



# MBOS Applications

## A Step-By-Step Guide

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### How to Run a Purchase of Service Estimate

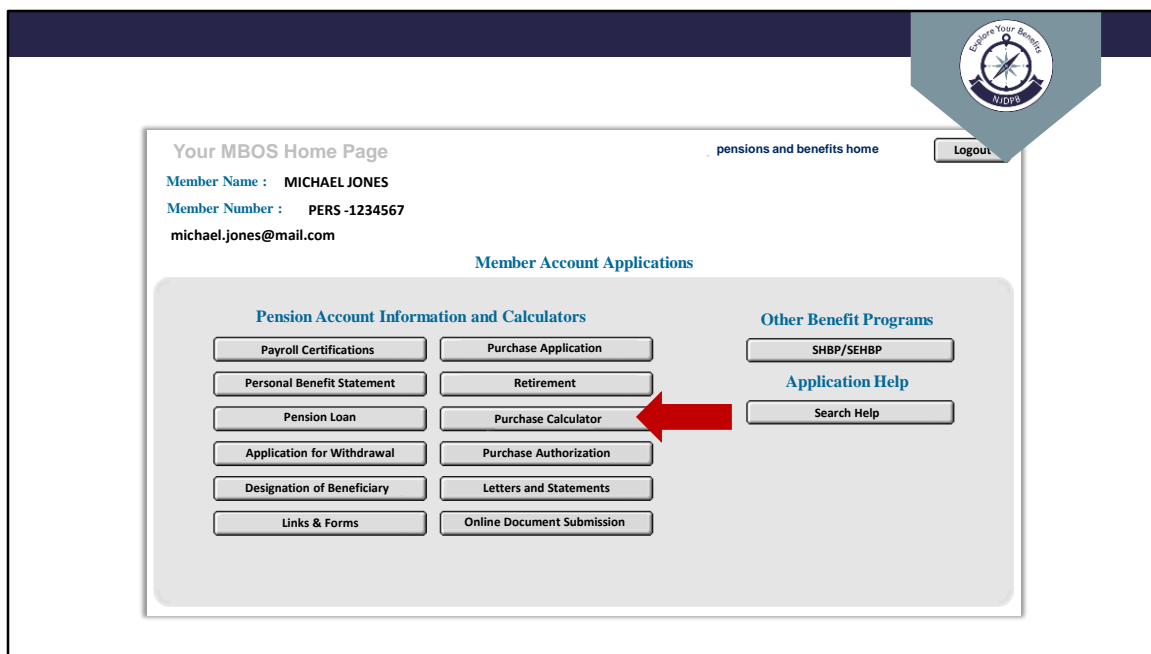
*For Active PERS, TPAF, and PFRS Members*

This step-by-step guide will assist active Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), and Police Firemen's Retirement System (PFRS) members with running a purchase of service estimate.

Active pension members must use the Member's Benefit Online System (MBOS) to run the purchase of service estimate. Authorized users can register for an MBOS account here: <https://www.nj.gov/treasury/pensions/mbos-register.shtml>

For assistance with the registration process, see the *Active MBOS Registration* video in our video gallery: <https://www.nj.gov/treasury/pensions/videos.shtml>

Please note, if you have already registered for MBOS, you will not be able to register again. If you need assistance accessing your existing MBOS account, please see our MBOS Troubleshooting videos in our video gallery.



The screenshot displays the MBOS Home Page for a member named Michael Jones. The page features a navigation bar at the top with the MDPS logo and the text "Explore Your Benefits". Below the navigation bar, the member's name and number are displayed. The main content area is titled "Member Account Applications" and is divided into two columns: "Pension Account Information and Calculators" and "Other Benefit Programs". The "Pension Account Information and Calculators" column contains buttons for "Payroll Certifications", "Personal Benefit Statement", "Pension Loan", "Application for Withdrawal", "Designation of Beneficiary", "Links & Forms", "Purchase Application", "Retirement", "Purchase Calculator", "Purchase Authorization", "Letters and Statements", and "Online Document Submission". The "Other Benefit Programs" column contains buttons for "SHBP/SEHBP" and "Application Help". A red arrow points to the "Purchase Calculator" button.

Your MBOS Home Page pensions and benefits home [Logout](#)

Member Name : MICHAEL JONES  
Member Number : PERS -1234567  
michael.jones@mail.com

**Member Account Applications**

**Pension Account Information and Calculators**

- Payroll Certifications
- Personal Benefit Statement
- Pension Loan
- Application for Withdrawal
- Designation of Beneficiary
- Links & Forms
- Purchase Application
- Retirement
- Purchase Calculator**
- Purchase Authorization
- Letters and Statements
- Online Document Submission

**Other Benefit Programs**

- SHBP/SEHBP
- Application Help
- Search Help

Once you have accessed your MBOS account, click the "Purchase Calculator" button to begin.

To exit the purchase calculator anytime, click the "Home" button located at the top of your MBOS screen.

**Member Information**

Member Name: MICHAEL JONES      Member Number: 2 - 1234567

1) Choose the type of service for which you wish to receive an estimate:

- Temporary/Substitute Service
- Former Membership Service
- U.S. Government Service
- Uncredited Service
- Unpaid Leave of Absence
- Out-of-State Service
- Military Service
- Local Retirement System Service

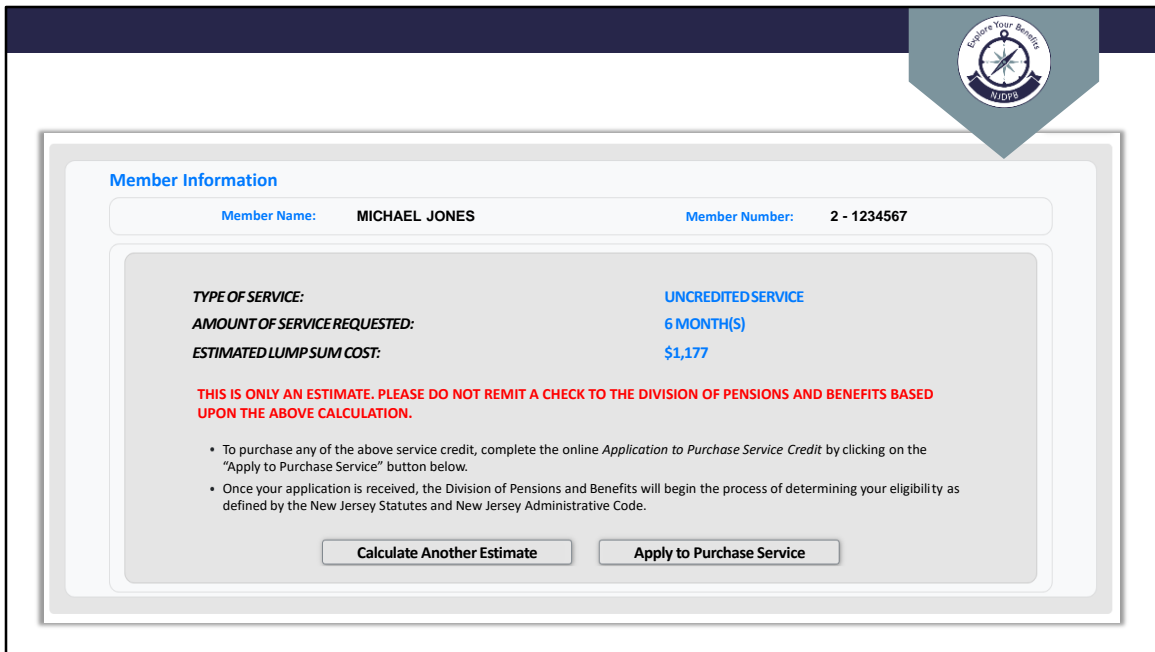
2) Please enter the number of months that you wish to receive an estimate:

Number of Month(s)

*For more information about service credit purchases, including types that may be purchased, please refer to: [Fact Sheet #1, Purchasing Service Credit](#)*

In section number one, identify the type of purchase for which you would like an estimate, then enter the number of months you’d like to purchase in section number two. For example, if wanted to purchase one year of service, you would enter 12 months in this box.

When ready, click the “Submit” button at the bottom.



**Member Information**

Member Name: MICHAEL JONES      Member Number: 2 - 1234567

**TYPE OF SERVICE:**      **UNCREDITED SERVICE**  
**AMOUNT OF SERVICE REQUESTED:**      **6 MONTH(S)**  
**ESTIMATED LUMP SUM COST:**      **\$1,177**

**THIS IS ONLY AN ESTIMATE. PLEASE DO NOT REMIT A CHECK TO THE DIVISION OF PENSIONS AND BENEFITS BASED UPON THE ABOVE CALCULATION.**

- To purchase any of the above service credit, complete the online *Application to Purchase Service Credit* by clicking on the "Apply to Purchase Service" button below.
- Once your application is received, the Division of Pensions and Benefits will begin the process of determining your eligibility as defined by the New Jersey Statutes and New Jersey Administrative Code.

A lump sum estimate will be produced.

Take note of the text written in red: "This is just an estimate and you should not remit a check to the Division of Pensions and Benefits based upon the above calculation."

If you would like to submit an application to purchase this service, click "Apply to Purchase Service."

If you would to run another purchase estimate, select the "Calculate Another Estimate" button.



**Phone:** (609) 292-7524

**Email:** [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)

**Mail:** P.O. Box 295  
Trenton, NJ 08625-0295

**For more information about this topic, please see the *Purchasing Service Credit* fact sheet and the *Purchasing Service Credit for PERS, TPAF and PFRS Members* video. Both are located on our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)**

If you have any questions regarding purchasing service, you can reach out to the Division of Pensions & Benefits by telephone, email, or postal mail.

For additional information about this topic, see the *Purchasing Service Credit* fact sheet and the *Purchasing Service Credit for PERS, TPAF and PFRS Members* video. Both are located on our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)