

new jersey division of pensions and benefits member benefits online system

Pensions and Benefits Home Page

MEMBER BENEFITS ONLINE SYSTEM

Welcome to the Member Benefits Online System (MBOS)

The Member Benefits Online System (MBOS) is a set of Internet based applications that allow registered members access to their pension and, if applicable, health benefit account information.

To use MBOS you must be registered with **both** MBOS *and* the *myNewJersey* Web site.

REGISTRATION FOR MBOS IS FREE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY!

Printable Version of these Instructions — Adobe PDF (613K)

- If you are already a registered MBOS user, proceed to "Log On to MBOS"
- If you are currently registered for MBOS as an employee, you do not need to re-register for retired MBOS access. Proceed to "Log On to MBOS"

REGISTRATION INSTRUCTIONS

- <u>Step 1 Set up Your MBOS Account</u>
- Step 2 Sign on to or Create a myNewJersey Account
- <u>Step 3 Start Using MBOS</u>
- Log On to MBOS (for registered MBOS users)
- MBOS Support
- <u>Questions or Comments</u>

Registration Instructions for First Time Users Registered MBOS Users Click Here

STEP ONE — SET UP YOUR MBOS ACCOUNT WITH THE DIVISION OF PENSIONS AND BENEFITS **2.** On the Division of Pensions and Benefits home page click the link "Register for MBOS".



3. Read the "Disclaimer Page" that opens and click the button that pertains to you — if you are an employee, click "Active Members" or you are a retiree, click "Retired Members."

Member Registration

PLE	ASE NOTE :			
	MBOS registration and access is for the exclusive use of pension system members and benefit recipients.			
	If you are not authorized to use this site, please exit. Unauthorized access is subject to prosecution to the fullest extent of the law.			
In <	In order to proceed you must have your membership number (active members) or retirement number (retired members)			
	Active Members Benefit & QDRO Recipients			
	 Active Members If you are a state employee paid through centralized payroll, your membership number is on your paystub If you are a local government or local education employee, you can contact your human resources department for your membership number 			
	 Retired Members, Benefits and QDRO Recipients You can find your retirement or benefit recipient number on your statement of allowances and deductions You can also find your retirement number on any correspondence you have received from the Division 			

4. Complete all of the information requested on the MBOS "Member Registration" page.

5. You will need **both** your Social Security number **and** your pension Member ID Number or Retirement Number.

Your pension Member ID can be obtained from your employer or by contacting the Division's Office Client Services.

Your Retirement Number is printed on the Retirement Statement of Allowances and Deductions or can be obtained by contacting the Division's Office Client Services. If you registered for MBOS as an active member, <u>do not</u> register again – you can continue to use your Logon ID and password from your active account.

6. When all of the information has been entered click the "Submit" button.

Note: At this point, MBOS checks to see if you have already registered. If it finds that you are	Log On to My New Jersey
a registered MBOS user, it will automatically take you to the <i>myNewJersey</i> "Log On Page".	Log On ID
If the "Log On Page" opens, click here to follow	Password
the MBOS Log On instructions.	Log On
Otherwise, continue to Item #7.	

7. The *myNewJersey* Account Page will open.

new jersey division of pensions and benefits + My new member benefits online system	ewjersey	
Member Benefits Online System		Help More information on myNewJersey
1. Request access to MBOS 2. Link your MBOS service to y	your myNewJersey account	3. Use MBOS
Your MBOS account will be accessed through myNewJersey: Do you have a myNewJersey Logon ID? O Yes O No Forgot your myNewJersey logon ID? You can <u>retrieve it</u> . Forgot your password? You can <u>reset it</u> . Not sure if you have a myNewJersey ID? Use the <u>Contact Form</u> and we'll respond during normal business hours.	Any providence of the second s	

More information:

a single ID to let you access many services. If you have a business, you can access taxes, you're an employee, you can get pension and payroll information payroll information, and for many departments, access your email and other resources when you're not in the office.

What is myNewJersey? It's a system that uses How does myNewJersey help me? It lets you Why do I need myNewJersey to use the access all of your information without having to remember separate account IDs and passwords (MBOS)? MBOS is the service that lets you for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having and any other services you're authorized to use. to log in again.

Pensions Member Benefits Online System access and manage your pensions information. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access MBOS

Do I have to do this each time? No, you only have to request access to the Pensions Member Benefits Online System (MBOS) once, and you only have to link it to your myNewjersey account once. Each time you need to use MBOS in the future, just use your myNewjersey ID and password to log in and you'll be taken to your MBOS information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

- If you already have a myNewJersey account, click "Yes" on the . myNewJersey Account Page — then follow the directions starting with Step Two, Item #1 of the instructions below.
- If you <u>do not</u> have a *myNewJersey* account, you need to create one. Click "No" on the *myNewJersey* Account Page — then follow the directions starting with Step Two, Item #4 of the instructions below.

STEP TWO — SIGN-ON TO, OR CREATE, YOUR myNewJersey ACCOUNT

If you already have a *myNewJersey* account, start with Item #1 below.

If you <u>do not</u> have a *myNewJersey* account, you need to create one. Continue to <u>Item #4</u> of the instructions below.

1. If you already have a *myNewJersey* account, enter your **Log On ID** and **Password** where indicated on the *myNewJersey* Account Page.

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Member Benefits Online System		Help More information on myNewlersey
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1. Request access to MBOS 2. Link your	MBOS service to your myNewJersey account	3. Use MBOS
Your MBOS account will be accessed through	myNewjersey: /////newjersey	ure fige
Do you have a myNewJersey Logon ID?	Lag data Ny Risa Janay Lag da 10 - Pasanani	
Forgot your myNewJersey logon ID? You can <u>retrieve</u> Forgot your password? You can <u>reset it</u> . Not sure if you have a myNewJersey ID? Use the <u>Cor</u> and we'll respond during normal business hours.	Taget por legal to Taget por passard Taget por passard Intact Form	
Logon information about your existing myNew	Jersey account	
Logon ID Password Link MBOS to My Account	Forgot You If you create what it is, we create anoth Forgot You If you have a	r Logon ID? d a myNewJersey Logon ID before but forgot e can send it to you by <u>clicking here</u> . Please don't er logon ID. r Password? u myNewJersey Logon ID but forgot your
	password, w	e can reset it and send it to you by <u>clicking here</u> .
More information:		
What is myNewjersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, nermits navments and other information If f	How does myNewjersey help me? It lets you access all of your information without having to permember separate account IDs and passwords (It and the service. Plus, you only have to loo in and the service.	Thy do I need myNewJersey to use the ensions Member Benefits Online System (BOS)? MBOS is the service that lets you cress and manage your pensions information

2. When done, click the "Link MBOS to My Account" button.

3. Proceed to "<u>STEP THREE</u>"

• If you <u>do not</u> have a myNewJersey account, Start Here!

4. To create your personal *myNewJersey* account, enter all of the information requested on the *myNewJersey* Account Page.

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Member Benefits Online	e System		Help More information on myNewlersey
	•		
1. Request access to MBOS	2. Link your MBOS service to y	our myNewJersey account	3. Use MBOS
Your MBOS account will be a	accessed through myNewjersey:	htt/newjersey	
Do you have a myNewJersey	y Logon ID?	Log On to My How jaracy	-
Ories		Passanet	
No No		Target your larger 10	
Forgot your myNewjersey logon	ID? You can <u>retrieve it</u> .	lays paraset	
Not sure if you have a myNewjer	rsey ID? Use the <u>Contact Form</u>		
and we'll respond during normal	business hours.		
Information for your new myN	lewjersey account		
Pick a	Your ID must be unique. If the ID	you pick If you forget your i	D or password later, we'll ask you the
Logonic	a different one.	or a new password	d to your email address.
Pick a	Passwords must be at least 8 ch	aracters Question you wa	nt us to
password	groups: lowercase letters, upper	case	
	etters, digits, and other characte (except space, quotes, <, >, & a	rs iou nd \).	answer
Retype		Email	address jane.doe@example.com
password		Rety email a	ddress jane.doe@example.com
First name Jane			
Last name Doe			
If you created a myNewJersey Log	on ID before but forgot what it is, we can	up? send it to you by <u>clicking here</u> . Don	't create another logon ID.
	Create this new myNewJer	sey Account and Link MBOS To It	

5. Be sure to select a Log On ID and Password that is easy to remember!

Note: Forgotten Log On IDs and Passwords are the most common problem members have when using MBOS. Be sure that you can remember your Log On ID and Password for future use.

Passwords must be at least 6 characters long <u>and</u> chosen from **at least two** of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

6. When done, click the "Create this new myNewJersey Account and Link MBOS to it" button.

7. Proceed to "STEP THREE"

Notice for Members with Multiple User Roles

If you have MBOS access to other pension fund accounts or employer access to the *Employer Pensions and Benefits Information Connection* (EPIC), you will need to select the "user role"

you wish to open each time you log on to MBOS or EPIC.
Select Role
○ Employer
C Active Member
Submit
After you log on to MBOS or EPIC you can click the "Select Different Role" button to leave the current MBOS or EPIC session and access your other accounts or user roles.

STEP THREE — START USING MBOS

1. Once you successfully create, or link to, your *myNewJersey* account your "MBOS Home Page" will open.

(State Stat	njhome I mynewjersey I people I bu	isiness I government I departments
new jersey division of pe member benefits or	nsions and benefits 1line system	
Your MBOS Home Page Member Name: JANE A. MEMBI Member Number: PERS - 0123456 jane.member@email.com	ER. WELCOME SYSTEM Please updat address link Mombor Account Applications	pensions and benefits home Logout TO THE MEMBER BENEFITS ONLINE e your e-mail address by clicking the e-mail to the left.
Pension Account Inf Payroll Certifications Personal Benefit Statement Pension Loan Retirement Additional Information	formation and Calculators Application for Withdrawal Designation of Beneficiary Purchase Service Credit Purchase Calculator Electronic Funds Transfer (EFT)	Other Benefits Programs SHBP / SEHBP Application Help MBOS User Guide

2. From the MBOS Home Page you can access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms.

Additional information about using MBOS Applications is provided online in the <u>MBOS</u> <u>User's Guide</u> — retirees should refer to the <u>MBOS Retired User's Guide</u> — just click the "Search Help" button on your MBOS Home Page.

If you need help, call the MBOS Help Desk at: (609) 292-7524.

Print these MBOS Registration Instructions – Adobe PDF (511K)

LOG ON TO THE MEMBER BENEFITS ONLINE SYSTEM (MBOS) AND YOUR PENSION ACCOUNT INFORMATION

For Registered Users

After you are registered with MBOS, following these instructions to Log On to *myNewJersey* and access your MBOS Home Page

Print these MBOS Log On Instructions — Adobe PDF (332K)

1. Go to the Division of Pensions and Benefits Web site at: www.state.nj.us/treasury/pensions

2. On the Pensions and Benefits home page click the link "Log on to MBOS or EPIC".



3. The myNewJersey "Log On Page" will open.

Log On to My New Jersey			
Log On ID:]		
Password:]		
Log On			
Forgot your logon ID?			
Forgot your password?			
Sign Up to Become a Member			
Help			

4. Enter your *myNewJersey* Log On ID and Password. Then click the "Log On" button.

Note: If you forget your Log On ID or Password, use the links provided on the "Log On Page" to contact the *myNewJersey* Help Desk for assistance.

5. Your *myNewJersey* Home Page will open. The *myNewJersey* home page is the *secured entry point* for your MBOS account.

THE OFFICIAL WEB S THE STATE	SITE FOR OF NEW JERSEY	I Departments/Agencies I FAQs
myNJ Home myNJ Business Welcome	myNewJersey logout change profile enter authorization code choose sta	artipage <u>content</u> <u>layout</u> <u>heip</u>
Pensions and Benefits Pension and Benefits Information Connection	New Jersey Events Image: New Jersey Events Image: New Jersey Events <t< td=""><td>myNJ.earthWatch Iuit View NWS weather for: 00625 Air Quality: Central Delaware Valey L Current: Forecast: Good n/a</td></t<>	myNJ.earthWatch Iuit View NWS weather for: 00625 Air Quality: Central Delaware Valey L Current: Forecast: Good n/a
Click the button below to acc pensions and benefits informat NBOS and EFIC	iess ition:	

6. On the left side of your *myNewJersey* home page you will see the "Pensions and Benefits Channel."



Note: The link to MBOS is contained in the Pensions and Benefits Channel which appears on the left-hand side your *myNewJersey* home page.

When the *myNewJersey* home page opens be sure that the *myNewJersey* tab at the top of the page is selected.

myNJ Home	<u>myNJ Business</u>	myNewJersey	
Welcome		logout <u>change</u>	profile

If you still do not see the Pensions and Benefits channel on your *myNewJersey* home page, see the *"MBOS Registration Help Page" at:*<u>www.state.nj.us/treasury/pensions/mbos-</u> registration-help.htm

7. In the Pensions and Benefits Channel, click the "MBOS and EPIC" button to continue to MBOS.

8. Your MBOS Home Page will open.

new jersey division of pensions and benefits member benefits online system Your MBOS Home Page			
Your MBOS Home Page pensions and benefits home			
	ogout		
Member Name : JANE A. MEMBER WELCOME TO THE MEMBER BENEFITS ONLINE SYSTEM			
Member Number : PERS - 0123456 Please update your e-mail address by clicking the e-mail address link to the left.			
Member Account Applications			
Pension Account Information and Calculators Other Benefits Programs			
Payroll Certifications Application for Withdrawal SHBP / SEHBP			
Personal Benefit Statement Designation of Beneficiary Application Help			
Pension Loan Purchase Service Credit MBOS User Guide			
Retirement Purchase Calculator			
Additional Information Electronic Funds Transfer (EFT)			

9. From the MBOS Home Page you can access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms.

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If you need help, call the MBOS Help Desk at: (609) 292-7524.

MBOS SUPPORT

If, after reading these Registration Instructions you still have questions about or difficulty accessing or using MBOS, you may contact the Division's MBOS Help Desk at (609) 292-7524 or send e-mail to: <u>pensions.nj@treas.state.nj.us</u>

QUESTIONS OR COMMENTS ABOUT MBOS

The Division of Pensions and Benefits wants MBOS to be a tool that its members find useful and choose to use in their career planning and retirement. We have made every effort to make MBOS powerful while also keeping it easy to use. We would like to hear about how you liked using MBOS and welcome your suggestions on how MBOS could be made better for the way you work. We will try - based on the response we receive - to include the features you would like to see in future versions of MBOS. Send your questions, comments, and suggestions to: *pensions.nj@treas.state.nj.us* or call the Division's MBOS Help Desk at (609) 292-7524.

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