# How to access your benefits

# my njbenefitshub

Welcome		
First time here?		
Register to create your user name and password.		
	Register	
Welcome		
User Name *		
•		
case sensitive		
Password *		
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case sensitive		
	Login >	

Days Left	State of New Jersey Annual Open Enroll State of New Jersey Annual Open Enrollment Ends Octo  Start Here >  Inge My Benefis	
	welcome to njbenefitshub	Division of Pensions 8. Benefits My New Jersey Division of Pensions 8. Benefits My New Jersey Benefits Hus. 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 Barn My NJWELL Reward Provider	Important Reminders  Action Required  Sate of New Jersey Annual Open Enrollment
Contacts	Additional Benefits Or Email Details	Review my current coverage  Benefit Summary



# **HOW TO LOGIN:**

Navigate to: <a href="http://mynjbenefitshub.nj.gov">http://mynjbenefitshub.nj.gov</a> and click Register.

Enter Social Security Number and Date of Birth.

Company Key = SHBP/SEHBP

You may also log into the Benefitsolver 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".

# 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.** 

## **DISCOVER 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.

























## CHANGE YOUR BENEFITS OR INFORMATION

To report a Qualifying Life Event, such as a 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 the change.

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

#### **CONTINUE YOUR CHANGE**

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, elections, and dependents are accurate, then click **Looks Good!** 

To complete your transaction, click **Approve**. On the 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.

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

#### **AFTER YOU ENROLL**

Return to the Home page to check for any additional tasks needed to complete your enrollment. View or download your Benefit Summary, and 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 **Amino!** 

