

HOW TO ACCESS 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**.

Visit the **Virtual Benefits Fair** to find additional information and refer to the checklist on the **Annual Open Enrollment** page. Be sure to attend a Health Plan Annual Open Enrollment Benefits webinar.

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

Review your 2023 coverage in your **Benefit Summary**.

Pro Tip: Provide your preferred email address so you can receive important benefits announcements.

MAKE CHANGES FOR 2024

The calendar at the top of the **Home** page lets you know how many days you have left to enroll or make changes to your 2024 SHBP/SEHBP benefits.

Click the **Start Here** button to review and update your personal information, add or edit your dependents, and make plan changes to your 2024 coverage.

COMPLETE YOUR ENROLLMENT

Select which plan(s) you want to enroll in for 2024, and which dependent(s) you want to add to that coverage. 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.

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 **2024 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.

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.



This is a passive enrollment: If you have no changes, your current elections will carry over to the next plan year. You do not need to resubmit waivers.



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.

