

**WHAT YOU NEED TO KNOW**

Through **mynjbenefitshub** — also known as **Benefitsolver**® — you will have access to manage your SHBP benefits such as plan changes, etc. You will also have the ability to add or remove dependents and upload supporting documents.

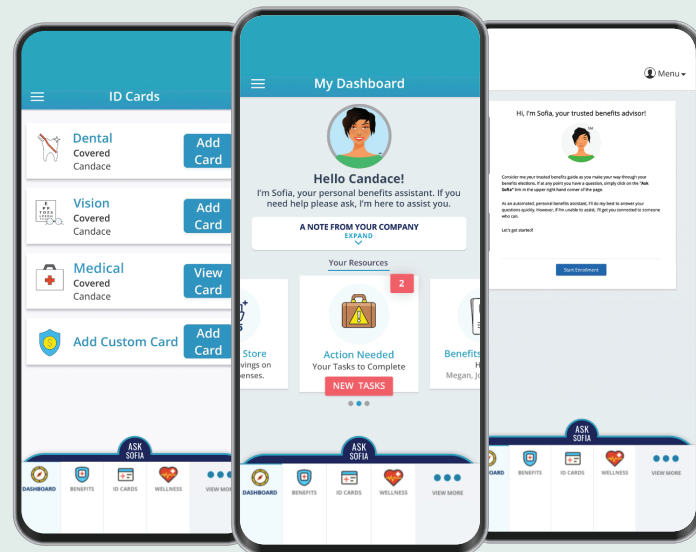
You will have 24/7 access to **mynjbenefitshub** through your computer and a mobile app. This online portal is being provided through our partnership with **Businessolver**®. Together, we are committed to making your enrollment and continued engagement in your health benefits coverage both convenient and informative.

**ACCESS YOUR BENEFITS WHERE YOU WANT**

Download the **MyChoice**® Mobile App so you can have your benefits at your fingertips — even take a picture of your insurance cards and store them in the app, so you're never without them!

- Never again be stuck at the doctor's office without your ID card.
- Getting married? Add your dependents and upload your documents here.
- Find out if your benefits cover that upcoming surgery.
- Chat with Sofia<sup>SM</sup> anytime, day or night.

Once you download the MyChoice Mobile App, log into **mynjbenefitshub** to receive your access code.



**my choice** Mobile App

- Quick access to benefit details
- Store your ID Cards

[Get Access Code](#)



Introducing **mynjbenefitshub**

Manage Your Benefits Online

## How to Access and Manage Your Benefits

Starting January 1, 2022, we will no longer process paper applications and all benefit changes must be processed online.

Welcome

First time here?  
Register to create your user name and password.

Register

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Welcome

User Name \*

case sensitive

Password \*

case sensitive

Login >

IMPORTANT Flu Shot and COVID-19 Vaccination Information!

WELCOME TO mynjbenefitshub

test, welcome to the State of New Jersey Division of Pensions & Benefits My New Jersey Benefits Hub. We are excited to present you with online tools and information so that you can get the most out of your benefits.

Benefit Guide | Change My Benefits | Earn My NJWELL Reward | Find a Provider

Contacts | Additional Benefits | Change My Address or Email | Plan Details

WELCOME Visit the Virtual Benefits Fair

Review my current coverage

Benefit Summary

Web Browser Message - Member

Summary of Benefits and Coverage

Medical

Fact Sheets Online

Click here to view Fact Sheets for all your benefits!

Meet Sofia

Get your benefits on the go!

### HOW TO LOGIN

Navigate to [mynjbenefitshub.nj.gov](https://mynjbenefitshub.nj.gov) and click **Register**.

Enter Social Security Number, and Date of Birth.

The Company Key = **SHBP/SEHBP**.

You may also log into the [mynjbenefitshub](https://mynjbenefitshub.nj.gov) website through the myNewJersey portal. At the bottom of the screen along with your MBOS and EPIC button, you'll see a new button that reads **Benefitsolver**.

\* If you do not have a **Benefitsolver** button you must visit the NJDPB website, [state.nj.us/treasury/pensions](https://state.nj.us/treasury/pensions).

Click on **+Access Benefitsolver** and register.

When you log back into your myNewJersey ([www.nj.gov](https://www.nj.gov)) account you should now see the **Benefitsolver** button.

### LET'S KEEP IN TOUCH

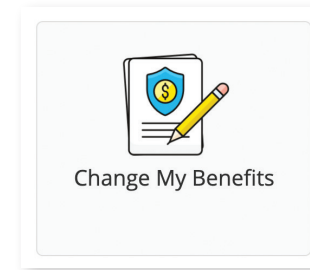
You'll be asked to provide an email address so we can send you the latest information on your benefits.

### DISCOVER YOUR SITE

Explore the site and learn about your benefits. You'll find lots of helpful information.

### REVIEW YOUR BENEFITS

Click the **Benefit Summary** button on the **Home** page to review your personal information, covered dependents, and your enrolled benefit coverage(s).



Reason for Change

Search Reasons for Change

Select the reason for change that applies and enter the date of the event.

▼ LIFE EVENT  
Examples: Marriage/Divorce Birth/Death

Make a Plan Change

Add Medicare Information

Address and Phone Information Change

Birth or Adoption

Death of Dependent

Divorce

Gain Eligibility for Coverage under the state plan

Lose Eligibility for Coverage under the state plan with a life event

Marriage

Update Dependent Demographic Information Only

Hi, I'M SOFIA

Transaction Complete - Pending Event [Benefit Summary PDF](#)

Verification

Confirmation Number

137-47-67-4279

Your information has been submitted.  
Select Home to return to your benefits home page or Log Out to end this session.

Thank You.

### CHANGE YOUR BENEFITS OR INFORMATION

To change your plan or to report a Qualifying Life Event, such as a marriage, start by clicking the **Change My Benefits** button.

Click on the **Life Event** dropdown menu and select an option. In the following pop-up box, enter the effective date of the change.

To change your address or email, start by clicking the **Address and Phone Information Change** button.

### PROCESS YOUR CHANGE

The next set of screens will walk you through the enrollment process step-by-step, showing you available benefit options based on the change you'd like to make.

Review your personal information, dependent information, and benefit elections to make sure they are all accurate, then click **Looks Good**.

To complete your transaction, click **Approve**. On the confirmation screen, click **I Agree**.

When your enrollment is complete, you will receive a confirmation number and you may print your **Benefit Summary** for your records.

If you've added new dependents, you will be prompted to provide supporting documentation. The NJDPB team will then review all uploaded documents before your dependent is verified and approved for coverage.

### AFTER YOU ENROLL

Return to the **Home** page to check for any additional tasks needed to complete your enrollment. View or download your **Benefit Summary**, and download the **MyChoice Mobile App**.

Visit this site anytime you want to learn more about your benefits or even search for a new provider and book an appointment using **MyChoice® Find a Provider**.



### CHAT WITH SOFIA<sup>SM</sup> ANYTIME, DAY OR NIGHT

You can also contact the NJDPB Office of Client Services at **(609) 292-7524**. For the hearing impaired, call TRS 711 (609) 292-6683.