

HOW TO ACCESS mynjbenefitshub



mynjbenefitshub

LOGIN VIA MYNEWJERSEY

Login 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 button that reads **Benefitsolver**.

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 login 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 login to your **myNewJersey** account, you will see the **Benefitsolver** button.

LOGIN AT MYNJBENEFITSHUB

If you are unable to login 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**

Login 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 and the **Reference Center**. 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 so you can receive important benefits announcements.

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 for 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, there's a "WELCOME TO mynjbenefitshub" section with buttons for "Health and Wellbeing Toolkit" and "Explore Your Benefits". A sidebar on the right lists various options: 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." A "Confirmation Number" is displayed as 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", "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 Benefits" page is also shown, with a "Start Your Life Event" button and a "Change My Address or Email" button. The "Change My Address or Email" page is also visible, showing a "Profile" button and a "BASIC INFO" section with a "LIFE EVENT" section.

AFTER YOU ENROLL

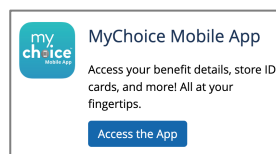


1. Check your **Important Reminders** for actions needed to complete your enrollment. Find helpful information on the **I Want To... Learn About > Dependent Verification** page, or ask **Sofia** if you have questions.
2. Review your **Benefit Summary** for accuracy of your information and elections.
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.
4. Visit this site year-round to learn more about your benefits, access tools to improve your health, or even search for a provider.

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 Mobile App**.

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



Scan the code... to download the MyChoice Mobile App to your device today!



The **MyChoice Find a Provider Tool** matches you with quality, in-network care, and easily books an appointment for you. You can even see how much services and procedures will cost.

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!