

PeopleSoft Portal Implementation for Employees who are not paid through the PeopleSoft payroll system who are enrolled in the FlexComp Medical spending or Dependent Care reimbursement accounts.

1. To access the Portal, click on the link under "Online Services" on the NDPERS Home Page at <http://www.nd.gov/ndpers>.
2. Then enter your network (USER) sign on ID and Password in the PeopleSoft Screen.



<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
English	Español																						
Dansk	Deutsch																						
Français	Français du Canada																						
Italiano	Magyar																						
Nederlands	Norsk																						
Polski	Português																						
Suomi	Svenska																						
Čeština	日本語																						
한국어	Русский																						
ไทย	简体中文																						
繁體中文	العربية																						

3. You'll then see the Portal Page (Shown below as it currently appears). The Portal gives you access to your personal portal pages.

The screenshot shows the PeopleSoft Portal interface. On the left, there is a 'Self Service Applications' section with four items: 'My Benefits' (Information about your employment benefits), 'My SSN/Bank Info' (Confirm your SSN and Bank Account Number), 'My Personalizations' (Personalize options such as locale, tab details, save warnings, etc.), and 'Email Addresses' (Change your email address). Below this is the 'CONNECT ND' logo. On the right, there is a 'Last Signon' box showing the date and time: 'October 11, 2007 08:54:59'. At the bottom, there are links for 'OMB home', 'Disclaimer', 'Security', 'Privacy', and 'Contact Us', along with a copyright notice: '© Copyright 2004'.

Note: If the personal selections do NOT show, it may be necessary to:

1. Close MD Explorer
2. Re-start Explorer
3. Clear the Cache (Temp Internet Files)
4. Re-enter the Portal

Also, the FIRST time a user loads the Portal it seems to take extra time, please be patient

PeopleSoft Portal Implementation

My Benefits: The Benefits Summary provides you with information on the FlexComp benefits that you are enrolled in and links to your FlexComp annual pledge amount, claims processing and payment information.

My Benefits | My SSN/Bank Info | Email Addresses | My Personalizations

New Window | Help | Customize Page

Benefits Summary

John Smith
To view your benefits as of another date, enter the date and click Go:
10/11/2007

Type of Benefit	Plan Description	Coverage or Participation
Flex Spending Health - U.S.	FSA non-payroll employees Med	\$4,320 Pledge
Flex Spending Dependent Care	FSA non-payroll employees dep	\$960 Pledge

Type of Benefit. Clicking on these links will provide you with additional information on your FlexComp benefits.

FlexComp information. You can view your account balance, claim activity, claim history and payment history for the medical and dependent care spending accounts by clicking on the link under Type of Benefit. To review past benefits information, enter the year and click the Go button. (Note: Your account history begins with the 2007 Plan Year.)

PeopleSoft Portal Implementation

Flexible Spending Account Review

Name:

John Smith

FSA non-payroll employees Med

To review past benefits information, enter the year and click the Go button.

Year: (YYYY)

Account Summary

Coverage Start Date: 01/01/2007 Account Status: Active

Your Annual Pledge

Annual Pledge for this year: \$4,320.00
Total claims approved for payment year-to-date: \$4,320.00
Amount of Pledge still available: \$0.00

Account Balance

Contributions to account year-to-date: \$2,880.00
Total of all claims paid year-to-date: \$4,320.00
Current account balance: \$-1,440.00

Claims Activity

Amount of claims submitted year-to-date: \$4,320.00
Total claims approved for payment year-to-date: \$4,320.00
Total of all claims paid year-to-date: \$4,320.00
Claims that are approved but not yet paid: \$0.00
Total claims whose approval is still pending: \$0.00
Total claims that were rejected: \$0.00

Claim History

Your claims are shown below in descending date order (service start date).
Click on the date to see the details for each claim.

<u>Service Start Date</u>	<u>Claim ID</u>	<u>Type of Service</u>	<u>Claim Amount</u>
03/29/2007	00081464	Medical	\$121.00
03/06/2007	00074891	Medical	\$59.00
01/15/2007	00067864	Medical	\$4,140.00

Payment History

The checks issued to pay your claims are shown below in descending check date order.
Click on the date to see the details for each payment.

<u>Check Date</u>	<u>Check #</u>	<u>Check Status</u>	<u>Check Amount</u>
07/11/2007	276047	Paid	\$121.00
04/12/2007	274840	Paid	\$59.00
01/19/2007	273616	Paid	\$4,140.00

[Benefits Summary](#)

PeopleSoft Portal Implementation

My SSN/Bank Info: Click on “My SSN/Bank Info” link to access your direct deposit information if applicable.



Navigation menu: My Benefits, My SSN/Bank Info, Email Addresses, My Personalizations

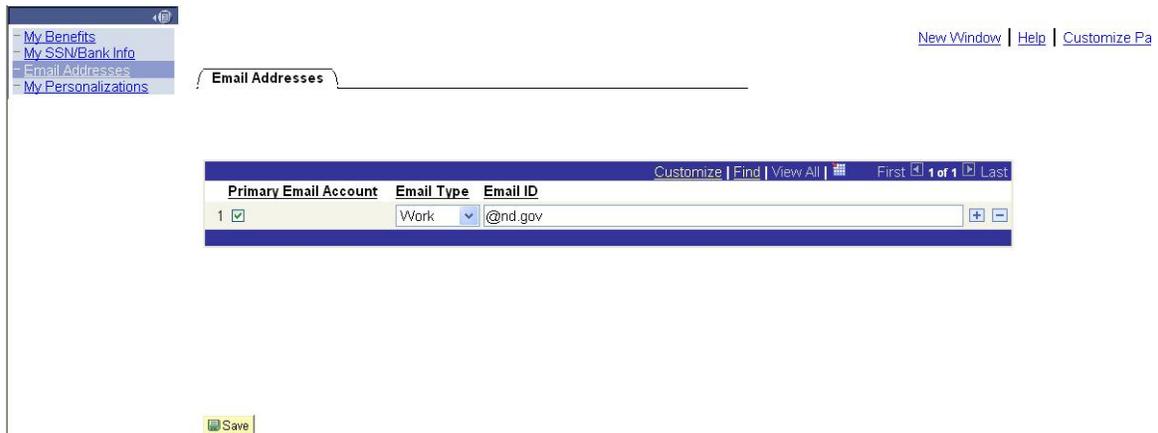
John Smith 999-99-9998

Customize | Find | First 1 of 1 Last

Bank Name	Account Number	Account Type
STATE STREET BANK	123456789	Checking

Links: New Window | Help | Customize Page

Maintaining Email Addresses: Click on the E-Mail address link, it will take you to the screen that lists your current email address. **Your E-Mail address will need to be updated by the users themselves.** You will need to update your email address to receive notifications correctly.



Navigation menu: My Benefits, My SSN/Bank Info, Email Addresses, My Personalizations

Email Addresses

Customize | Find | View All | First 1 of 1 Last

Primary Email Account	Email Type	Email ID
1 <input checked="" type="checkbox"/>	Work	@nd.gov

Save

Links: New Window | Help | Customize Pa