dakota Login** Requirements:
  - At least 3 characters long
  - Cannot be an existing ID
  - If the login name you select is already in use, you will receive an error message requesting that you select another login
- ◆ **Password** Requirements:
  - At least 6 characters long
  - 1 upper case character
  - 2 lower case characters
  - 1 number
  - Password is a unique password of your choice as long as you follow the requirements above.
  - If the password you create does not fulfill the requirements above, you will receive an error message to correct the one you entered

## Section 2 Business/Organization Details

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

Address 2:

Address 3:

\*City, State, Zip   (555554444)

\*Country:

\*Business Phone:  (2223334444) Ext.:

- ◆ In the **Business Name**, enter the name of your Organization

- ◆ **Contact Name** **MUST** be entered **EXACTLY** the same way as your name appears in the **PERSLink Database**. You can find this information on the Contact Cards (Authorized Agent cards) that are sent to you by email at the time your Contact ID is created. See [Appendix A – Welcome Letter](#) for an example of this letter/card. The actual cards will also be sent through the mail.
- ◆ **Address, City, State, Zip, Country** and **Business Phone** must all be for the Organization; not personal.

## Section 3 Security Info

**Security Info**

**Email**

\*Business  
Email:

Alt. Email:

**Cell Phone**

Cell Phone:

Alt. Cell  
Phone:

Message and data rates may apply. [More Information](#)

**Questions**

\*Question 1:

\*Answer 1:

\*Question 2:

\*Answer 2:

- ◆ **Business Email** is the email address where you receive emails for your organization.
  - This is required so that a confirmation/verification notice can be sent to you after you complete the North Dakota Login Account.
- ◆ Under **Questions**, select a 'question' from the drop down for each of the *Question 1* and *Question 2* fields and enter the answers to these questions in the appropriate *Answer 1* and *Answer 2* fields

## Section 4 Terms of Use

**Terms of Use:**

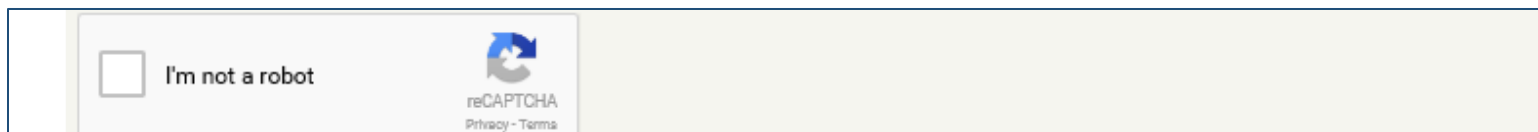
Please read the [Terms of Use](#) carefully before creating your North Dakota Login. By registering for a North Dakota Login, you Dakota Login.

**I Agree**

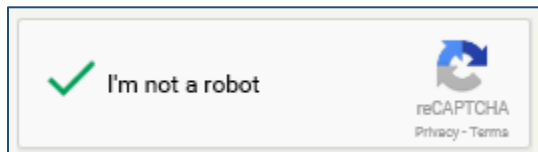
- ◆ Click in the checkbox in the *Terms of Use* section indicating you agree with the terms. You can view this information by clicking on the [Terms of Use](#) link in blue.

## Section 5 Verify you are not a Robot

- Click in the checkbox next to "I'm not a robot". The system will ask you to complete a small activity to verify you are real person.



- Once you have been verified, the system will display a green check mark

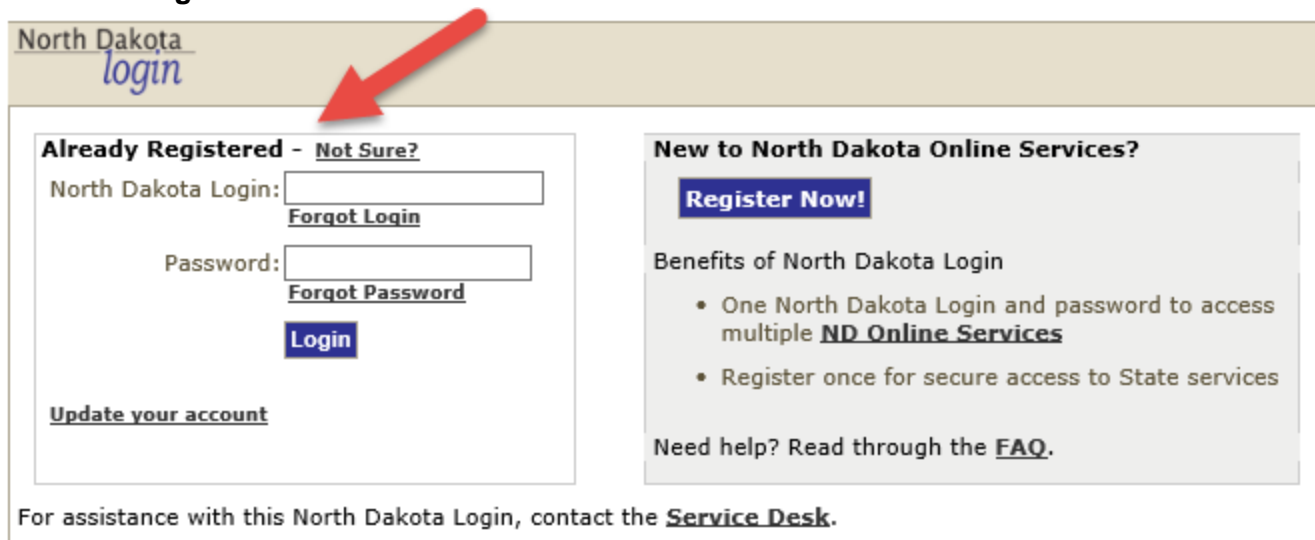


## Section 6 Create your Account

- After completing the registration steps above, click the button labeled **Create Account**

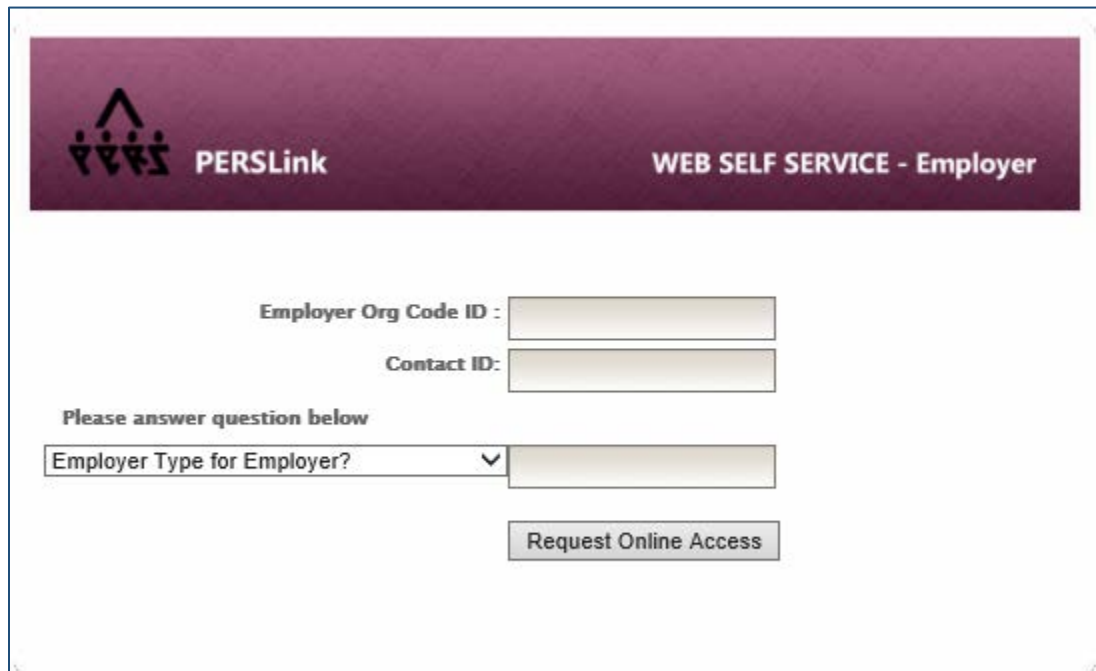


- At the email address you provided above, you should receive a message which will request you to click on the link provided. This link will take you to the North Dakota Login page where you must provide the *North Dakota Login* and *Password* you just created.
- Then click **Login**.



## First Time Login page

- ◆ If your ND Login was successful, you will see an ESS (Employer Self Service) login page.



PERSLink WEB SELF SERVICE - Employer

Employer Org Code ID :

Contact ID:

Please answer question below

Employer Type for Employer?

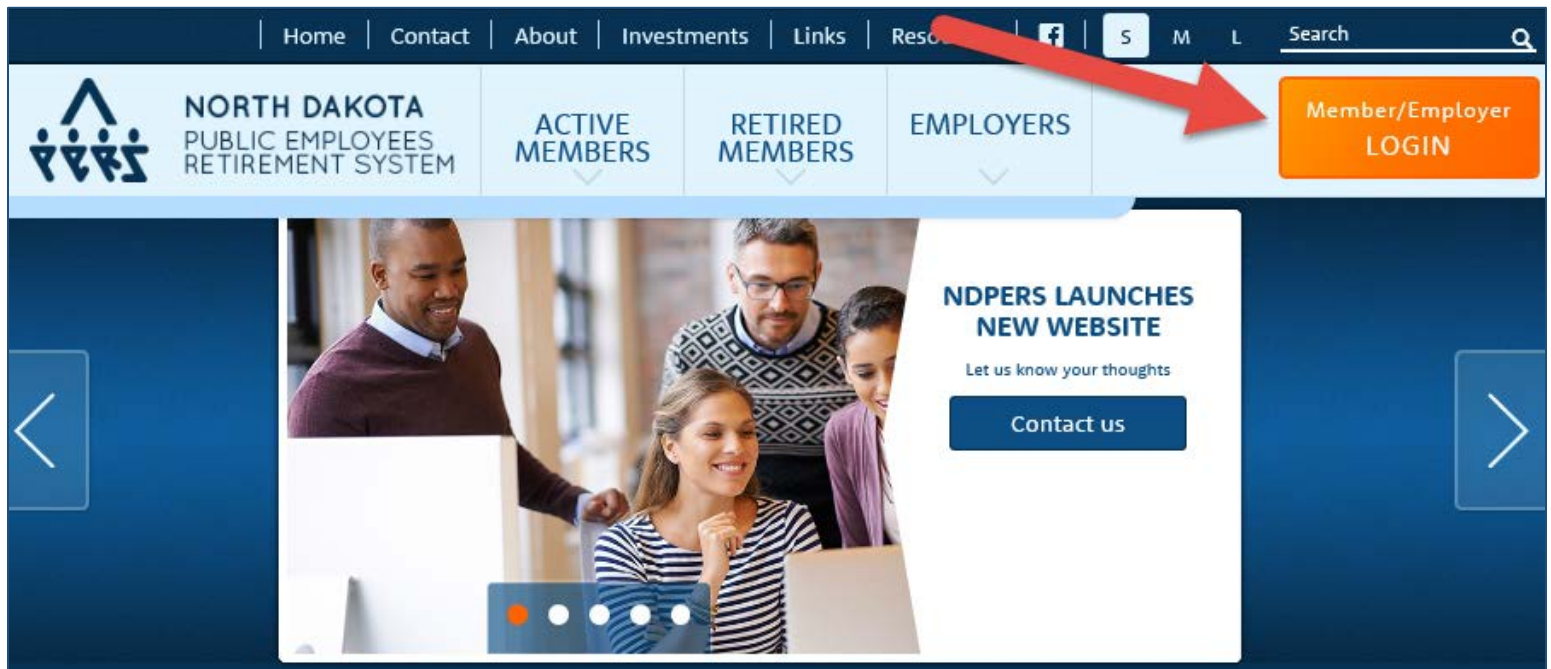
Request Online Access

- ◆ At this point, please find the **'Welcome Letter'** that was sent to you either by email (or by mail). This contains your Organization information and your unique Contact ID as an Authorized Agent for your agency. See [Appendix A – Welcome Letter](#) for an example of this letter/card.
- ◆ In the **Employer Org Code ID** field, enter the Organization ID
- ◆ In the **Contact ID** field, enter your numeric ID which is listed below your name on your card
- ◆ In the **Please answer question below** field, select **Employer Type for Employer** and enter the text from your card EXACTLY as it is on your card.
- ◆ Click **Login**
- ◆ **Please note:** After you have established your credentials with ESS (Employer Self Service) by providing the step above, the next time you logon to ESS, you will not be required to furnish your Organization ID or Contact ID.

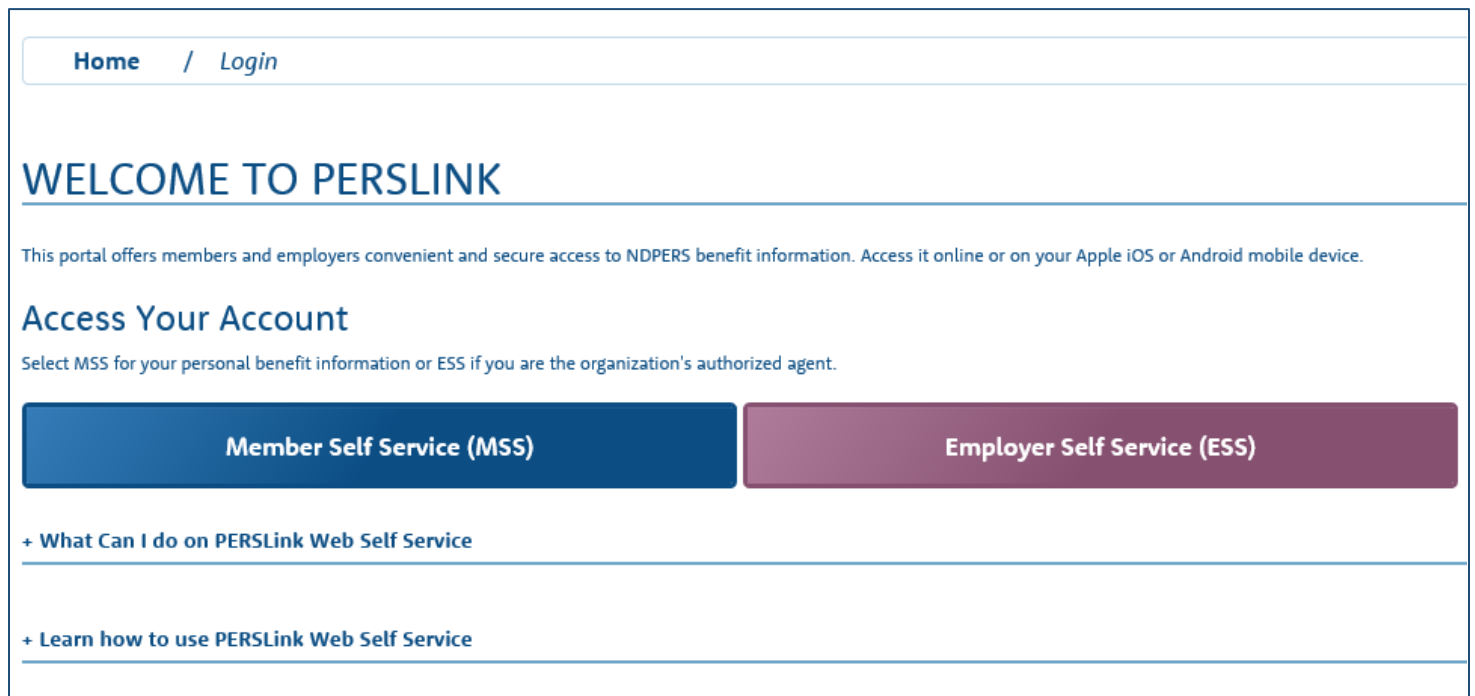



## Existing Users

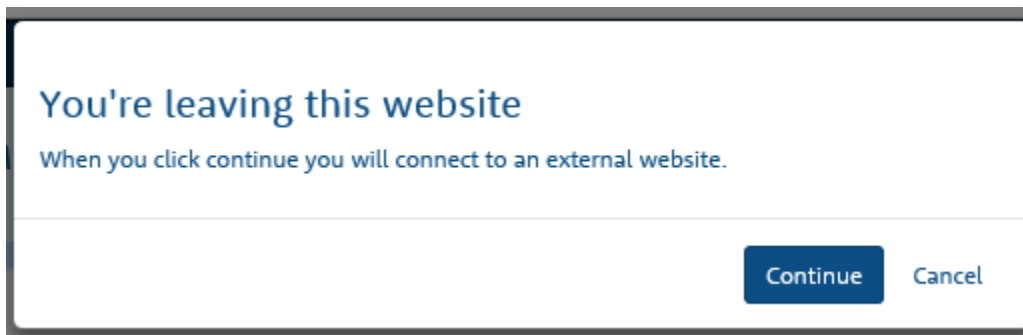
- Go to the NDPERS website at <https://ndpers.nd.gov>
- Click on the orange **Member/Employer LOGIN** button in the upper right hand corner



- The **WELCOME TO PERSLINK** screen will display.



- Click on the purple  button
- Click **Continue** when you see the following message displayed:



- ◆ You will be redirected to the **ND Login** screen

North Dakota  
*login*

**Already Registered - Not Sure?**  
North Dakota Login:   
[Forgot Login](#)  
Password:   
[Forgot Password](#)  
[Login](#)  
[Update your account](#)

**New to North Dakota Online Services?**  
[Register Now!](#)  
Benefits of North Dakota Login

- One North Dakota Login and password to access multiple **ND Online Services**
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

- ◆ If you:
  - Have an existing ND Login ID, enter your **North Dakota Login** and **Password** then click **Login**
  - Have an existing ND Login ID, but it was used for a previous Organization, you must verify the **Business/Organization Details** and make any changes to match the current Organization's information of which you are now an Authorized Agent/Contact for. This also needs to be done to avoid any login errors.
    - To do this, click on the link [Update your account](#). Ensure that the **Contact Name** is EXACTLY as it appears on the Welcome letter/card you received and Save your changes.
    - Enter the **North Dakota Login** and **Password**
- ◆ Click **Login**

- ◆ The ESS (Employer Self Service) login page will display.

PERSLink WEB SELF SERVICE - Employer

Use your NDPERS User Id and Password to log in to the Employer Self Service portal.  
Provide the Contact ID that you want to log in as.  
Once you logged in, you can switch to a different Contact without logout.

User Name  \*

Password  \*

Contactid

LOGIN

- ◆ Enter your **User Name**
- ◆ Enter your **Password**
- ◆ Enter your **Contact ID** (found on your ID card/Welcome letter)

# APPENDIX A - Welcome Letter



**North Dakota  
Public Employees Retirement System**  
400 E. Broadway, Suite 505 • PO Box 1657  
Bismarck, North Dakota 58502 - 1657

Sparb Collins  
Executive Director  
(701) 328-3900  
1-800-803-7377

FAX: (701) 328-3920 • EMAIL: [NDPERS-info@nd.gov](mailto:NDPERS-info@nd.gov) • [www.nd.gov/ndpers](http://www.nd.gov/ndpers)

March 08, 2017

Organization ID: **123456**

Contact / Authorized Agent Name  
1234 Centennial Rd  
Bismarck ND 58501

Dear **Contact / Authorized Agent:**

Welcome to the North Dakota Public Employees Retirement System (NDPERS). You have been assigned a unique NDPERS Contact ID as the primary identifier. All documents you receive from NDPERS in the future will also have a unique Organization ID. Below is your card; please keep this card in a safe place as you will need it when contacting NDPERS.

If you have any questions, please call NDPERS at (701) 328-3900 or (800) 803-7377.

## NDPERS ORGANIZATION ID CARD



This is your NDPERS Organization Identification. Please have this number available when contacting NDPERS.

North Dakota Public Employees  
Retirement System (NDPERS)

Name: **Contact / Authorized Agent**

ID Number: **4321**

Organization ID: **123456**

Employer Type: **Other Political Sub-Division**

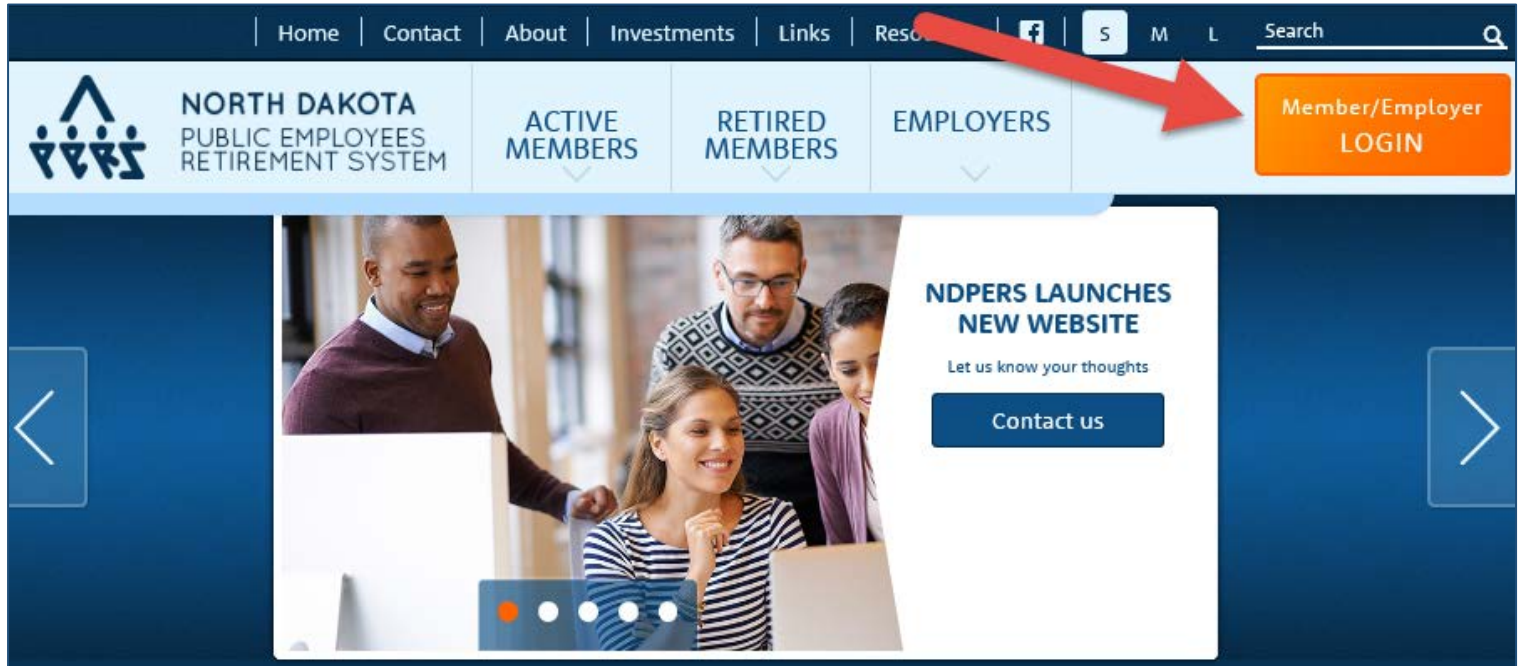
Contact Role: **Authorized Agent**

Keep this number in a safe place.

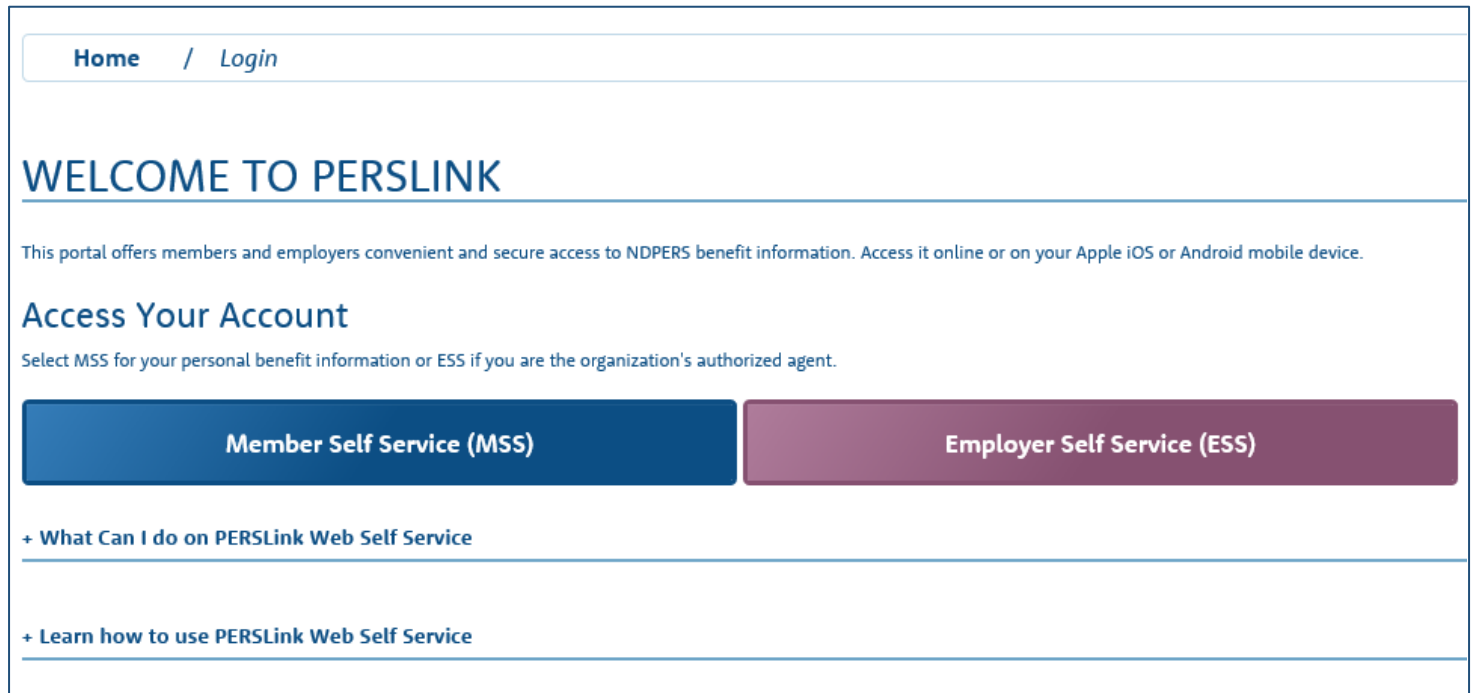
# APPENDIX B - Finding these Login Instructions on the NDPERS website

To access these instructions from the website:

- ◆ Go to <https://ndpers.nd.gov>
- ◆ Click on the orange **Member/Employer LOGIN** button in the upper right hand corner



- ◆ The **WELCOME TO PERSLINK** screen will display.



- Click on the '+' sign next to **Learn how to use PERSLink Web Self Service**
- Select **View Employer Self Service (ESS) Training Materials**

Member Self Service (MSS) | Employer Self Service (ESS)

+ What Can I do on PERSLink Web Self Service

+ Learn how to use PERSLink Web Self Service

All Members | Employer

- Instructions for Logging into PERSLink MSS Online
- View Employer Self Service (ESS) Training Materials

- When the **PERSLINK EMPLOYER SELF SERVICE TRAINING MATERIALS** screen displays, click on **First Time PERSLink ESS Users** link.

## PERSLINK EMPLOYER SELF SERVICE TRAINING MATERIALS

NDPERS offers resources to help facilitate your monthly reporting processes in PERSLink Employ

### Employer Self Service Guide

#### General Tips

- First Time PERSLink ESS Users
- Retrieving the Employer Self Service Guide
- How to Look Up a Payment (MP4)
- Including Remittance Reports With Your Payment