

## Instructions for Registering for 2013 Payroll Conference And the 2013 Authorized Agent Training

Please register by May 28 through PERSLink Employer Self Service.

To register for the **2013 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 (upper right hand side), click on View Seminars.
4. Click on Seminar Type of Payroll Conference (NDPERS 2013 PAYROLL CONFERENCE) (seminar date of 06/12/2013).
5. Under Attendee Summary, click on Sign Up.
6. There is no need to 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 Attendance Method of either Onsite or WebCast.
9. Click on Save

If you receive the message "All changes successfully saved", then you are enrolled.

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To register for the **Authorized Agent Training**, follow the instructions above, except:

1. Step 4 click on Seminar Type of Payroll Conference (NDPERS AUTHORIZED AGENT TRAINING) (seminar date of 06/11/2013).
2. Step 8, select Onsite only as this session will not be webcast.

See you at the Conference on June 12 in Bismarck!

If you have any questions on the registration process, please contact NDPERS at 328-3900 or 1-800-803-7477.