

How to access your benefits

A screenshot of the NJDPB login page. At the top left, it says "Welcome". Below that, there are two input fields: "User Name *" and "Password *". Both fields have a small eye icon to the left of the input area. Below the password field, it says "case sensitive". To the right of the input fields, there is a section titled "First time here?" with the text "Register to create your user name and password." and a "Register" button. At the bottom left, there is a blue "Login >" button. Below the login button, it says "Forgot your user name or password?".

HOW TO LOGIN:

Navigate to: <http://mynjbenefitshub.nj.gov> and click Register.

Enter Social Security Number and Date of Birth.

Company Key = SHBP/SEHBP

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, including Annual Open Enrollment information.

EXPLORE YOUR SITE

Explore the site to learn about your benefits. You'll find lots of helpful information in the **Reference Center**.

REVIEW YOUR BENEFITS

Click the **Benefit Summary** button on the home page to review your personal information, your covered dependents, and your medical, prescription, and dental plan details.

FOR HELP

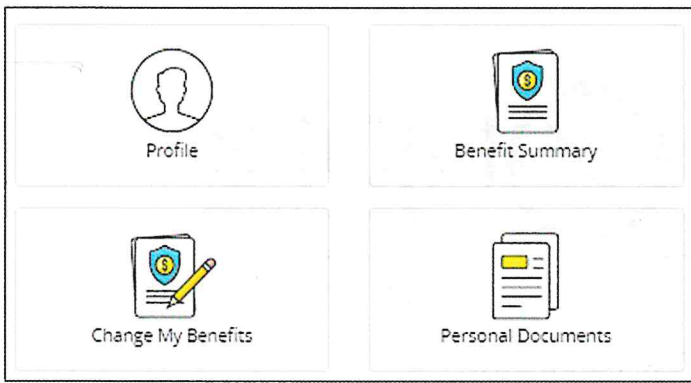
Sofia, your personal benefits assistant, can answer questions and guide you through the site.

Contact your local Human Resources Department, Benefits Administrator, or your Certifying Officer for additional assistance.

A screenshot of the NJDPB home page. At the top, there is a blue banner with the text "Making Healthy Happen Together". To the right of the banner is a circular profile picture of a woman with dark hair, wearing a green top. Next to her is a blue speech bubble that says "Hello. I'm Sofia. What can I help you with today?". Below the banner, the name "Sofia" is written in a large, blue, cursive font. Below the profile picture, there is a section titled "Welcome, Kendria!" with three icons: "Profile", "Benefit Summary", and "Personal Documents". To the right of these icons is a section titled "What You Need To Know" with text about accessing medical and dental enrollment information and making changes to benefits. At the bottom, there is a keyboard graphic.

A graphic featuring the character Sofia. On the left, there is a blue speech bubble that says "Hello. I'm Sofia. What can I help you with today?". To the right of the speech bubble is a circular profile picture of Sofia, a woman with dark hair, wearing a green top. Below the profile picture, the name "Sofia" is written in a large, blue, cursive font.





CHANGE YOUR BENEFITS OR INFORMATION

To report a Qualifying Life Event, such as a Marriage or Birth/Adoption, start by clicking the Change My Benefits button.

Select your Life Event from the Life Event box and enter the effective date of the change.

To change your contact information, start by clicking the Change My Benefits button.

Select Basic Info and click Address and Phone Number Information Change. Enter the effective date of the change.

Search Reasons for Change

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

<p>▼BASIC INFO Examples: Change of Address Change of Beneficiary</p> <p>Address and Phone Number Information Change</p>	<p>▼LIFE EVENT Examples: Marriage/Divorce Erosion</p> <p>Add Dependent age 27 and Up to Ch 375 Coverage</p> <p>Birth or Adoption</p> <p>Death of Dependent</p> <p>Divorce</p> <p>Drop Coverage on Demand Please Enter Today's Date</p> <p>Gains Coverage Elsewhere</p> <p>Loses Coverage Elsewhere</p> <p>Marriage</p> <p>Return From LOA</p> <p>Update Dependent Demographic Information Only</p>
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CONTINUE YOUR CHANGE

The next set of screens will walk you through your enrollment step by step, showing you the available options relevant to the change you'd like to make.

Make sure your personal information, elections, and dependents are accurate, then click **Looks Good!**

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

Transaction Complete Benefit Summary PDF

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

Thank You.

Confirmation Number
123-53-04-4539

If you've added new dependents, you will be prompted to provide supporting documentation. Your employer will verify all uploaded documents before your dependent is approved.

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

To Do 1

New Hire Enrollment - Pending Dependent Verification Upload Documents

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**.

my choice Mobile App

- Quick access to benefit details
- Store your ID Cards

[Get Access Code](#)

Visit this site anytime you want to learn more about your benefits or even search for a new provider and Book an Appointment using **Amino!**

