

**DIVISION OF PENSIONS AND BENEFITS
ACH COLLECTION SERVICES
Sample TEPS Welcome Letter**

DATE

EMPLOYER LOCATION NAME
TEPS CONTACT
ADDRESS
CITY, STATE ZIP

WELCOME TO TEPS

Dear TEPS CONTACT:

This memorandum confirms your enrollment into the Transmittal Electronic Payment System (TEPS). You are now authorized to use TEPS for the **System listed below**. TEPS can accept remittances for the New Jersey Retirement Systems and/or the New Jersey State Health Benefits Program.

To begin using TEPS via the internet, log on to <https://www.xxxxxxxxxxxxxxxxxx>

Enclosed you will find information necessary to use TEPS. We suggest that you read the enclosed procedure guide. The guide describes the key features of the system.

You have been assigned the following password/s:

Retirement System: TEPS TPAF - password (**pin number**): PIN
Retirement System: TEPS PERS - password (**pin number**): PIN
Retirement System: TEPS PFRS - password (**pin number**): PIN
Health Benefits: TEPS SHBP - password (**pin number**): PIN

Please use this password when accessing the system. You may change your 4-digit password as often as you wish by calling X-XXX-XXX-XXXX.

If you have any questions about this program, please call Customer Service at the TEPS Helpline at X-XXX-XXX-XXXX between 8:00 a.m. ET and 5:00 p.m. ET.

Thank you for your participation.

Sincerely,

Timothy M. McMullen
Assistant Director, Finance