Instructions for Logging in to PERSLink Employer Self Service

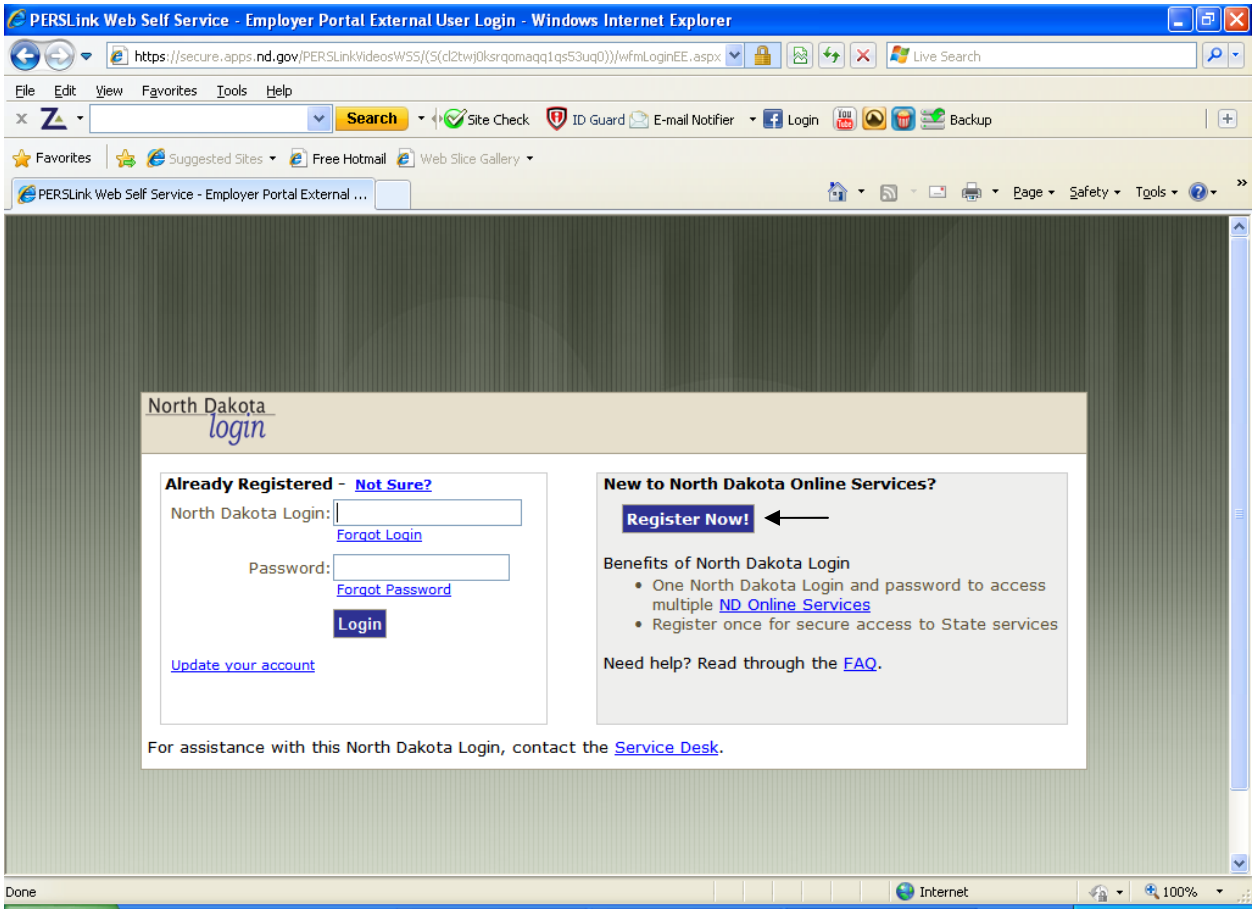
The first step to logging in to PERSLink is to set up a ND Login ID. If you do not currently have a ND Login ID, continue to section #1. If you do currently have a ND Login ID, skip section #1 and proceed to section #2.

Section 1 – ND Login ID – New Account

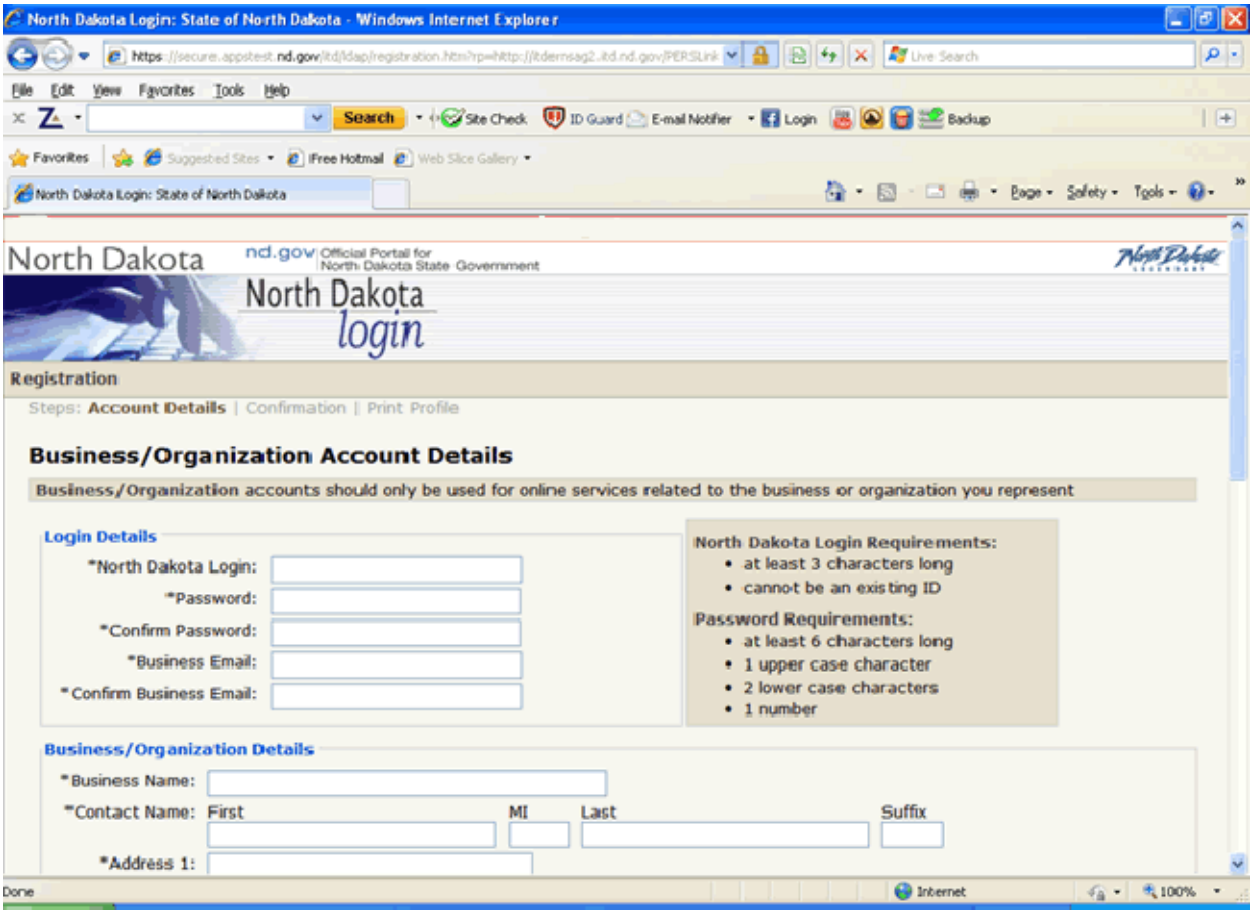
Copy and paste the following link into your web browser and press Enter:

https://perslink.nd.gov/PERSLinkWSS/wfmLoginEE.aspx

The resulting page should resemble the page below.



At the login screen, click the link titled, 'Register Now!' which is located in the middle of the page. Clicking that link will result in the following page being displayed:



As you can see, the information requested on this web page includes 'North Dakota Login', 'Password' and 'Business E-mail'. The North Dakota Login is a unique login name that you will select. Please see the section titled 'North Dakota Login Requirements.' If the login name that you select is already in use, you will receive an error message requesting that you choose another login-id. Password is a unique password of your choice as long as you follow the rules outlined in section titled 'Password Requirements'. Business E-mail is the e-mail address where you receive your e-mail. This is required so that a confirmation/verification notice can be sent to you when you complete the North Dakota Login Account. In the 'Business/Organization Details' section, you are required to supply the 'Contact Name'. **The Contact Name MUST be entered EXACTLY the same way as your name appears on in the PERSLink database.** You should have received a letter from NDPERS in August with this information. The rest of the information on the 'Business/Organization Account Details' is self explanatory. Most of the information is required and is indicated by an asterisk ('*').

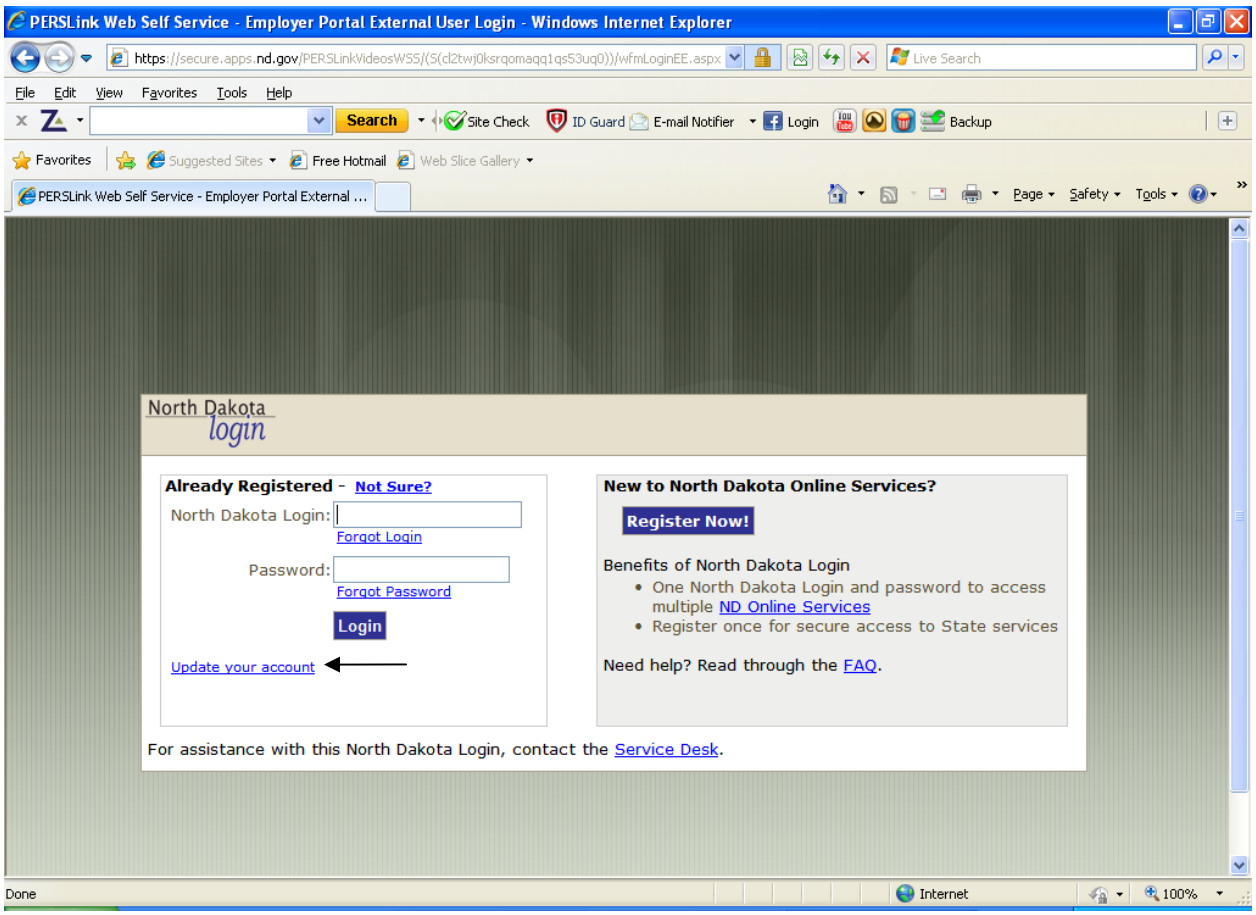
After you have completed the North Dakota Login ID Account Details, click in the checkbox in the 'Terms of Use' section indicating that you agree with the terms. Click the 'Create Account' button at the bottom of the page. At this point, you will receive a

message in your e-mail requesting that you click a link provided in the e-mail which will take you to the North Dakota Login page where you must provide the user-id and password you just created.

Section 2 – ND Login ID – Existing Account

If you currently have a ND Login ID, you must check the 'Business/Organization Details' information on the 'Account Details' screen of the ND Login ID to insure accuracy. Navigate to the link below and click on 'Update your account'.

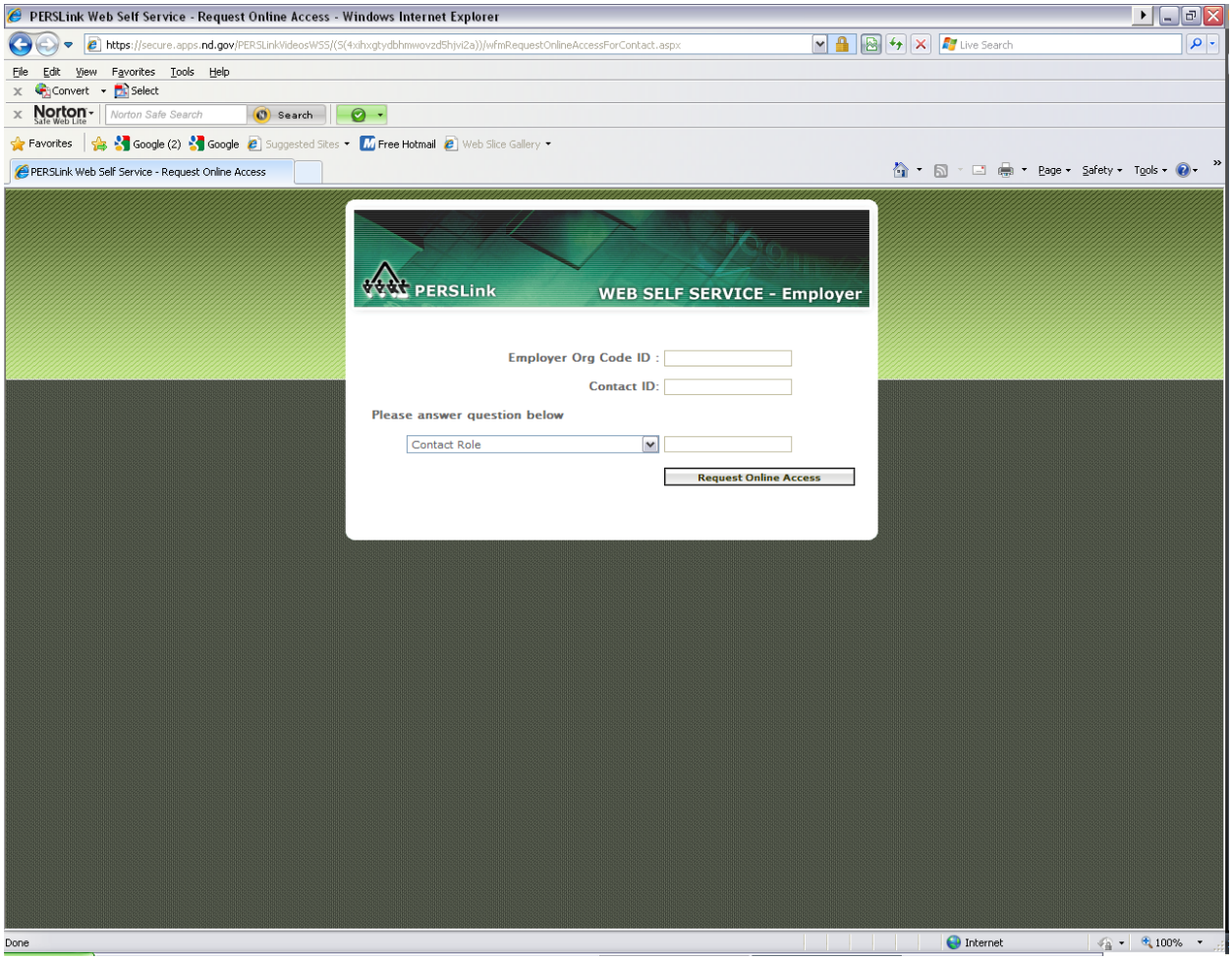
https://perslink.nd.gov/PERSLinkWSS/wfmLoginEE.aspx



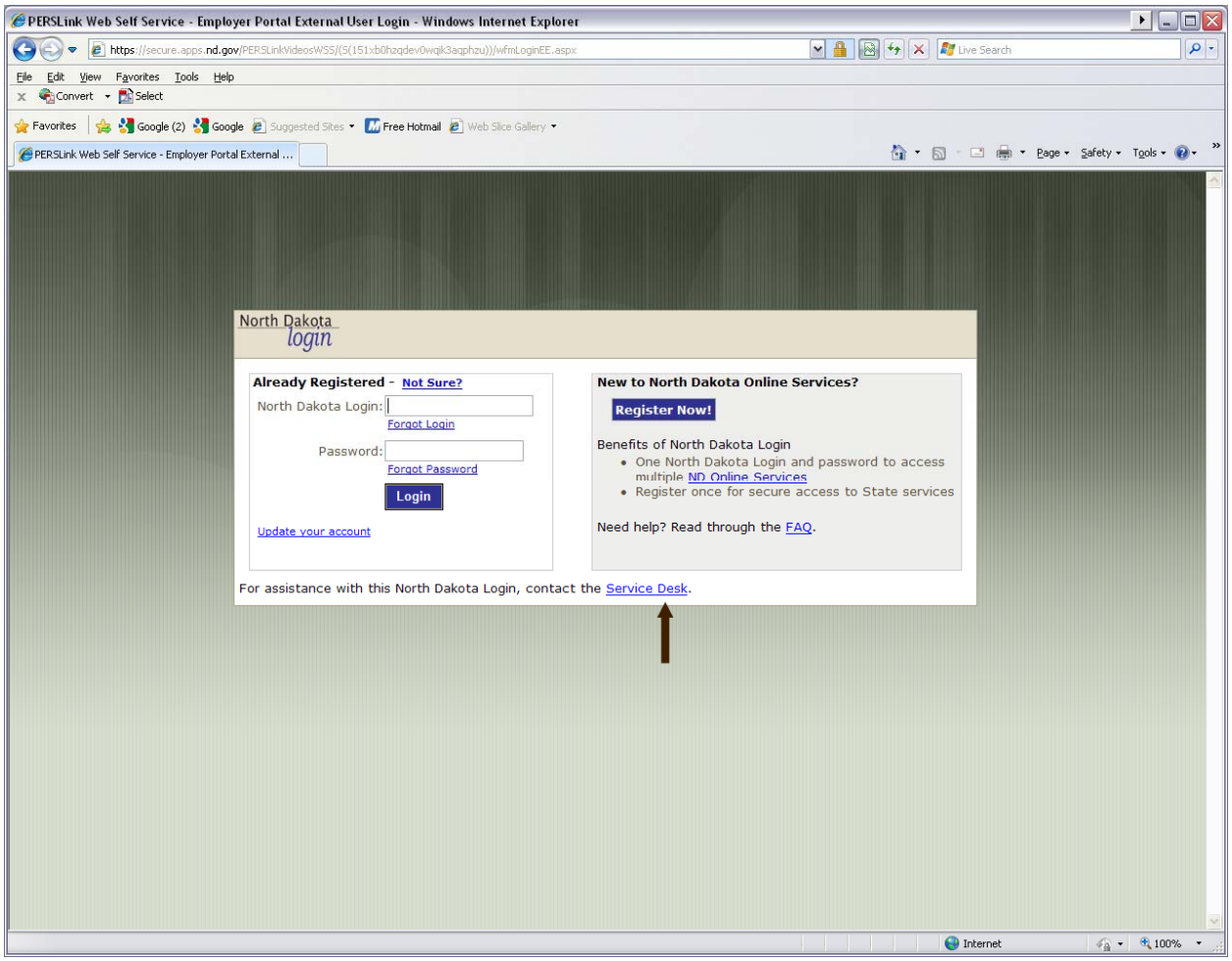
In the Business/Organization Details section, insure that the 'Contact Name' is EXACTLY as it appears on the letter you received from NDPERS. Save your changes and proceed to section #3.

Section 3 – Login to PERSLink Employer Self Service

If your ND Login is successful, you will see the PERSLink Employer Self Service login page as indicated below:



Here, you will need your ‘Organization ID’ and your ‘Contact ID’ along with your ‘Employer Type’. This information was provided in the letter you received in August from NDPERS. After you have supplied the information requested, you will have access to PERSLink Employer Self Service (ESS). Now that you have established your credentials with PERSLink, the next time you logon to Employer Self Service, you will not be required to furnish your ‘Organization ID’ or your ‘Contact ID’.

Section 4 – Error Resolution

If you receive errors or experience other problems with the North Dakota Login ID process, please click the link titled ‘Service Desk’ which can be found on the ND Login page (see below).