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

REGISTRATION INSTRUCTIONS 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 THE DIVISION OF 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.
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 Identification Numbers.
   
   Your pension Member ID can be obtained from your employer or by contacting the Division's Office of Client Services.
   Note: If you register for MBOS as an active member, do not register again when you retire – you can continue to use your Logon ID and password from your active account.
   Pension ID 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 it finds that 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.
7. The myNewJersey Account Page will open.

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

• If you already have a myNewJersey account, click "Yes" on the myNewJersey Account Page and follow these directions starting with item #1 below.
• 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 below.
1. If you already have a myNewJersey account, enter your Logon ID and Password on the myNewJersey Account Page.

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.

5. Be sure to select a Logon ID and Password that is easy to remember!

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

   Passwords must be at least 6 characters long and must include attributes 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”

STEP THREE — START USING MBOS

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

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.

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.

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 Line at: (609) 292-7524.