

HOW TO ACCESS mynjbenefitshub

LOG IN VIA MYNEWJERSEY

Log in to the **mynjbenefitshub** website through your **myNewJersey** account at <https://my.state.nj.us>

At the bottom of the screen, along with your MBOS and EPIC button, click the **Benefitsolver** button.

If you do not have a **myNewJersey** account:

1. Visit <https://my.state.nj.us> and click **Access Benefitsolver > Log In via MyNewJersey**.
2. Click the **Sign Up** button and complete the required information.
3. Then log in using your new **Login ID** and **Password**.

If you do not see the **Benefitsolver** button:

1. Visit www.nj.gov/treasury/pensions and click **Access Benefitsolver > Register**.
2. Enter the required information and click **Continue**.
3. The next time you log in to your **myNewJersey** account, you will see the **Benefitsolver** button.

LOG IN AT MYNJBENEFITSHUB

If you are unable to log in via your **myNewJersey** account, please **Register** your account at <http://mynjbenefitshub.nj.gov>

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

Log in using your new **User Name** and **Password**.

EXPLORE MYNJBENEFITSHUB

Explore this site to learn about your SHBP/SEHBP health benefits, now and year-round.

You'll find helpful information in the **Benefits Information** section. Learn more about the benefits available to you on the **Explore Your Benefits** link.

NEW HIRE ENROLLMENT

If you are enrolling as a new hire, visit the **New Hire Enrollment** page and refer to the New Hire Checklist and other resources to help you choose your benefits.

Pro Tip: Provide your preferred email address to ensure you receive important benefits information.

ENROLL

Click the **Start Here** button to begin your enrollment. Review your personal information, add dependents, and elect your plan(s). Use the **Next** and **Back** buttons at the bottom of the site to navigate through your enrollment.

Review your information for accuracy and click **Looks Good!** To complete your transaction, click **Approve** and then on the final confirmation screen, click **I Agree**. You will receive a **Confirmation Number** when your enrollment is complete.

If you are adding a new dependent(s) to your coverage, you will be required to provide documentation to verify your relationship to each new dependent following enrollment. Your employer will verify all uploaded documents before your dependent is approved and added to your coverage.

The screenshot shows the mynjbenefitshub website. At the top, there's a navigation bar with links to Home, Message Center, Help, and Reference Center. A prominent banner at the top right says "New Hire Enrollment is Here! New Hire Enrollment Ends Soon" with a "Start Here" button and a "30 Days Left" countdown timer. Below the banner is a "WELCOME TO mynjbenefitshub" section with buttons for "Health and Wellbeing Toolkit" and "Explore Your Benefits". A sidebar on the right lists options like Profile, Benefit Summary, Change My Benefits, Compare Plans, Personal Documents, and Benefit Programs. At the bottom, there's a "Transaction Complete" message stating "Your information has been submitted. Select Home to return to your benefits home page or Log Out to end this session." and a "Confirmation Number" of 123-53-04-4539.

CHANGE YOUR BENEFITS OR CONTACT INFORMATION

To process a qualifying life event, such as marriage or birth/adoption in the last 60 days, start on the appropriate **I Want To... Change My Benefits** page to learn more.

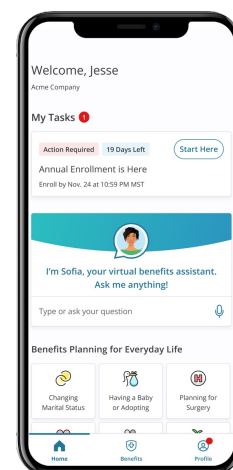
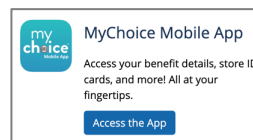
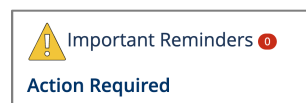
Then click the **Change My Benefits** button. Select your **Life Event** from the options and enter the effective date of your life event.

To change your contact information, click the **Profile** button and choose **Basic Info > Address and Phone Number Information Change**.

The screenshot shows the "I Want To..." dropdown menu with options: "Change My Benefits", "Start Your Life Event", "Change My Address or Email", and "Profile". The "Change My Benefits" page is also shown, with a list of life events: "Adding a Child", "Change Dependent", "Demographic Information", "Change My Address or Email", "Chapter 375", "Drop Coverage", "Getting Married", "Getting a Divorce", "Losing Coverage Elsewhere", "Losing a Loved One", and "Returning from Leave". The "Change My Address or Email" page is also shown, with a "LIFE EVENT" section listing: "Add Child age 27 to 31 Ch 375 Coverage", "Birth or Adoption", "Death of Dependent", "Divorce", "Drop Coverage on Demand-Please Enter Today's Date", "Gains Coverage Elsewhere", "Losses Coverage Elsewhere", "Marriage", "Return From LOA", and "Update Dependent Demographic Information".

AFTER YOU ENROLL

1. Check your **Important Reminders** for actions needed to complete your enrollment. Find helpful information on the **I Want To... Learn About > Dependent Verification** page.
2. Review your **Benefit Summary** for accuracy of your information and elections.
3. Download the **MyChoice® benefits 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 the right to download the MyChoice benefits app to your device.
4. Visit this site year-round to learn more about your benefits, find plan information, and access tools to improve your health.



QUESTIONS?

Sofia will be by your side when you enroll, and she will provide important documents. She can answer many of your questions 24/7 in over 20 languages. Find her on the **mynjbenefitshub** and on the **MyChoice benefits app**.

If she can't answer your question, contact your local Human Resources Department, Benefits Administrator, or your Certifying Officer for additional assistance.



mynjbenefitshub 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!