

Instructions for Registering for 2015 Payroll Conference

Please register by May 20 through PERSLink Employer Self Service.

To register for the **2015 Payroll Conference**, follow these steps:

1. If you have never used Employer Self Service, go to the PERS website for instructions on how to do so at <http://www.nd.gov/ndpers/employers/perslink-info.html>
2. Log onto PERSLink Employer Self Service
3. Go to the Links section (left side), click on Seminar Registration.
4. Click on Seminar Type of Payroll Conference (NDPERS 2015 PAYROLL CONFERENCE) (seminar date of 06/17/2015).
5. Under Seminar Details, click the "Register" button.
6. Do not select Payment Method as there is no charge for this conference.
7. If there is more than one person from your agency attending, put the number in the Number of Guests Attending field.
8. Click on Save
9. You will receive a message on your dashboard that the registration is confirmed.

You are enrolled if you receive the message "All changes successfully saved".

See you at the Conference on June 17 in Bismarck!

If you have any questions on the registration process, please contact NDPERS at 328-3900 or 1-800-803-7377.