

New Business Manager Information

1. ND login you need this first to get a login for most other state sites so complete this first

<https://apps.nd.gov/itd/ldap/login.htm>

2. ND DPI- you want to notify DPI that you are the new business manager and provide your email address.

<https://www.nd.gov/dpi/>

3. STARS login Superintendent must set you up-see instruction manual here:

<https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/Manageusers.pdf>

Find out which reports you are your responsibility to complete and when they are due.

4. TFFR (Teachers Fund for Retirement) notification form-attached here.

create a login here:

<https://apps.nd.gov/rio/onlineservices/login-external.jsp?employer=true>

5. PERS (ND Public Employees Retirement) notification form-attached here

Create a login here:

<https://perslink.nd.gov/perslinkESS/wfmloginEE.aspx>

6. Bank account signatures/changes.

7. SUI login & training 800-756-0035 Will need your school ID number, may need Superintendent to give you authorization if it wasn't already done.

8. NDASBM website

<https://www.ndasbm.com/>

To join the association, complete the attached registration form and send your \$50 membership payment.

To get on the listserv, email agusta.ramsey@k12.nd.us to be added once you pay your membership dues

9. NDSBA (ND School Boards Association)

<https://www.ndsba.org/wp/>

10. NDSBA provides a **BM certification class**

<https://www.ndsbmcp.org/>

11. NDSFARM manual see attached "cheat sheets"

<https://www.nd.gov/dpi/sites/www/files/documents/SFO/NDSDFARM2021.pdf>

12. Webgrants for Title and any other federal programs

<https://nddpi.grants.nd.gov/index.do>

13. WSI-Workforce safety insurance

<https://www.workforcesafety.com/>

14. ND Job Service

<https://apps.nd.gov/jsnd/uiiatax/login.htm>

15. NDIRF

<https://www.ndirf.com/>

16. Background checks through ND Bureau of Criminal Investigation

Contact Kari Krein at klkrein@nd.gov to get registered and trained

17. EFTPS login for payroll tax payment

<https://www.eftps.com/eftps/enrollment/new-enrollment-flow?execution=e1s1>

18. ND SIT login for quarterly payroll taxes

https://apps.nd.gov/tax/tap/_/#1

19. MN SIT login

https://www.mndor.state.mn.us/tp/eservices/_/#1

20. New hires report online

<https://apps.nd.gov/dhs/mmisft/login.htm>

21. Payroll benefits & deductions logins for any paid online & notice to those vendors?

22. Set up for electronic filing of W-2s, 1095s, and 1099s

<https://secure.ssa.gov/acu/LoginWeb/loginHandler.do?SUITE=IRSBSO> W-2s

<http://fire.irs.gov> 1099s

23. G5. For those districts that qualify for REAP (SRSA) funds.

<https://www.g5.gov/WebBanner.html>

24. SAM. For registration to use federal grants.

<https://sam.gov/content/home>