

HOW TO ACCESS YOUR PENSION ACCOUNT ONLINE THROUGH THE MEMBER BENEFITS ONLINE SYSTEM (MBOS)

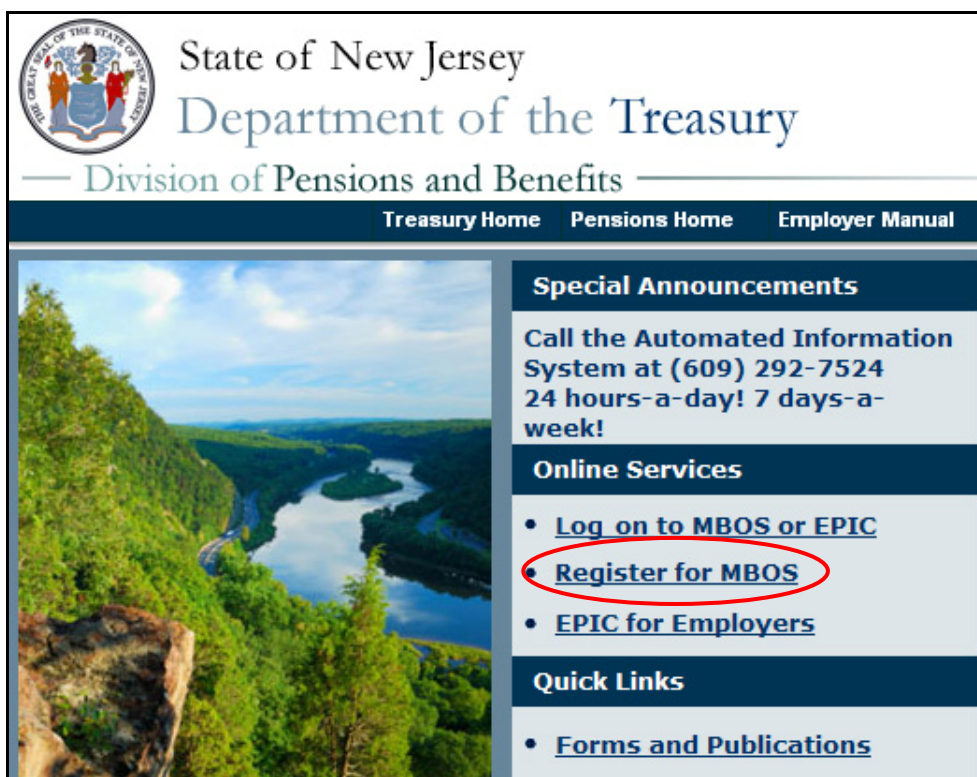
REGISTRATION FOR FIRST TIME USERS

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
READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY!**

STEP ONE — SET UP YOUR MBOS ACCOUNT WITH PENSIONS AND BENEFITS.

1. Go to: www.state.nj.us/treasury/pensions
2. On the Division of Pensions and Benefits home page click the link “Register for MBOS”.



3. Read the “Disclaimer Page” that opens and click the “Continue” button if you are an Active Member or a Retiree.

Member Registration

PLEASE NOTE :

MBOS registration and access is for the exclusive use of pension system members and benefit recipients. To register click the continue button.

If you are not authorized to use this site, please exit. Unauthorized access is subject to prosecution to the fullest extent of the law.

4. Complete all of the information requested on the MBOS “Member Registration” page.

5. Be sure to select whether you are an **Active Member** or a **Retiree**.

You will need **both** your Social Security number **and** your pension Member ID Number or Retirement Number

Your pension Member ID can be obtained from your employer or by contacting the Division's Office Client Services.

Your Retirement Number is printed on the Retirement Statement of Allowances and Deductions or can be obtained by contacting the Division's Office Client Services. If you registered for MBOS as an active member, do not register again – you can continue to use your Log on ID and password from your active account.

Pension ID or Retirement Number: _____

6. When all of the information has been entered click the “Submit” button.

Note: At this point, MBOS checks to see if you have already registered. If you are a registered MBOS user, it will automatically take you to the myNewJersey “Log On Page”. If the “Log On Page” opens, see the MBOS Log On Instructions for registered users.

Otherwise, continue to item #7.

Log On to My New Jersey

Log On ID

Password

7. The myNewJersey Account Page will open.

- If you already have a myNewJersey account, click "Yes" on the myNewJersey Account Page and follow these directions **starting with item #1** on the next page.
- If you **do not** have a myNewJersey account, you need to create one. Click "No" on the myNewJersey Account Page and follow these directions **starting with item #4** on the next page.

STEP TWO — SIGN-ON TO, OR CREATE, YOUR *myNewJersey* ACCOUNT

- If you already have a *myNewJersey* account, **start with item #1 below.**
 - If you **do not** have a *myNewJersey* account, you need to create one. **Start with item #4 below.**
1. If you already have a *myNewJersey* account, enter your **Log On ID** and **Password** where indicated on the *myNewJersey* Account Page.

1. Request access to MBOS 2. Link Your MBOS service to your *myNewJersey* account 3. Use MBOS

Do you have a *myNewJersey* Logon ID?

Yes

No

Log On to your *myNewJersey* account

My Log On ID is and my password is

2. When done, click the “Link MBOS to My Account” button.
3. Proceed to “STEP THREE”

If you do not have a *myNewJersey* account, Start Here!

4. To create your personal *myNewJersey* account, enter all of the information requested on the *myNewJersey* Account Page.

1. Request access to MBOS 2. Link Your MBOS service to your *myNewJersey* account 3. Use MBOS

Do you have a *myNewJersey* Logon ID?

Yes

No

Information for your new *myNewJersey* account

Pick a Log On ID

Pick a password

Retype your password

First name

Last name

If you forget your password, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email.

Question you want us to ask

Your answer

Email address

Retype your email address

Review your information and be sure it's correct before you click the Create Account button.

5. Be sure to select a **Log On ID** and **Password** that is easy to remember!

Note: *Forgotten Log On IDs and Passwords are the most common problem members have when using MBOS. **Be sure that you can remember your Log On ID and Password for future use.***

Passwords must be at least 6 characters long and chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

6. When done, click the "Create this new myNewJersey Account and Link MBOS to it" button.
7. Proceed to "STEP THREE" on the next page.

Members with Multiple User Roles

If you have MBOS access to other pension fund accounts or employer access to the *Employer Pensions and Benefits Information Connection* (EPIC), you will need to select the "user role" you wish to open each time you log on to MBOS or EPIC.



The screenshot shows a form titled "Select Role" with two radio button options: "Employer" and "Active Member". Below the options is a "Submit" button.

After you log on to MBOS or EPIC you can click the "Select Different Role" button to leave the current MBOS or EPIC session and access your other accounts or user roles.

Continued on page 5

STEP THREE — START USING MBOS

1. Once you successfully create, or link to, your *myNewJersey* account your “MBOS Home Page” will open.

The screenshot shows the MBOS Home Page. At the top, there is a navigation bar with links: njhome | mynewjersey | people | business | government | departments. Below this is the logo for 'WE'VE GOT YOU COVERED' and the text 'new jersey division of pensions and benefits member benefits online system'. The main heading is 'Your MBOS Home Page'. On the right, there is a 'Logout' button. The member information is displayed: Member Name: JANE A. MEMBER, Member Number: PERS - 0123456, and email: jane.member@email.com. A welcome message reads: 'WELCOME TO THE MEMBER BENEFITS ONLINE SYSTEM. Please update your e-mail address by clicking the e-mail address link to the left.' Below this is a section titled 'Member Account Applications' which is divided into two columns: 'Pension Account Information and Calculators' and 'Other Benefits Programs'. The first column contains buttons for: Payroll Certifications, Application for Withdrawal, Personal Benefit Statement, Designation of Beneficiary, Pension Loan, Purchase Service Credit, Retirement, Purchase Calculator, and Additional Information. The second column contains buttons for: SHBP / SEHBP, Application Help, and MBOS User Guide.

2. From the MBOS Home Page you can access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms.

Additional information about using MBOS Applications is provided online in the *MBOS User's Guide* — just click the “Search Help” button on the MBOS Home Page.

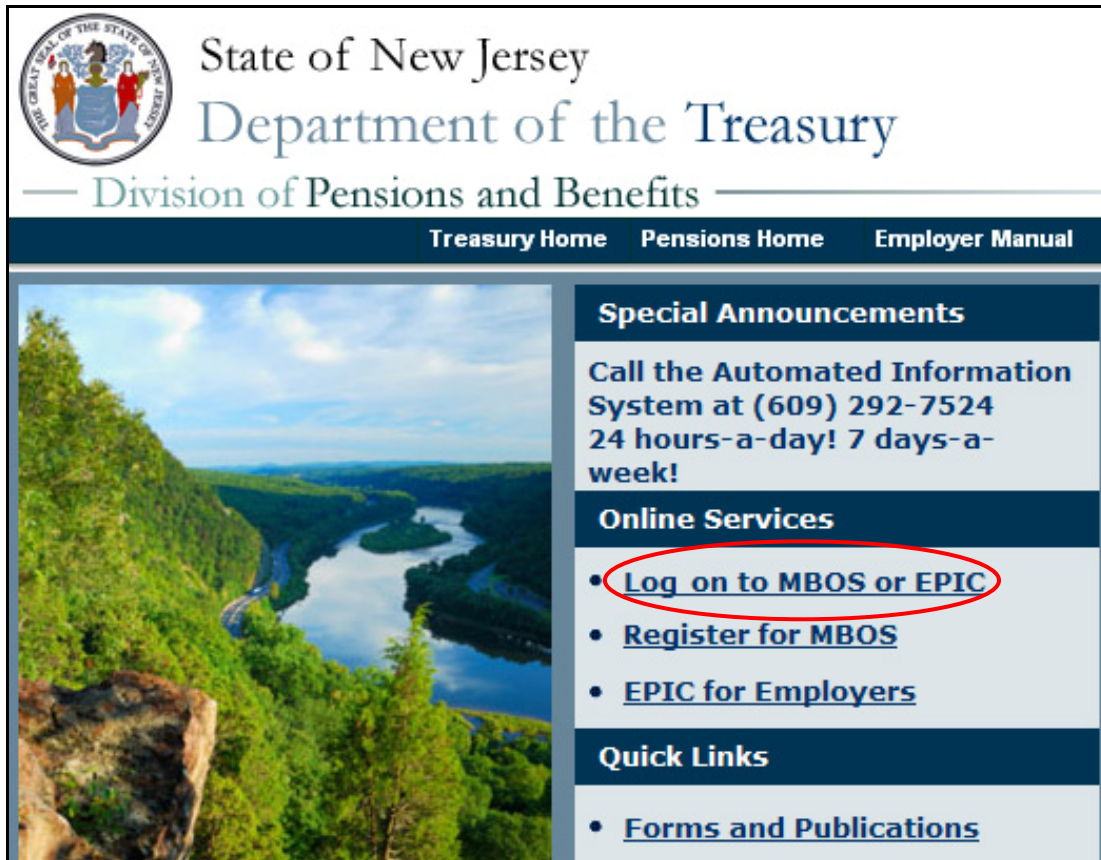
If you need help, call the MBOS Help Desk at: (609) 777-0534.

LOGGING ON TO THE MEMBER BENEFITS ONLINE SYSTEM (MBOS) AND YOUR PENSION ACCOUNT INFORMATION

FOR REGISTERED USERS

After you are registered with MBOS, following these instructions to **Log On to *myNewJersey*** and access to your MBOS Home Page

1. Go to the Division of Pensions and Benefits Web site at: www.state.nj.us/treasury/pensions
2. On the Pensions and Benefits home page click the link “Log on to MBOS or EPIC”.

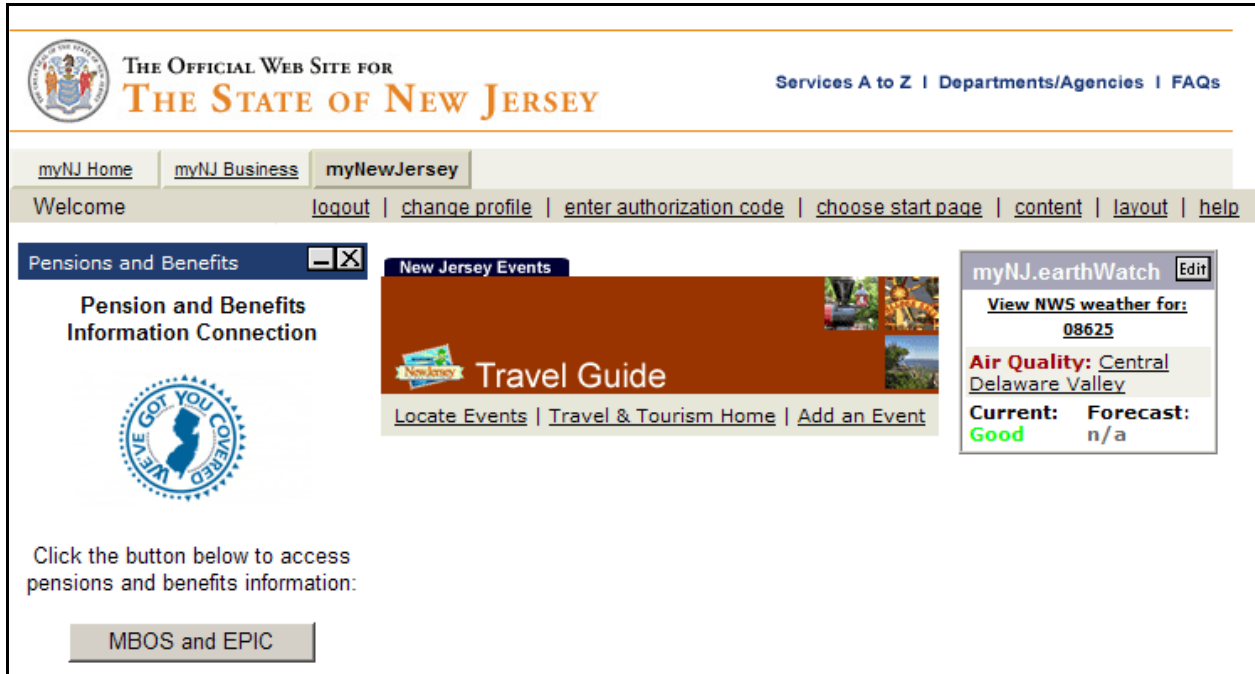


3. The *myNewJersey* “Log On Page” will open.

The screenshot displays the login interface for 'Log On to My New Jersey'. It has a title bar at the top. Below it are two input fields: 'Log On ID:' and 'Password:'. A 'Log On' button is positioned below the password field. At the bottom of the form, there are three links: 'Sign Up to Become a Member', 'Forgot your password?', and 'Help'.

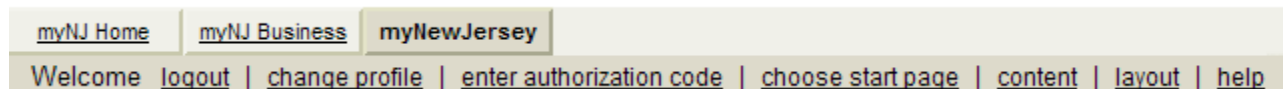
4. Enter your *myNewJersey* Log On ID and Password. Then click the “Log On” button.

5. Your *myNewJersey* Home Page will open. The *myNewJersey* home page is the *secured entry point* for your MBOS account.



6. On the left side of your *myNewJersey* home page you will see the “Pensions and Benefits Channel.” Click the “MBOS and EPIC” button to continue to MBOS.

Note: If you do not see the *Pensions and Benefits Channel* on your *myNewJersey* home page, be sure that the *MyNewJersey* tab at the top of the page is selected.



If you still do not see the *Pensions and Benefits Channel*, additional help is available in the “*MBOS Registration Help Page*” at:

www.state.nj.us/treasury/pensions/mbos-registration-help.htm

Members with Multiple User Roles

If you have MBOS access to other pension fund accounts or employer access to the *Employer Pensions and Benefits Information Connection* (EPIC), you will need to select the “user role” you wish to open each time you log on to MBOS or EPIC.

Select Role

Employer

Active Member

Submit

After you log on to MBOS or EPIC you can click the “*Select Different Role*” button to leave the current MBOS or EPIC session and access your other accounts or user roles.

7. Your “MBOS Home Page” will open.

The screenshot shows the MBOS Home Page. At the top, there is a blue navigation bar with the text "njhome | my new jersey | people | business | government | departments". Below this is the logo for "new jersey division of pensions and benefits member benefits online system". The main content area is titled "Your MBOS Home Page" and displays member information: "Member Name : JANE A. MEMBER", "Member Number : PERS - 0123456", and "jane.member@email.com". A "Logout" button is visible in the top right. A welcome message reads: "WELCOME TO THE MEMBER BENEFITS ONLINE SYSTEM. Please update your e-mail address by clicking the e-mail address link to the left." Below this is a section titled "Member Account Applications" which is divided into two columns: "Pension Account Information and Calculators" and "Other Benefits Programs". The first column contains buttons for "Payroll Certifications", "Personal Benefit Statement", "Pension Loan", "Retirement", and "Additional Information". The second column contains buttons for "Application for Withdrawal", "Designation of Beneficiary", "Purchase Service Credit", "Purchase Calculator", and "Electronic Funds Transfer (EFT)". The "Other Benefits Programs" column contains buttons for "SHBP / SEHBP", "Application Help", and "MBOS User Guide".

8. From the MBOS Home Page you can access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms.

Additional information about using MBOS Applications is provided online in the *MBOS User's Guide* — just click the “Search Help” button on the MBOS Home Page.

If you need help, call the MBOS Help Desk at: (609) 777-0534.