

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

September 7, 2011

Bus name
Contact
Addr1
Addr2
Addr3
Addr4

WELCOME TO TEPS

Dear XXXX:

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 Pension Funds and/or the New Jersey State Health Benefits Program.

To begin using TEPS via the internet, log on to <https://www.xxxxxxxxxxxxxxxxxx>. You may also use TEPS by simply placing a toll free phone call at x-xxx-xxx-xxxx.

Enclosed in this email you will find information necessary to use TEPS. We suggest that you read the enclosed procedure guides. These guides describe the key features of the Web-based Payment System and the Telephone Payment System. We encourage you to use TEPS Web-based Payment System as it will save you time, reduce operating costs and ensure the accuracy of your payments by giving you the ability to view payments as you enter them on-line.

You have been assigned the following password: XXXX
System: TEPS HEAL or TEPS PENSION

Please use this password when accessing the system. You may change your 4- digit password as often as you wish on the internet or by telephone call.

If you have any questions about this program, please call the TEPS Customer Service Helpline at x-xxx-xxx-xxxx between 8:00 a.m. E.T. and 5:00 p.m. E.T.

Thank you for your participation.

Sincerely,

John D. Megariotis
Deputy Director of Finance