

How to access your benefits

A screenshot of the NJDPB login page. At the top left, it says "Welcome". Below that, there are two input fields: "User Name" and "First Name". To the right of the "First Name" field, there is a "Register" button. Below the "User Name" field, there is a "Forgot your user name or password?" link. At the bottom, there is a large blue "Login" button with a right-pointing arrow.

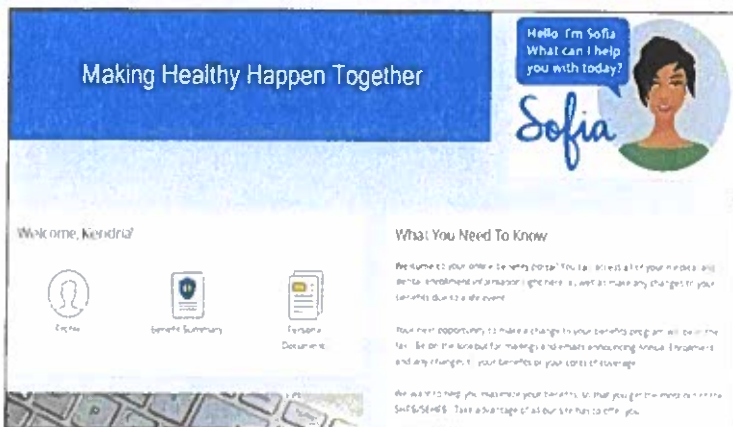
HOW TO LOGIN:

Navigate to: <http://mynjbenefitshub.nj.gov> and click Register.

Enter Social Security Number and Date of Birth.
Company Key = SHBP/SEHBP

LET'S KEEP IN TOUCH

You'll be asked to provide an email address so we can send you the latest information on your benefits, including Annual Open Enrollment information.



EXPLORE YOUR SITE

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

REVIEW YOUR BENEFITS

Click the **Benefit Summary** button on the home page to review your personal information, your covered dependents, and your medical, prescription, and dental plan details.

FOR 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.



Guide to assisting employees on uploading documents for dependent verification

This guide will provide instructions on how employees can upload their documents using the website.

Process How-To

The below process will show how an employee will upload their documentation after a member adds dependents to coverage.

- 1 Member enrolls in benefits and approves transaction. Member will receive the following screen that allows them to upload their documentation



- 2 Member will click on the "Upload Now" to upload their documentation.



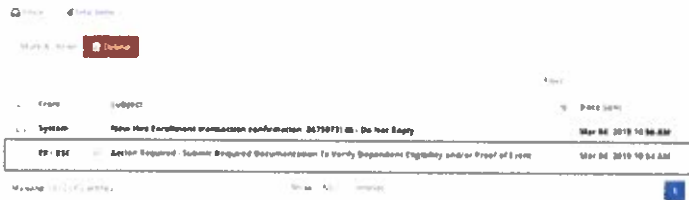
If the member does not have the proper documents available to upload at this time, the member can click next and log back on at a later time to upload.

- 3 If the member needs to log back in to upload their documents, they can do so by clicking on their name and then the message center.



They will then see their action required message that will allow them to upload their documents.

Message Center



4 Member will click on the message, it will open up into an email format that will provide them the link to upload their dependent verification



Once the member uploads the documents, they will receive a notice that the upload was successful





Welcome Mary,

[logout](#) | [my account](#) | [auth code](#) | [layout](#) | [help](#)

Pensions and Benefits

Pensions and Benefits Information Connection



Click the button below to access pensions and benefits information:

MBOS and EPIC

Click the button below to access health benefits information:

BenefitSolver

Note: Benefitsolver sends a new access file to OIT every day. If you are not able to register, check again in 2-3 days, it may be a timing issue.

If you need help with your account later, we'll ask you the following question.

Question you want us to ask:

Your answer:

Email address:

jane.doe@gmail.com

Retype your email address:

jane.doe@gmail.com

Forgot the Logon ID to a myNewJersey account you already set up?

If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you by [clicking here](#). Don't create another logon ID.

Continue

Once the self-registration for Benefitsolver Health Benefits access is complete, the button will appear on your myNJ page:

After clicking Continue, users will be taken to step 2. Users who don't have a myNJ account should choose "No" and fill in the information to create an account, which will be automatically linked to the Benefitsolver service:

1: Request access to NJ Health Benefits **2. Link NJ Health Benefits to your myNewJersey account** **3. Use NJ Health Benefits**

Your NJ Health Benefits account will be accessed through myNewJersey:



Do you have a myNewJersey Logon ID?

Yes

No

Information for your new myNewJersey account

Pick a Logon ID:

Your ID must be unique. If the ID you pick is already in use, you'll be asked to pick a different one.

Pick a password:

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Retype your password:

First name:

Jane

Last name:

Doe

Forgot Your ID or Password?

If you already have a myNewJersey logon ID, more information is available when you answer "Yes, I have a myNewJersey logon ID" on this page.

Not sure if you have a myNewJersey ID?

Use the [Contact Form](#) and we'll respond during normal business hours.

Why Do I Need a myNewJersey Logon ID?

Here are [answers](#) to common questions.

C. Users who need to create a myNJ account and self-register for Health Benefits access via Benefitsolver.

If you are not sure if you have a myNJ account, you can use the "Forgot your login ID" link on the myNJ log in page or you can contact the myNJ Help Desk at oit.mynjhelpdesk@tech.nj.gov and give them your name and department and ask them to check if a myNJ account already exists. If you know that you do not have a myNJ account, go to <https://nj.gov/treasury/pensions/> and scroll down until you see the buttons marked "Access Benefitsolver" where users can self-register -- this should be close to the Access MBOS and Pay Your Health Benefits Bill:



Users will click on the "Access Benefitsolver" button and be taken to step 1 of the self-registration process where they will enter the required data elements and click on the "Continue" button:



Registration is for the Exclusive Use of SHBP Subscribers

**If you are not authorized to use this site, please exit.
Unauthorized access is subject to prosecution to the fullest extent of
the law.**

Please Enter The Required Registration Information Below

Email

Confirm Email

SSN

Date of birth mm/dd/yyyy

Continue

Once the self-registration for Benefitsolver Health Benefits access is complete, the button will appear on your myNJ page:



OFFICIAL SITE OF THE STATE OF NEW JERSEY



Welcome Mary:

[logout](#) [my account](#) | [auth code](#) [layout](#) [help](#)

Pensions and Benefits

Pensions and Benefits Information Connection



Click the button below to access pensions and benefits information:


MBOS and EPIC

Click the button below to access health benefits information

BenefitSolver


After clicking Continue, users will be taken to step 2. Users who already have a myNJ account should choose "Yes" and enter their Login ID and password for myNJ to link their account to the Benefitsolver service:

DEPARTMENT OF TREASURY

 **Health Benefits**
Explore Your Benefits

1: Request access to NJ Health Benefits **2: Link NJ Health Benefits to your myNewJersey account** **3: Use NJ Health Benefits**

Your NJ Health Benefits account will be accessed through myNewJersey:



Do you have a myNewJersey Logon ID?

Yes

No

Information about your existing myNewJersey account:

Logon ID:

Password:

Link My Account

Forgot Your Logon ID?

If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you: tap or click [here](#). Please don't create another logon ID.

Forgot Your Password?

If you have a myNewJersey Logon ID but forgot your password, we can reset it and send it to you: tap or click [here](#).

Not sure if you have a myNewJersey ID?

Use the [Contact Form](#) and we'll respond during normal business hours.

Why Do I Need a myNewJersey Logon ID?

Here are [answers](#) to common questions.

B. myNJ users who need to self-register for Benefitsolver

For those users who have a myNJ account, but do not have this button set up on their myNJ account, go to <https://nj.gov/treasury/pensions/> and scroll down until you see the buttons marked "Access Benefitsolver" where users can self-register -- this should be close to the Access MBOS and Pay Your Health Benefits Bill:



Users will click on the "Access Benefitsolver" button and be taken to step 1 of the self-registration process where they will enter the required data elements and click on the "Continue" button:



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**If you are not authorized to use this site, please exit.
Unauthorized access is subject to prosecution to the fullest extent of
the law.**

Please Enter The Required Registration Information Below

Email

Confirm Email

SSN

Date of birth

Continue



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Pensions and Benefits

Pensions and Benefits Information Connection



Click the button below to access pensions and benefits information:

MBOS and EPIC

Click the button below to access health benefits information:

BenefitSolver

Users should see an additional button labeled "Benefitsolver" -- this should be close to the MBOS and EPIC button. When you click on the button, you will be directed and automatically logged in to Benefitsolver and there is no need to do anything additional to set up your access.

Log In to myNewJersey

Login ID:

[Forgot your login ID?](#)

Password:

[Forgot your password?](#)

Log In

[Need help?](#)

And get their landing page with links for their web apps:

Guideline to getting access to Benefitsolver via myNewJersey

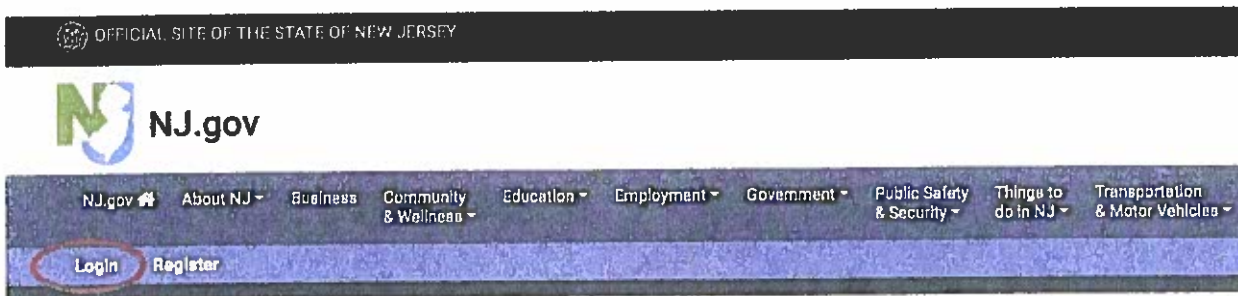
All employees and COBRA beneficiaries will have access to Benefitsolver via myNewJersey to review and adjust their health benefits coverage. All users will need a myNewJersey (myNJ) account to access Benefitsolver.

- Employees who wish to review or change their SHBP coverage during this Open Enrollment, **must do so online through Benefitsolver.**
- Employees who do not wish to make any changes to their SHBP coverage at this time, should still register with Benefitsolver to establish their account for future access.

This document is broken down into 3 sections: A.) myNJ users who already have access to Benefitsolver; B.) myNJ users who need to self-register for Benefitsolver and C.) users who need to create a myNJ account and self-register for Health Benefits access via Benefitsolver.

A. myNJ users who already have access to Benefitsolver

To reach myNJ, users go to the NJ home page at <https://www.nj.gov> and click the Login link:



For users who already have a myNJ account, they enter their ID and password on the login page: