Date: Date

To: **COMPANY** Employees

From: Human Resources

RE: **PLAN NAME** Eligibility and Enrollment Reminder

Start securing your financial dreams of TOMORROW by enrolling TODAY. It’s as simple as 1, 2, 3.

All you need to get started is your social security number and a personal identification number (PIN). If you cannot remember your PIN or did not receive one, please contact Alerus at **800.433.1685**.

Once you have your PIN, log into your account at **alerusrb.com**.

* Click the **Participant Login** button.
* At the User ID prompt enter your SSN, click **Enter**.
* Enter your 4 digit PIN, click **Next**.
* Create a new User ID and Password, and enter your email address.
* Answer and confirm the Security Questions, click **Save and Continue**.
* Review Participant Terms and Conditions, click **I Accept**

In case you have misplaced it, attached is a copy of the Online Enrollment Worksheet from your enrollment kit.

Participation in your plan represents an important commitment to building a comfortable retirement. We hope you will take full advantage of what the **PLAN NAME** has to offer.

Alerus representatives are available to assist you with any questions regarding the plan Monday through Friday, from 8 a.m. to 7 p.m.

**ALERUS CALL CENTER**

Telephone: 800.433.1685

* Assistance with the website
* Step‐by‐step instructions for making changes
* Assistance with our VRU system
* Information about your plan account

*\*Please note that by using your PIN through these automated systems, you are electronically signing documents and agreeing to the Terms of Use as set forth on the website. Initiating transactions through use of your PIN authorizes Alerus Retirement and Benefits to enroll you in your plan, to process any changes made to your contribution rate, and to accept investment elections you initiate for future contributions and/or transfers among the funds designated for your plan.*

*Transactions conducted via your PIN are your responsibility and may result in gains or losses on your account. We are confident that Alerus Retirement and Benefits has done everything possible to provide a secure environment.*