

# ONLINE ENROLLMENT

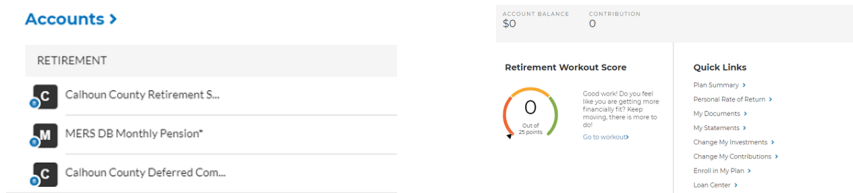
## PARTICIPANT INSTRUCTIONS

1. Go to [alerusrb.com](http://alerusrb.com) and click **Login**. If you already have a MyMers Account Set-up then use that login information because it will be the same.
2. The first time you log in, you will need to create an account. Click **Sign Up** or **Create Account**. You will need your Social Security Number and Date of Birth. You will also need one of the following:
  - Alerus Bank Account Number
  - Alerus Bank Debit Card Number
  - Alerus Retirement and Benefits Hire Date
  - Alerus Retirement Plan Number
3. Next, you will be presented with an electronic consent form and terms and conditions. Click **Accept**.
4. On the next page, select a phone number and your preferred method of authentication (text or call). Ensure the information is correct and click **Submit**.
5. Enter the six-digit code sent via text or call and click **Submit**.
6. Once into your account you will see all the plans you have access to: 457 (Deferred Comp), 401(k) Retirement Savings Plan, and MERS DB (Pension )

Note: To reach your retirement account from the MY ALERUS dashboard, select your plan under **Accounts** and click any of the **Quick Links**.

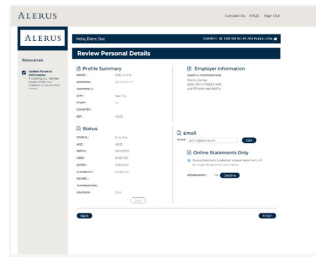
### TO BEGIN A NEW ENROLLMENT

Select the Account you wish to enroll in and then click on any of the Quick Links that appear on the right hand side of the screen and the Online Enrollment for that account will begin. Follow the step by step instructions from there.



### UPDATE PROFILE

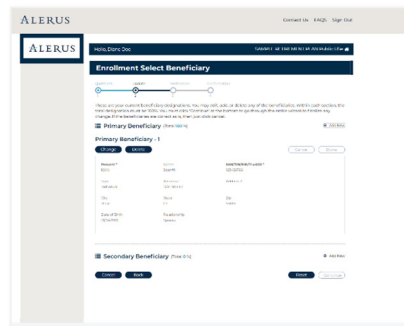
Review your personal details. Contact your employer if you need to make changes to your Profile Summary or Status. Make a selection as to whether you would prefer paper or online statements. When you are finished, click **Next**.



### SET UP BENEFICIARY

If your plan electronically tracks beneficiaries, your first step will be to update your beneficiaries. If not, you will be directed to the next section. Answer the questions regarding marital status and your intended beneficiary and then click **Next**.

Next you will provide details for primary and secondary beneficiaries. Complete your primary beneficiary selections first, then click **Done**. Next, complete your secondary selections and click **Done**. Then click **Continue**.



Verify that your selections are correct on the verification screen. Click the **Previous** button to make changes or **Cancel** to start over. When you are satisfied with your selections, click **Finish**.

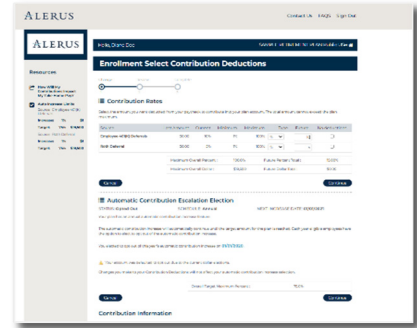
Next you will see a summary of your activities and a confirmation that it is in process. Print or save the confirmation by clicking the **Save Confirmation** link. Click the **Continue to Enrollment** button and select the next step.



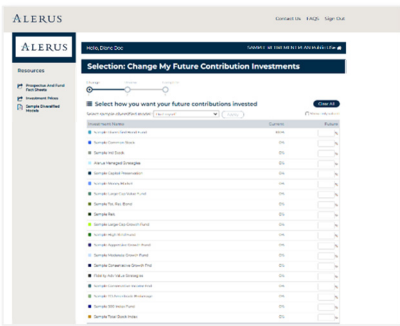
**SET UP CONTRIBUTION DEDUCTIONS**

If your plan does not support Automatic Contribution Increase, this section will not appear and depending on the features of your plan, you may see different source options under Contribution Rates.

For each source listed, select the type of contribution and enter your desired future deferral amount or check the box in the **No Deductions** column if you do not wish to defer. You must make an election for *EACH* money source listed. Click **Continue**. If the **Continue** button is inactive, you have not made all necessary elections.



If your plan supports Automatic Contribution Increase, indicate whether you would like to annually increase your contribution percentage for each source listed. If you select yes, enter the percent of the increase and your target percentage goal. Click **Continue**. Verify that your selections are correct and click **Finish**. After viewing the confirmation page, click the button to **Continue to Enrollment**, then click the next step.



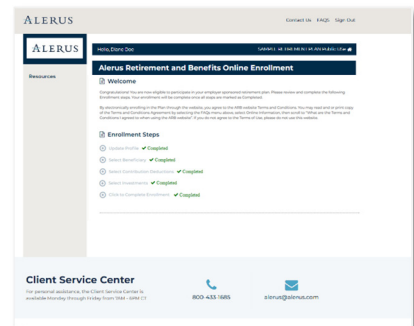
**SET ALLOCATIONS**

If your plan offers IPMs or model portfolios, you can select a diversified model or choose **Do it Myself** to enter your own allocation. When 100% of future contributions have been allocated, the **Next** button will become active. Click **Next** to proceed when you have finished making your decisions.

Review the choices you have made regarding future contributions and how they are invested. You can access each fund’s prospectus before checking the box to acknowledge that you have received them. If your selections need to be adjusted, click the **Back** button to make corrections. Otherwise, if you are satisfied with your decisions, click **Finish**. You will receive a confirmation message that your transaction has been successfully received for processing. Click the button to **Continue to Enrollment**.

**COMPLETE MY ENROLLMENT**

Your final step is to **Click to Complete My Enrollment**. Your enrollment is not complete until you click this link. Once all the listed steps have been marked completed, you have successfully enrolled in the plan. If you have further questions, please contact the Alerus Client Service Center at 800.433.1685



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Investment products (1) are not FDIC insured, (2) are not deposits or other obligations of a bank or guaranteed by a bank, and (3) involve investment risk, including possible loss of principal amount invested.