

# How to access your benefits



Welcome

User Name \*

case sensitive

Password \*

case sensitive

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

Register

Login >

[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.

Making Healthy Happen Together

Hello, I'm Sofia. What can I help you with today?  
Sofia

Welcome, Kendrial

Profile

Benefit Summary

Personal Documents

What You Need To Know

Welcome to your online benefits portal! You can access all of your medical and dental enrollment information right here, as well as make any changes to your benefits due to a life event.

Your next opportunity to make a change to your benefits program will be in the fall. Be on the lookout for mailings and emails announcing Annual Enrollment and any changes to your benefits or your costs of coverage.

We want to help you maximize your benefits, so that you get the most out of the SHPB/SEHPB. Take advantage of all our site has to offer you!

## 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

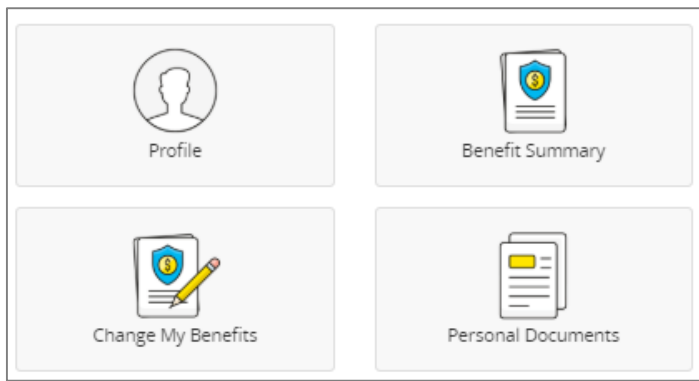
Click the **Benefit Summary** button on the home page to review your personal information, your covered dependents, and your medical, prescription, and dental plan details.



## 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.



## 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.

| BASIC INFO   | LIFE EVENT  |
|--|---|
| <p>Examples: Change of Address, Change of Beneficiary</p> <p>Address and Phone Number Information Change</p> | <p>Examples: Marriage/Divorce, Birth/Death</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> |

## 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

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

[Benefit Summary PDF](#)

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**.

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!**

**my choice** Mobile App

- Quick access to benefit details
- Store your ID Cards

[Get Access Code](#)

