{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: NDPERS DEFERRED COMPENSATION PLAN PROVIDER REPRESENTATIVE**

Dear {stdOCSalutation}:

The North Dakota Public Employees Retirement System (NDPERS) welcomes you as a provider representative of investment products and services under the State of North Dakota Deferred Compensation Plan. Your name and work-site information will be listed under the {stdOrgName} directory.

For your information, you will find the following publications on the NDPERS web site at www.nd.gov/ndpers. Select ‘Deferred Comp Providers’ from the menu to access these publications:

Provider Representative Handbook

Deferred Compensation Plan Document

List of Provider Representatives

Summary of Investment Options

Please be sure to read through the Provider Representative Handbook to ensure you fully understand the procedures required to assist our employees with their service requirements under the plan. The handbook provides a sample of the NDPERS forms and their use. It is also your responsibility to familiarize yourself with the above referenced publications.

You will be expected to attend a NDPERS sponsored training seminar **within the first year of your service and once every two years thereafter** in order to maintain your status as an eligible provider representative. If you default on the training requirement and lose your eligible status, it will be necessary for you to again be authorized by the company you represent before you can provide services under the plan. You will be notified when the training sessions are being offered.

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

Sincerely,

NDPERS Benefits Division