

Using MBOS Online Document Submission for Additional Medicare Part B or Medicare Part D Reimbursement



Watch a [video presentations of these instructions](#) on our website.

If you or your eligible spouse/partner receive reimbursement for Medicare premiums in your monthly pension check, you may be eligible for additional reimbursement if you paid more than the standard monthly premium for Medicare Part B & Part D.

- Carefully read through the letter you received from the NJPDB to determine if you are eligible for the additional reimbursement.
- If you are eligible, provide the required documentation by the deadline stated in your letter.

Use Online Document Submission through your Member Benefits Online System (MBOS) account for the quickest and easiest way to ensure your documents are received in a timely fashion by the Division. **Note:** ABP Members do not have access to Online Document Submission and must mail in required documentation.

Your MBOS Home Page

[pensions and benefits home](#)

[Logout](#)

Member Name : SUSAN JONES

Member Number : 1-10-1234567

susan.jones@mail.com

Retired Account Applications

Pension Account Information		Application Help
Duplicate 1099R	Letters and Statements	Links & Forms
Income Tax Withholding	Designation of Beneficiary	Search Help
Retired Account Information	Online Document Submission ←	
Electronic Funds Transfer (EFT)	State Health Benefits Program	

Online Document Submission is accessed through your MBOS homepage. Click the Online Document Submission button to begin.

- If you are unable to access your MBOS account, please see the “MBOS Troubleshooting Videos” available in the website [video gallery](#) for assistance.
- If you are not yet a registered MBOS user, get started by selecting the “Access MBOS” button on the [Division’s homepage](#).

When you enter the application a message will appear. Read through it carefully before proceeding.

Electronic Document Submission

Submit Documents

The Division of Pensions & Benefits (DPB) is currently accepting limited documents via MBOS. The specific documents available for upload at the present time are accessible on the next page. If you submit any other documents, they will be rejected and you will be responsible to mail these other documents to the proper DPB unit.

The Electronic Document Submission application will only accept files in Adobe Acrobat (.pdf) and image (.jpg, .bmp, .png, .gif) formats. If the file you wish to upload is in a different format, please convert it to one of the above types before proceeding.

Users may only upload a single file at a time. If you wish to upload multiple files to the Division you may do so, but each file will have to be uploaded separately.

Continue

- Please note that Online Document Submission only accepts files in the following formats: PDF, JPG, BMP, PNG, or GIF.
- Your file can be no larger than 20 megabytes.
- You may only upload a single file at a time. If you need to upload multiple files, they must be uploaded separately.

To begin uploading your documents, click the “Continue” button.

On the next screen select the “Business Unit” and then the “Document Type.”

Electronic Document Submission

Submit Documents

IRMAA Reimbursement

SSA1099 Bills COLA Letter

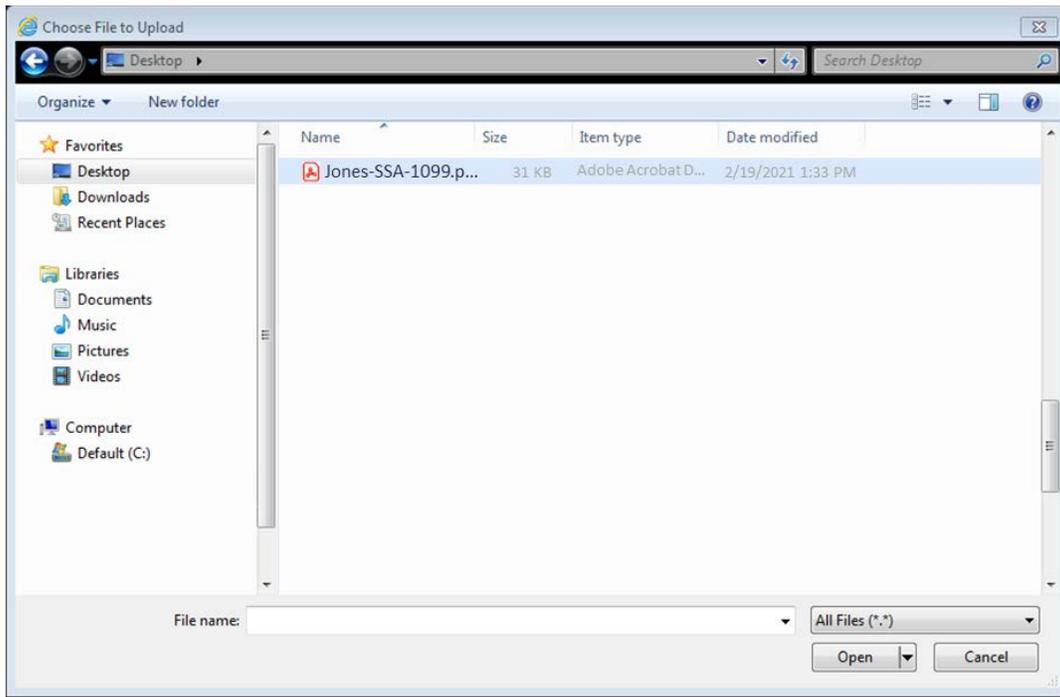
+ Select file...

Notes

- The maximum file size for uploads is **20 MB**.
- Only **(JPG, GIF, PNG, BMP or PDF)** file types are allowed.
- Only **(Google Chrome, Firefox, IE 9.0+)** are supported.
- You may also **drag & drop** files from your desktop on this webpage if you are using Google Chrome, Firefox or IE 10.0+.

To upload documentation for Medicare reimbursement, select “IRMAA Reimbursement” from the Business Unit menu and “SSA 1099 Bills COLA Letter” from the Document Type menu.

To upload a document, click the green “Select File” button.



Select the file from your computer or device. Then click “Open” to attach the document.

Electronic Document Submission

Submit Documents

IRMAA Reimbursement ▾ SSA1099 Bills COLA Letter ▾

[+ Select file...](#)

Jones-ssa-1099.pdf	5.93 KB	Start upload	Cancel
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Click the “Start Upload” button to send your file to the NJDPB.

Electronic Document Submission

Submit Documents

IRMAA Reimbursement ▼

SSA1099 Bills COLA Letter ▼

Document uploaded successfully. Your document is now pending review by the Division. Please continue to check back regularly for an updated status on the review of your document.

You will see an onscreen confirmation when the upload is completed.

- If you have additional files to upload, repeat these steps for the next file.

The file is now pending review and approval by the NJDPB. You can review submission status by revisiting the application.

- If your file cannot be uploaded, be sure to check your file format, that the file size is no larger than 20 megabytes, and that the file name does not contain any commas, apostrophes, extra periods other than the file extension, or other special characters.

If you still cannot submit the attachment, please mail a copy of the required documentation as directed in your Reimbursement Letter.

If you have questions, we are here to assist you at 609-292-7524, by email at pensions.nj@treas.nj.gov, or write to the New Jersey Division of Pensions & Benefits, P.O. Box 295, Trenton, NJ 08625-0295.