HOW TO ACCESS mynjbenefitshub

LOG IN VIA MYNEWJERSEY

Log in to the **mynjbenefitshub** website through your **myNewJersey** account at https://my.nj.gov/aui/Login

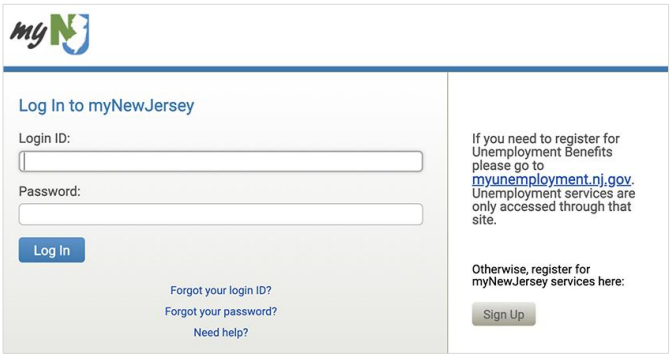
At the bottom of the screen, along with your MBOS and EPIC button, locate and click the **Health Benefits** button.

If you do not have a **myNewJersey** account:

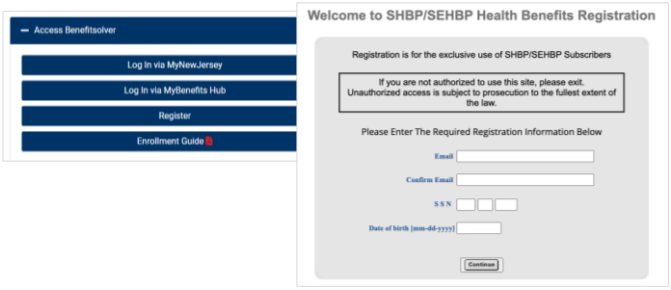
1. Visit https://www.nj.gov/treasury/pensions/ and click **Access Benefitsolver** > **Log In via MyNewJersey**.
2. Click the **Sign Up** button and complete the required information.
3. Then log in using your new **Login ID** and **Password**.

If you do not see the **Health Benefits** button:

1. Visit https://www.nj.gov/treasury/pensions/ and click **Access Benefitsolver** > **Register**.
2. Enter the required information and click **Continue**.
3. The next time you log in to your **myNewJersey** account, you will see the **Health Benefits** button.





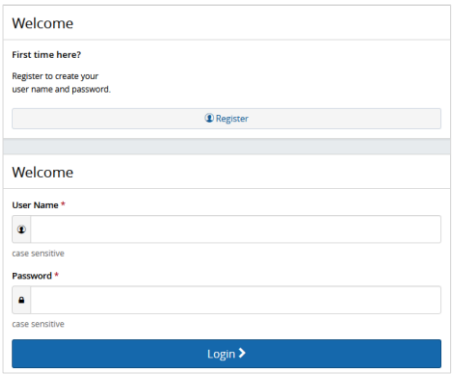


LOG IN AT MYNJBENEFITSHUB

If you are unable to log in 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**.

Log in using your new **User Name** and **Password**.



Pro Tip: Provide your preferred email address to ensure you receive important benefits information.

EXPLORE MYNJBENEFITSHUB

Explore this site to learn about your SHBP/SEHBP health benefits, now and year-round.

On the **Annual Open Enrollment** page, you can access the **Virtual Benefits Fair**, **Webinar Calendar** and plan details.

You'll also find helpful information in the **Benefits Information** section and in the **Reference Center**.

Review your current elections in your **Benefit Summary**.

If you are enrolling as a new hire, visit the **New Hire Enrollment** page.





NJDPB Pensions & Benefits | mynjbenefitshub

THIS IS A PASSIVE ENROLLMENT:
If you make no changes, your current medical and dental (if applicable) elections will carry over to the next plan year.
You do not need to resubmit waivers.

MAKE CHANGES FOR 2026

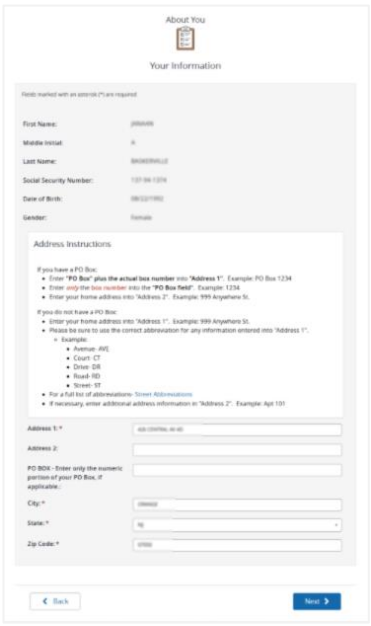
The calendar at the top of the **Home** page lets you know how many days you have left to make changes to your 2026 SHBP/SEHBP benefits.

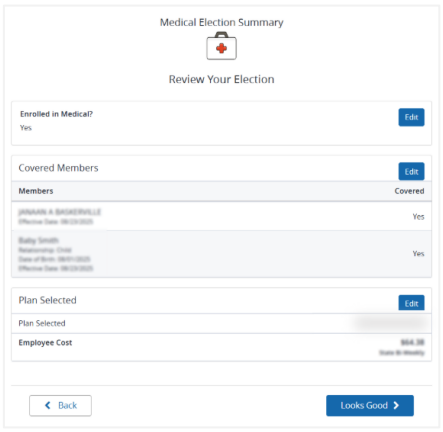
Click the **Start Here** button at the top of your screen.

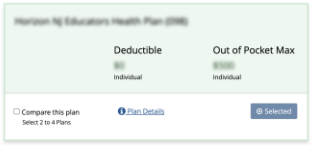


Review the **Benefit Enrollment** information, and then click the **Start Enrollment** button at the bottom of the page.

Pro Tip: Use the blue buttons at the bottom of the site to navigate, NOT your browser's arrows.





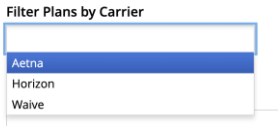


- **About You**
  Review and update your mailing address, your email address, phone number, and edit or add dependent information. Once everything is accurate, click **Looks Good**.
- **Making Changes**
  Determine which of your dependents you want to cover using the checkboxes.

  Use the **Edit** button next to **Plan Selected**.

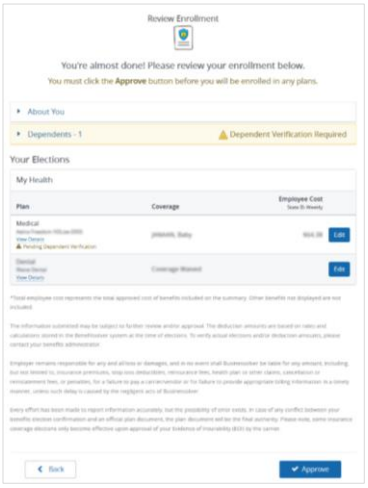
  Filter plan options by the carrier.

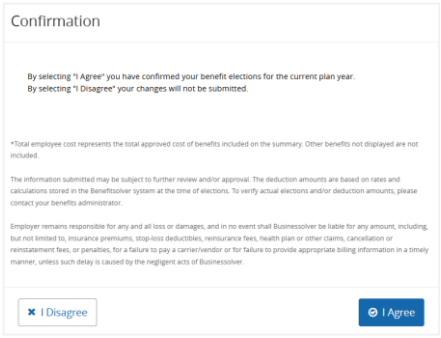
  Select your plan, which will be highlighted green once selected.

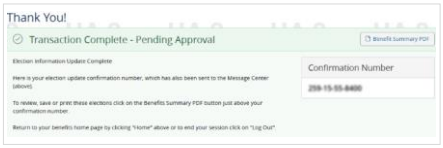


- **Complete**
  Click **Looks Good**, and review each election. Review your enrollment for accuracy and once everything looks good, **Approve** your elections and then click **I Agree**.

  You will receive a **Confirmation Number** on the **Thank You!** page when your enrollment is complete.







You can print your **Benefit Summary** for your records.

Complete the **Survey** following your enrollment.

ADDING A NEW DEPENDENT

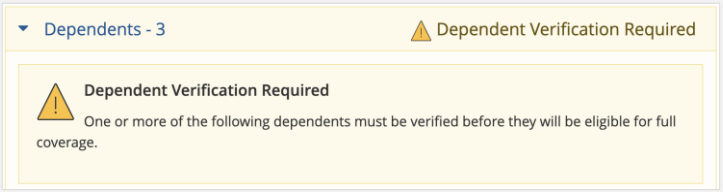
Provide the following **when you enroll**:

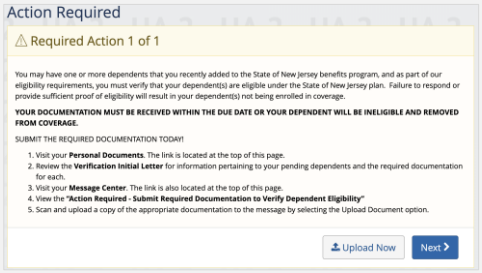
- Dependent relationship (ie. spouse, child)
- Full name
- Date of birth
- Valid Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN).

As part of our eligibility requirements, you **must** submit supporting documentation to verify eligibility for your dependent(s). Until the requested documentation is submitted, your benefit changes will not be approved. You will see **My Tasks** notifications as you add them to your coverage.

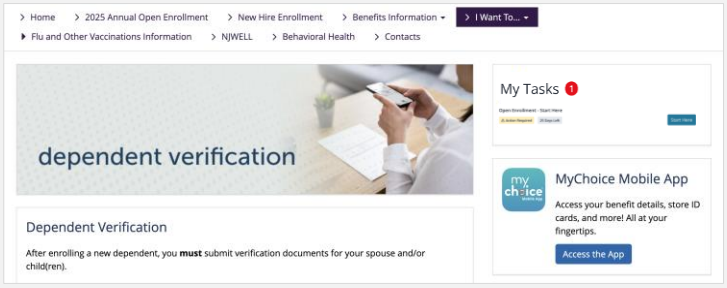
Following your enrollment, click on your name in the upper right corner of the screen to access your **Personal Documents**. The **Verification Initial Letter** will outline what document(s) are required, and how you can upload documents. Your employer will verify uploaded documents before your dependent will be approved and added to your coverage.

Visit the **I Want To… Learn About Dependent Verification** page on **mynjbenefitshub** for information about eligibility, required documentation, and more.





Pro Tip: Upload photos of your documents in the **MyChoice® benefits app**.



BENEFITS INFORMATION ON THE GO

Download the **MyChoice benefits app** to manage and access all your SHBP/SEHBP benefits information on your device. Scan the QR code to the right to download the app on your device or click **Access the App** on **mynjbenefitshub**.

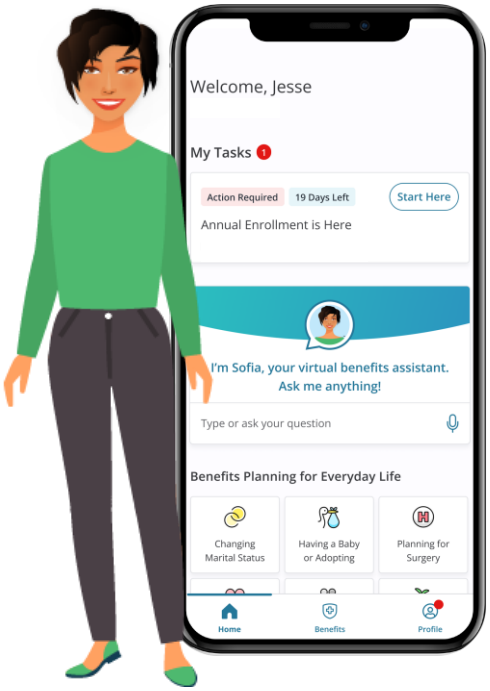


QUESTIONS? ASK SOFIA

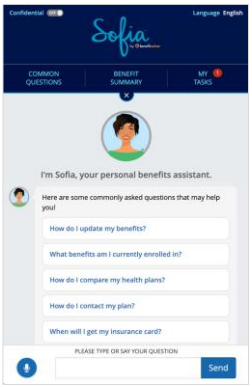
Sofia will be by your side as you enroll, and will provide links to important documents. Sofia can answer many of your questions 24/7 in over 50 languages.

Find Sofia on **mynjbenefitshub** and on the **MyChoice benefits app**. Either type your question, or use the microphone icon to voice your question.

If Sofia isn't able to answer your question, contact your local Human Resources Department, Benefits Administrator, or your Certifying Officer for assistance.



Sofia by benefitsolver



VISIT YEAR-ROUND

Visit **mynjbenefitshub** regularly throughout the year to learn more about your benefits, access webinars, find plan information, and access tools to improve your health.