

### HOW TO LOGIN

Navigate to [mynjbenefitshub.nj.gov](http://mynjbenefitshub.nj.gov) and click **Register**.

Enter your Social Security Number and Date of Birth. The Company Key is **SHBP/SEHBP** (all capital letters).

You may also log into the **mynjbenefitshub** website through the myNewJersey portal. At the bottom of the screen along with your MBOS and EPIC button, you'll see a new button that reads **Benefitsolver**.

\* If you do not have a **Benefitsolver** button you must visit the NJDPB website: [nj.gov/treasury/pensions](http://nj.gov/treasury/pensions).

Click on **+Access Benefitsolver** and register.

When you log back into your myNewJersey ([nj.gov](http://nj.gov)) account you should now see the **Benefitsolver** button.

### DISCOVER YOUR SITE

Explore the site and learn about your benefits. You'll find lots of helpful information.

### ACCESS YOUR BENEFITS WHERE YOU WANT

Download the **MyChoice® Mobile App** so you can have your benefits at your fingertips — even take a picture of your insurance cards and store them in the app, so you're never without them!

Welcome

First time here?

Register to create your user name and password.

Register

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Welcome



User Name \*

case sensitive

Password \*

case sensitive

Login >

test, welcome to the State of New Jersey Division of Pensions & Benefits **My New Jersey Benefits Hub**. We are excited to present you with online tools and information so that you can get the most out of your benefits.

Benefit Guide

Change My Benefits

Earn My NJWELL Reward

Find a Provider

Contacts

Additional Benefits

Change My Address or Email

Plan Details

Visit the Virtual Benefits Fair


Review my current coverage

- Benefit Summary
- Web Browser Message - Member
- Summary of Benefits and Coverage
- Medical
- Fact Sheets Online

Meet Sofia

Get your benefits on the go

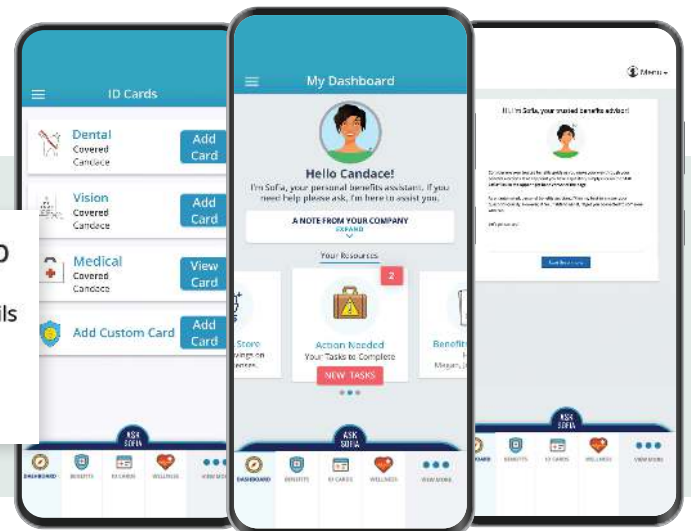
Once you download the MyChoice Mobile App, log into **mynjbenefitshub** to receive your access code.



### MyChoice Mobile App

- Quick access to benefit details
- Store your ID Cards

Get Access Code



## ENROLL, CHANGE, OR WAIVE COVERAGE

If you are a new retiree, you have **60 days** to make changes to your retiree benefits coverage.

Click on the **Change My Benefits** button. This will bring up the **Reason for Change** page. You can click on the drop down arrow next to **Life Event** and choose your reason for needing a change.

Review your personal information, dependent information, and benefit elections to make sure they are all accurate, then click **Looks Good**. Be sure to update your contact information so we can send you the latest information on your benefits.

The next set of screens will walk you through the enrollment process step-by-step, showing you available benefit options to elect or waive coverage.

To complete your enrollment, click **Approve**. On the confirmation screen, click **I Agree**.

When your enrollment is complete, you will receive a confirmation number and you may print your **Benefit Summary** for your records.

Return to the **Home** page to check for any additional tasks needed to complete your enrollment. If you've added new dependents, you will be prompted to provide supporting documentation. The NJDPB team will then review all uploaded documents before your dependent is verified and approved for coverage.

## NEED TO MAKE CHANGES?

Once you enroll or make a change, you cannot make additional changes to your coverage for 12 months unless you experience a Qualifying Life Event.

To change your retiree plan or to report a Qualifying Life Event, such as a marriage, you can once again click on the **Change My Benefits** button.

Click on the **Life Event** dropdown menu and select an option. In the following pop-up box, enter the effective date of the change.

## AFTER YOU ENROLL

Download the **MyChoice Mobile App**.

Visit this site anytime you want to learn more about your benefits or even search for a new provider and book an appointment using **MyChoice® Find a Provider**.

## QUESTIONS?

Chat with Sofia<sup>SM</sup> anytime, day or night.

You can also contact the NJDPB Office of Client Services at **(609) 292-7524**. For the hearing impaired, call TRS 711 (609) 292-6683.

