{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

Dear {stdMbrSalutation}:

Welcome to the North Dakota Public Employees Retirement System (NDPERS). You have been assigned a unique NDPERS Member ID as the primary identifier to access your personal and confidential information. Below is your card; please keep this card in a safe place as you will need it when accessing your PERSLink Member Self Service via the internet or when you contact NDPERS by phone.

As a new employee, you generally have 31 days from your date of hire to submit your benefit enrollment requests. All benefit enrollments are done electronically using PERSLink Member Self Service and can be completed from an available computer with internet access.

To begin your Benefit Enrollment Process:

1. Go to page two (2), Review the Section: PERSLINK Member Self Service (MSS)—“Get Started”,
2. Go to page three (3), Review the Section: Benefit Plan Enrollment DEADLINE DATES
3. Go to page four (4), Review the check list of information you may need to gather to complete your enrollments

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

**NDPERS Member ID Card**



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|  |
| --- |
| North Dakota Public Employees Retirement System (NDPERS)  Name: {stdMbrFullName}  ID Number: {stdMbrPERSLinkID}  Keep this number in a safe place. |

This is your NDPERS Member Id.

Please have this number available

when contacting NDPERS.

**NDPERS WEBSITE**

We would like to take the opportunity to introduce you to our website. At [www.ndpers.nd.gov](http://www.ndpers.nd.gov) you have access to:

* Your PERSLink Member Self Service
* Information about NDPERS
* Information about all NDPERS benefit programs
* Current and archived editions of our Perspectives newsletters
* News Flashes
* Resources (Forms and Publications) and
* Contact information

**PERSLINK Member Self Service (MSS)—“Get Started”**

1. Go to NDPERS Website at **www.ndpers.nd.gov** and click on orange button labeled Member/Employer LOGIN.
2. Select the Member Self Service (MSS) button “PERSLink MSS Login Information”. If this is the first time you are accessing PERSLink MSS, follow the “Instructions for Logging into PERSLink MSS” under Learn how to use PERSLink Web Service. After you have set up your PERSLink MSS login information, you may use the link “Access PERSLink Member Self Service (MSS)” at anytime.
3. Once you are logged into PERSLink MSS, on Your Homepage, under NDPERS Plans, Click “Enroll, Update, or View Plans” link. The next screen will display the benefit plans you are eligible to enroll in. Before you start your enrollment process, please review the links to Plan Details and Plan Highlights. This is information regarding plan eligibility, enrollment periods, effective dates, plan highlights and if applicable, contribution & insurance rates
4. Select the Benefit Plan you wish to enroll in by clicking on the Plan Name link.
   1. Review the summary of the steps you will navigate through to complete your enrollment information. Go to the bottom of your screen and select a Plan Enrollment Option. The process will take you through the steps necessary to complete your enrollment for that plan. If you exit out of the enrollment steps before completing your enrollment, you will need to begin your enrollment process over for that benefit plan.
   2. Once you have finished your enrollment, your enrollment request will be sent to NDPERS to process. The status of your request will display beside the plan on the NDPERS Plans page.
   3. Repeat steps 3 & 4 until you have either enrolled or waived participation in each of the benefit plans you are eligible for.
5. There are forms you will also need to complete and mail to NDPERS, if applicable. You can find links to the forms within your enrollment process or you may access them using the Forms Tab on the upper right hand corner of your Member Self Service. The forms are:
   1. Designation of Beneficiary for the Group Retirement Plan SFN 2560
   2. Life Insurance Designation of Beneficiary SFN 53855
   3. Evidence of Insurability for the Group Life Plan
   4. UNUM Long Term Care Enrollment Application

**Benefit Plan Enrollment Deadline Dates**

Following is a chart that shows the deadlines for enrolling in the benefit plans offered by NDPERS. **You are only eligible to enroll in the plans that are being offered by your employer.** Political subdivisions within the state of North Dakota are not eligible to participate in the NDPERS Dental, Vision, Long-Term Care, Employee Assistance, and Flexible Compensation Plans (with the exception of the District Health Units).

|  |  |  |
| --- | --- | --- |
| **Benefit Plan** | **You Must Enroll or Waive…** | **If You Do No Action...** |
| {tb tblOrgPlan} |  |  |

|  |
| --- |
| **MEMBER PERSONAL DATA CHECKLIST** |

Below is information you will need to gather to complete your enrollments if you are married and/or adding dependent child(ren) to an NDPERS insurance plan.

|  |  |  |
| --- | --- | --- |
| **Person** | **Item** | **Data** |

|  |  |  |
| --- | --- | --- |
| **Spouse** | **Name (First, Middle, Last)** |  |
| **Social Security Number\*** |  |
| **Spouse Date of Birth** |  |
| **Spouse Gender** |  |
| **Dependent Children** | **Name (First, Middle, Last)** |  |
| **Social Security Number\*** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Name (First, Middle, Last)** |  |
| **Social Security Number\*** |  |
| **Date of Birth** |  |
| **Gender** |  |

\*In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number is mandatory pursuant to 26 U.S.C. Section 3402. The individual's social security number will be used for tax reporting and as an identification number.

Member Self Service Features

**Tabs upper Right Hand Corner**

|  |  |
| --- | --- |
| **Home** | Navigates you back to your home page |
| **Forms** | Forms Directory |
| **Contact Us** | Send NDPERS a Contact Ticket to request information |
| **Switch Accounts** | This is only visible if you have had a payment from an NDPERS retirement plan & are also an active employee |
| **Logoff** | Log off your Member Self Service |

**Homepage**

|  |  |
| --- | --- |
| **Alerts & Messages** | Messages regarding your plan enrollments  Status of any on-line requests sent to NDPERS |
| **Personal Profile** | View your personal information on record at NDPERS  Update your Name and/or Marital Status  Update your Address, Telephone numbers, and Email |
| **NDPERS Plans** | Displays all the NDPERS benefit plans you are enrolled in or are eligible to enroll in  View Plan Details Document  View Plan Highlights Video  Provides link to the Individual Plans:  Plan Enrolled In: View details of the plan as well as Update to Plan Enrollment  Plans Eligible to Enroll In: On-line Enrollment Application |
| **Member Account Balance** | Provides a direct link to Retirement Plan member account balance details |
| **Benefits Estimates** | Request an official retirement benefit estimate from NDPERS  Calculate a Benefit Estimate on-line  View Benefit Estimate you performed |
| **Service Credit Purchase** | Request an official Service Purchase Cost from NDPERS  Calculate a Service Purchase Cost Estimate on-line  View any Service Purchase Contracts you have. Not available if you completed a service purchase prior to 10/1/2010 |

**Left Side Menu**

|  |  |
| --- | --- |
| **Links Back To:** | Alerts & Messages  Home Page  NDPERS Plans  Member Account Balance  Service Purchase Contracts  Benefit Estimates  Personal Profile |
| **Spouse/Designated Contact** | View & Update Spouse or alternate personal contact information |
| **Upcoming Seminars** | View upcoming Seminars sponsored by NDPERS |
| **Schedule an Appointment** | Request an Appointment with NDPERS staff |
| **Report a Death** | Report a Death of a spouse or covered insurance dependent |