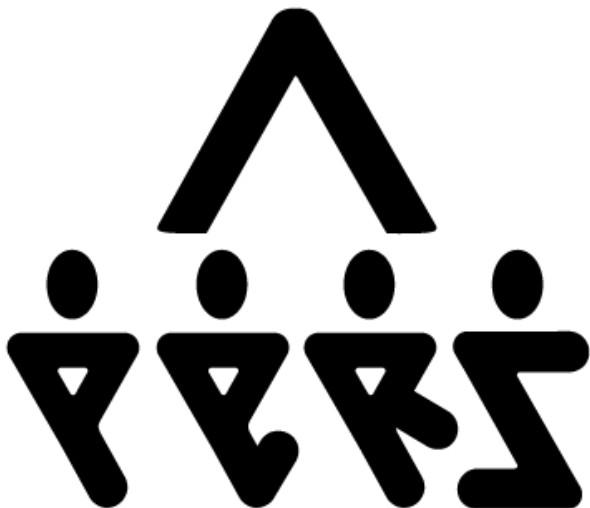


# Instructions for Logging in to Employer Self Service (ESS)



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/PERSLinkESS/wfmloginEE.aspx>

- The **ND Login** screen will display. Click '**Create an account**' to create a unique login name and password.

North Dakota  
login

### Sign in

Don't have a North Dakota Login?

[Create an account.](#)

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

Sign in

[Update your account.](#)

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

## Account information

First name \*

Last name \*

User ID \*

Password \*

- 8 or more characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character

Password strength:

- ◆ Your **ND Login ID** will be a unique name that you will select.
- ◆ **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 8 characters long
  - 1 upper case character
  - 1 lower case characters
  - 1 number
  - 1 special character
  - 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** Security Info

### Account recovery

Email \*

An activation code will be sent to this email address. Use the activation code to complete setup for email recovery option.

Cell phone

An activation code will be sent to this cell phone. Use the activation code to complete setup for cell phone recovery option.  
Message and data rates may apply.

### Security questions

Question 1 \*

Answer 1 \*

Question 2 \*

Answer 2 \*

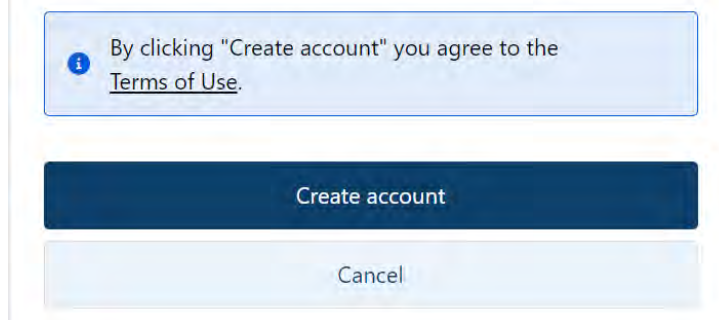


By clicking "Create account" you agree to the [Terms of Use](#).

Create account

- **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

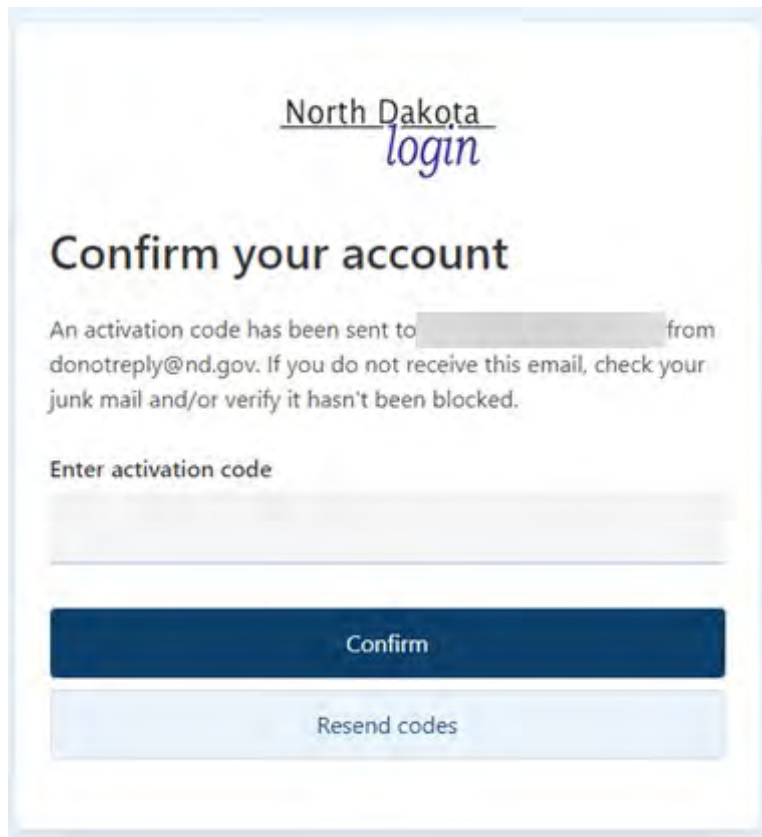
## Section **3** Terms of Use



- Clicking "Create Account" means you agree to the Terms of Use. You can view this information by clicking on the [Terms of Use](#) link in blue.

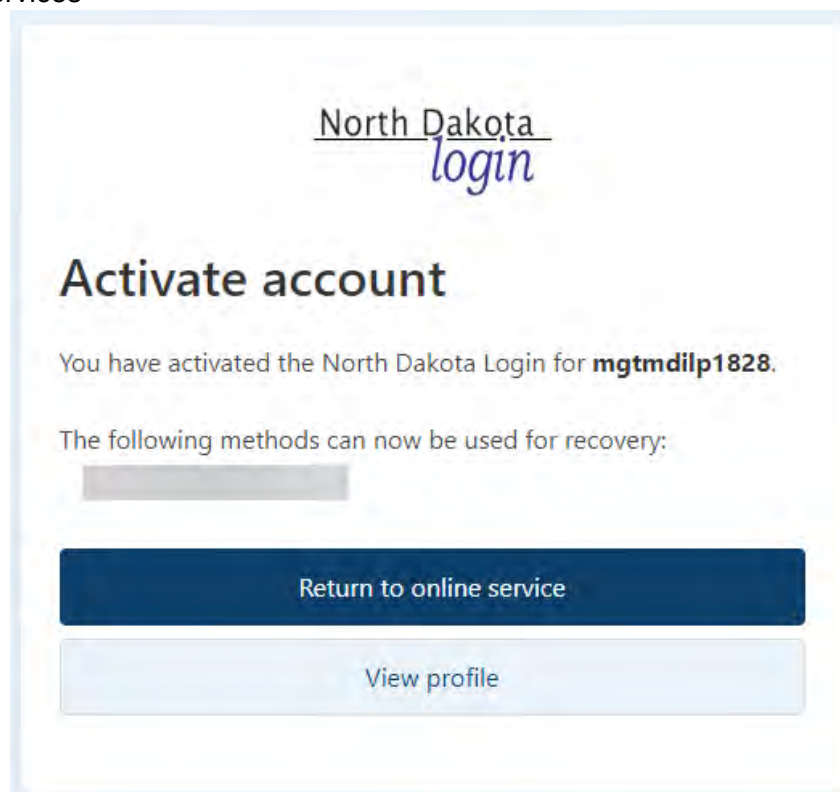
## Section **4** Verify your Email Address

- ◆ Confirm the account with the activation code



The screenshot shows the 'Confirm your account' page. At the top is the 'North Dakota login' logo. Below it is the heading 'Confirm your account'. A message states: 'An activation code has been sent to [redacted] from donotreply@nd.gov. If you do not receive this email, check your junk mail and/or verify it hasn't been blocked.' Below the message is a text input field labeled 'Enter activation code'. At the bottom are two buttons: a dark blue 'Confirm' button and a light blue 'Resend codes' button.

- ◆ Return to online services



The screenshot shows the 'Activate account' page. At the top is the 'North Dakota login' logo. Below it is the heading 'Activate account'. A message states: 'You have activated the North Dakota Login for **mgtmdilp1828**.' Below the message is the text 'The following methods can now be used for recovery:' followed by a redacted area. At the bottom are two buttons: a dark blue 'Return to online service' button and a light blue 'View profile' button.



## Section **5** Log in to ESS

- Return to Online Services will redirect you to the ESS Login screen. Log in with the newly created credentials.

North Dakota  
*login*

### Sign in

Don't have a North Dakota Login?

[Create an account.](#)

User ID

[Forgot user ID?](#)

Password

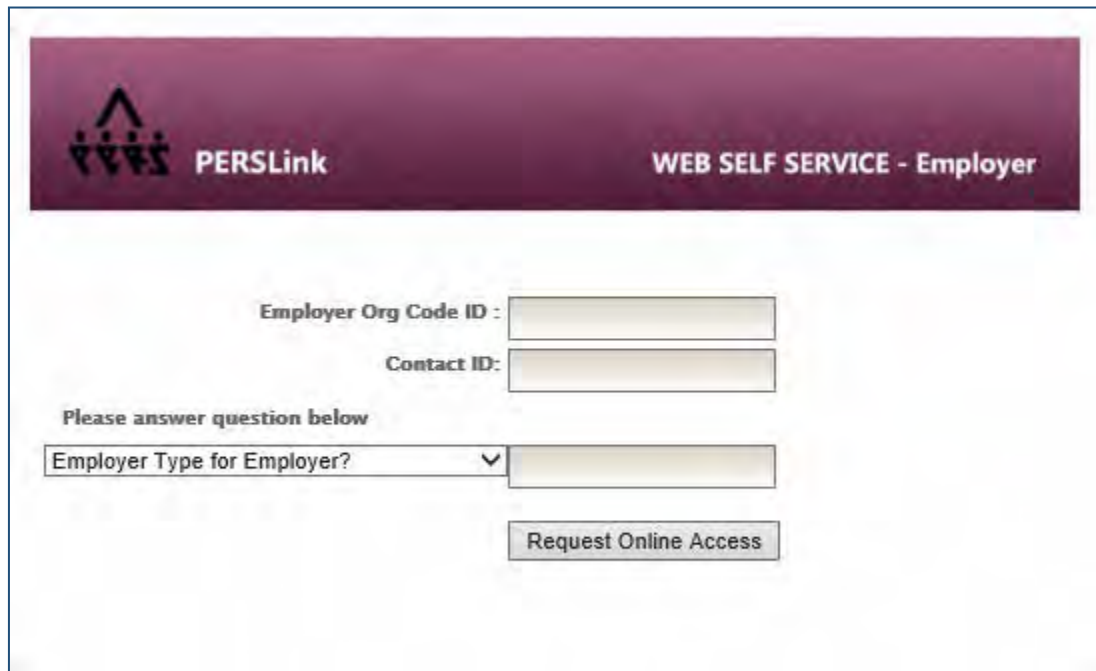
[Forgot password?](#)

Sign in

[Update your account.](#)

## 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

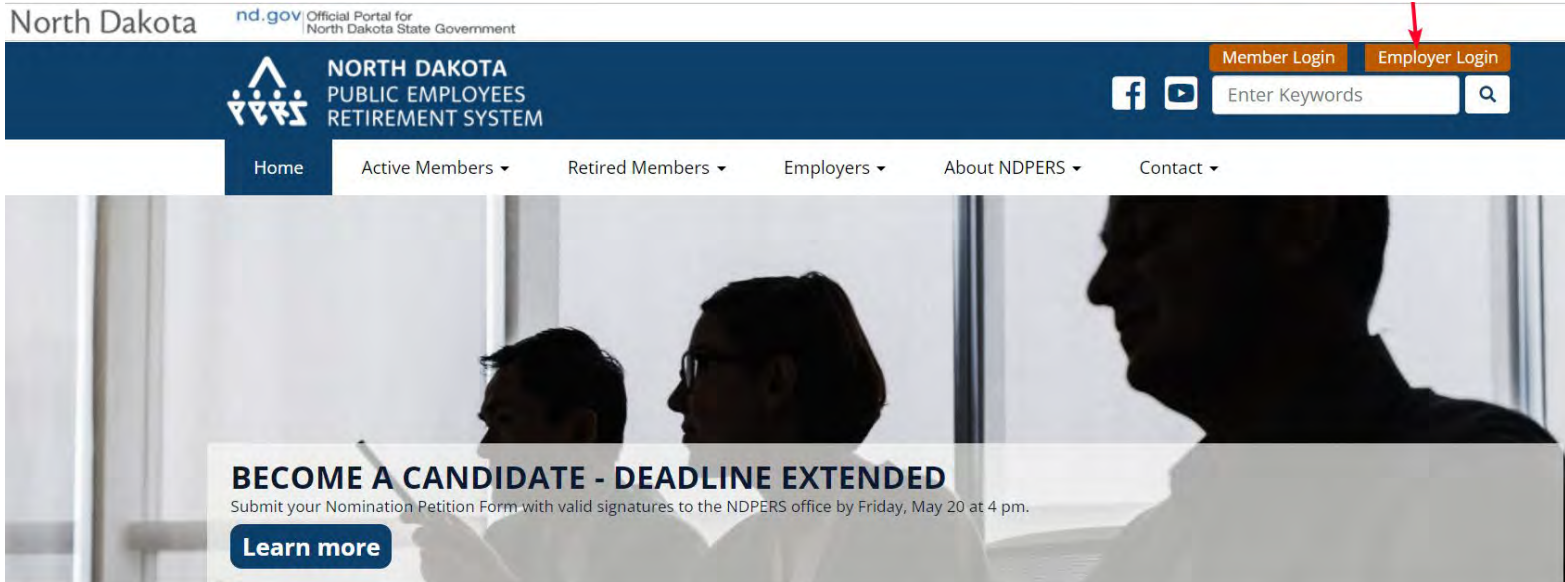
Employer Type for Employer?

Request Online Access

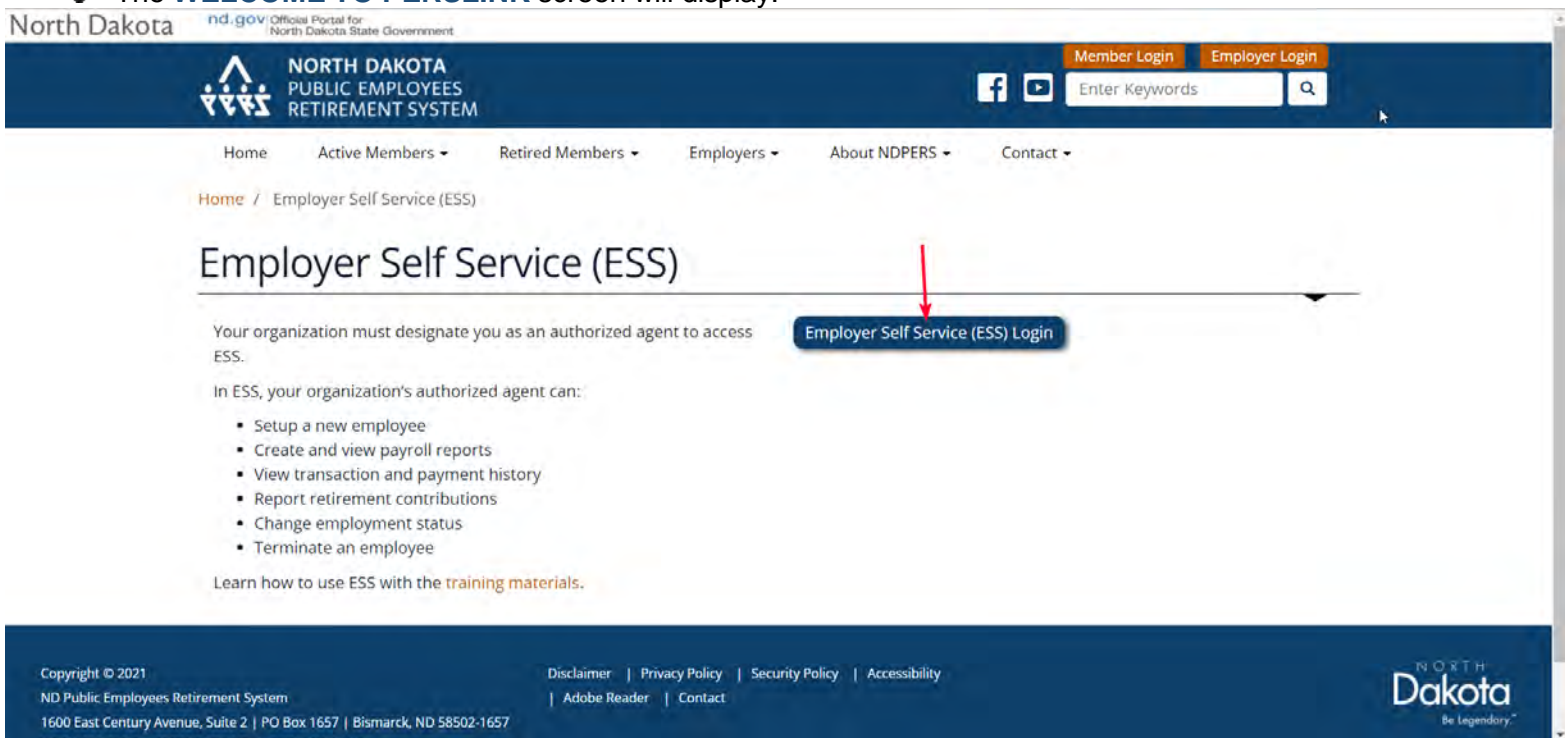
- ◆ At this point, please find the **'Welcome Letter'** that was sent to you either by email (or by mail). This contains your Organization information and your unique Contact ID as an Authorized Agent for your agency. See [Appendix A – Welcome Letter](#) for an example of this letter/card.
- ◆ In the **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 **Employer LOGIN** button in the upper right hand corner



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



- Click on the Employer Self Service (ESS) Login button

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

North Dakota  
login

## Sign in

Don't have a North Dakota Login?  
[Create an account.](#)

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

Sign in

[Update your account.](#)

- If you:
  - Have an existing ND Login ID, enter your **North Dakota Login** and **Password** then click **Sign in**
  - Have an existing ND Login ID, but it was used for a previous Organization, you must verify the **Account Details**. 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**

PERSLink WEB SELF SERVICE - Employer

Employer Org Code ID :

Contact ID:

Please answer question below

Employer Type for Employer?

If your login is not associated with NDPERS Contact, you will be prompted to additional information.

- Enter your **Employer Org Code ID** (found on your ID card/Welcome letter)
- Enter your **Contact ID** (found on your ID card/Welcome letter)
- Enter an identifying question

# 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.