

MEMBER BENEFITS ONLINE SYSTEM

Access your pension account online through the Member Benefits Online System (**MBOS**)

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

These instructions will guide you through both processes:

Registration for **MBOS** is Free

Step One: Set up your **MBOS** account with the Division of Pensions & Benefits.

1. Go to www.state.nj.us/treasury/pensions
2. On the Division of pensions & benefits home page click **Access MBOS**
3. Click **Register** for new users (click Login if you already have an account set up)
4. First time users – click on **Register for MBOS**
5. Click on **Active Members**
6. Complete the Active Member Registration page. You will need your social security number and your pension member ID number. Your ID number can be found on your paystub or can be obtained from payroll: email Nina Spiridakis at nspiridakis@shsd.org Please ask payroll if you are unsure which pension code you should be using: TPAF or PERS.

Step Two: Sign on to, or create your *myNewJersey* account.

1. If you already have a *myNewJersey* account, enter your logon ID and Password on the *myNewJersey* account page.
2. When done, click the “Link MBOS to MY Account” button.
3. Proceed to Step Three.

If you don't have a *myNewJersey* account, start here:

4. To create your personal *myNewJersey* account, enter all of the information requested on the *myNewJersey* account page.
5. Be sure to select a Logon ID and Password that is easy to remember.
6. When done, click the “create this new *myNewJersey* account and Link MBOS to it”
7. Proceed to Step Three

Step Three:

1. Once you successfully create, or link to, your *myNewJersey* account your MBOS Home Page will open.
2. If you need help, call the MBOS help line: 609-292-7524