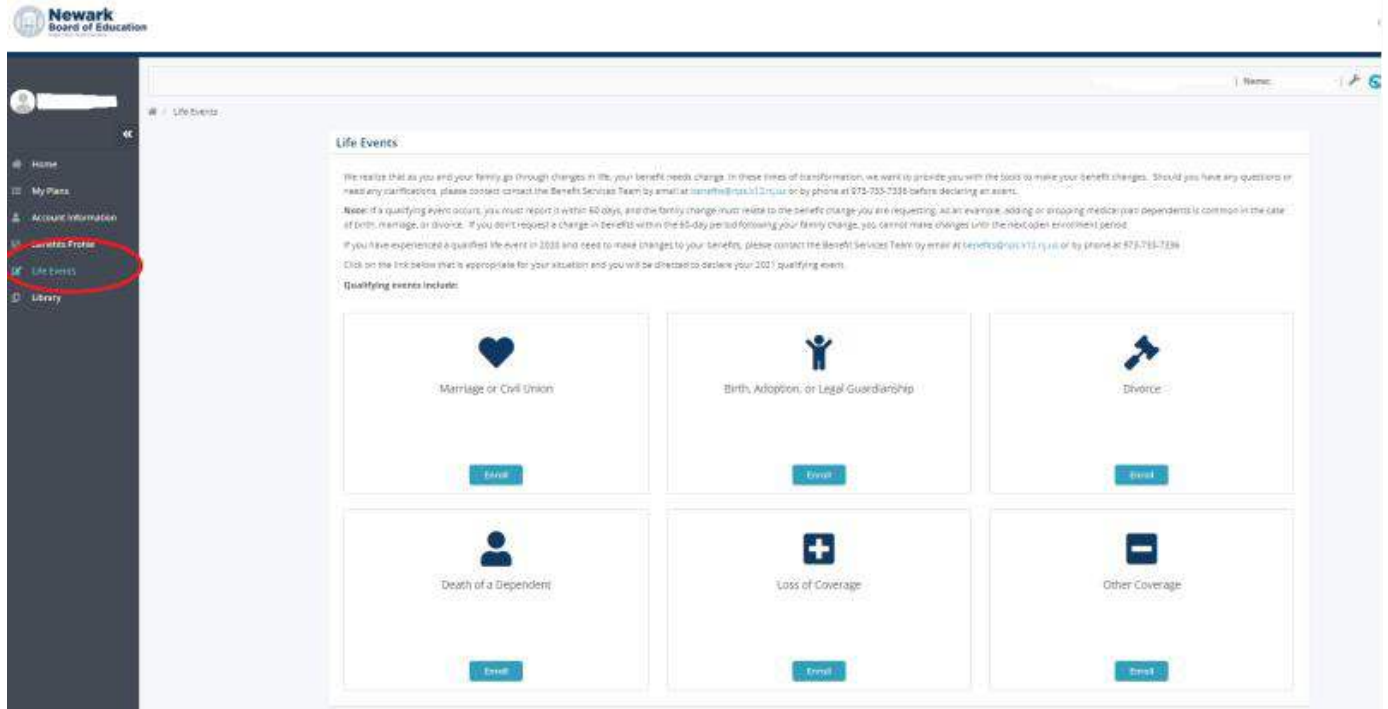


## NBOE Benefits Enrollment Form- Life Event Adding a Spouse – Recent Marriage

Congratulations on the marriage!

Please visit your Benefits Portal at [www.NBOEbenefits.com](http://www.NBOEbenefits.com) . Signing in using your school credentials. You have within 60 days from date of marriage to complete the Life Event and add your spouse onto health coverage (i.e. medical, prescription, dental, and/or vision).

Please log into the website and click on the Life Event tab on the left, see below, and following the prompts. You are required to enter all the necessary information, upload the supporting document(s), and review the confirmation statement. Once completed please allow 5-7 business days for information to post with our insurance carriers, and 2 weeks for new ID cards to arrive in the mail.



Please upload the following supporting document:

**Marriage Certificate – (State/county or government issued marriage certificate)**

Note, we DO NOT accept certificates issued by a religious organization.

Reminder, if you want to Designate a Beneficiary under your pension account, please visit <https://nboehrs.com/resources/> for additional information to make the appropriate changes in MBOS (Member Benefits Online System) with the State of NJ Division of Pensions and Benefits.

Any questions, email the Benefits Team [benefits@NPS.K12.NJ.US](mailto:benefits@NPS.K12.NJ.US)