

# How to access your benefits

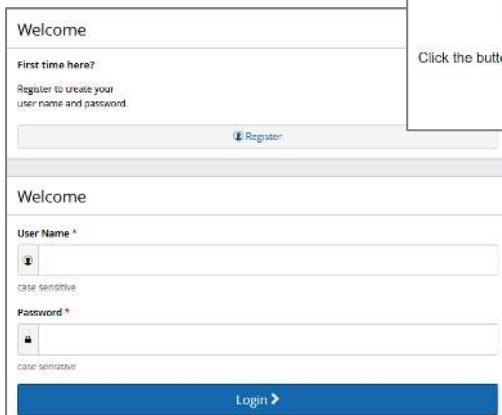


## HOW TO LOGIN

Log into the **mynjbenefitshub** website through your **MyNewJersey** account at <https://my.state.nj.us>

If you do not have a **MyNewJersey** account, please create an account to enroll in benefits. At the bottom of the screen, along with your MBOS and EPIC button, click the button that reads **Benefitsolver**.

If you do not have the Benefitsolver button go to the NJDPB website [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions) and follow the instructions provided to add the button to your myNewJersey account.



## HOW TO REGISTER

If you are unable to login via your **MyNewJersey** account, please login directly by navigating to <http://mynjbenefitshub.nj.gov> and click **Register**.

Enter your Social Security number, date of birth, and zip code. Our Company Key is **SHBP/SEHBP**.

## LET'S KEEP IN TOUCH

You'll be asked to provide your preferred email address so we can send you important information and updates regarding your benefits.



## EXPLORE MYNJBENEFITSHUB

Explore the site to learn about your benefits. You'll find lots of helpful information in the **My Benefits** section and the **Reference Center**.

## START YOUR ENROLLMENT

The calendar at the top of the **Home** page lets you know how many days you have left to enroll in benefits.

Click the **Start Here** button to review your personal information and add/edit your dependents. You will need to provide your dependent's legal name, Social Security number, and date of birth to enroll them in benefits. You will be required to provide documentation to verify your relationship to each dependent.

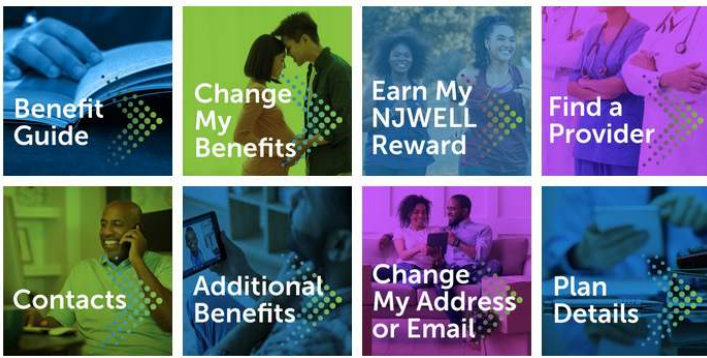


HI, I'M SOFIA

## NEED HELP?

Sofia, your personal benefits assistant, can answer questions and guide you through the site.

Contact your local Human Resources Department, Benefits Administrator, or your Certifying Officer for additional assistance.



Search Reasons for Change

Select the reason for change that applies and enter the date of the event.

|   |  |   |
|---|--|---|
| <p><b>ENROLLMENT</b></p> <p>Examples:<br/>New Hire Enrollment<br/>Open Enrollment</p> <p>State of New Jersey Annual Open Enrollment</p> | <p><b>BASIC INFO</b></p> <p>Examples:<br/>Change of Address<br/>Change of Beneficiary</p> <p>Address and Phone Number Information Change</p> | <p><b>LIFE EVENT</b></p> <p>Examples:<br/>Marriage/Divorce<br/>Birth/Death</p> <p>Add Child age 27 to 31 Ch 375 Coverage</p> <p>Birth or Adoption</p> <p>Death of Dependent</p> <p>Divorce</p> <p>Drop Coverage on Demand-Please Enter Today's Date</p> <p>Gain Coverage Elsewhere</p> <p>Losses Coverage Elsewhere</p> <p>Marriage</p> <p>Return From LGA</p> <p>Update Dependent Demographic Information Only</p> |
|---|--|---|

Transaction Complete

Your information has been submitted. Select Home to return to your benefits home page or Log Out to end this session.

Confirmation Number: 123-53-04-4539

Thank You.

**Important Reminders** 2

**Action Required**

State of New Jersey Annual Open Enrollment - Complete [Review](#)

State of New Jersey Annual Open Enrollment - Pending Dependent Verification [Upload Documents](#)

**my choice** Mobile App

Access your benefit details, store ID cards, and more! All at your fingertips.

[Access the App](#)



## CHANGE YOUR BENEFITS OR INFORMATION

To report a Qualifying Life Event, such as marriage or birth/adoption in the last 60 days, start by clicking the **Change My Benefits** button. Select your **Life Event** from the Life Event box and enter the effective date of your life event.

To change your contact information, start by clicking the **Change My Address or Email** button.

## CONTINUE YOUR ELECTION(S)

The next set of screens will walk you through your enrollment step by step, showing you the available options relevant to the change you'd like to make.

Make sure your personal information, dependent data, and elections are accurate and click **Looks Good!**

To complete your transaction, click **Approve**. Then on the final confirmation screen, click **I Agree**.

If you've added new dependents, you will be prompted to provide supporting documentation. Your employer will verify all uploaded documents before your dependent is approved.

## AFTER YOU ENROLL

1. Return to the **Home** page to check for any additional tasks needed to complete your enrollment in your **Important Reminders** (such as Dependent Verification and/or supportive documentation for a Qualifying Life Event.)
2. Review your **Benefit Summary** for accuracy of your information and elections.
3. Download the MyChoice® Mobile App to manage and access all your benefits information on the go. Click **Access the App** to get started or scan the QR code to 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 the **MyChoice Find a Provider Tool** powered by Amino.

**mynjbenefithub** is updated on an ongoing basis. Check back periodically for information on new additional benefits available to SHBP/SEHBP members as well as webinars detailing these exciting new benefits!