Guideline to getting access to Benefitsolver via myNewJersey

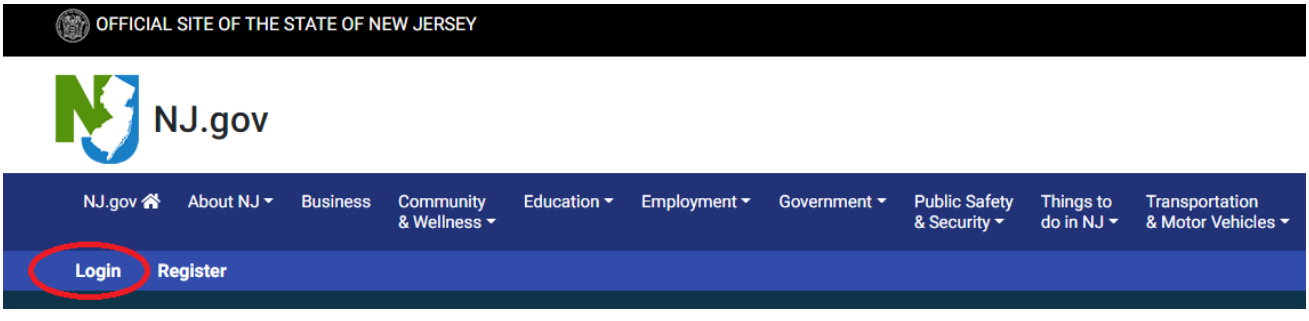
All employees and COBRA beneficiaries will have access to Benefitsolver via myNewJersey to review and adjust their health benefits coverage. All users will need a myNewJersey (myNJ) account to access Benefitsolver.

- Employees who wish to review or change their SHBP coverage during this Open Enrollment, **must** do so online through Benefitsolver.
- Employees who do not wish to make any changes to their SHBP coverage at this time, should still register with Benefitsolver to establish their account for future access.

This document is broken down into 3 sections: A.) myNJ users who already have access to Benefitsolver; B.) myNJ users who need to self-register for Benefitsolver and C.) users who need to create a myNJ account and self-register for Health Benefits access via Benefitsolver.

A. myNJ users who already have access to Benefitsolver

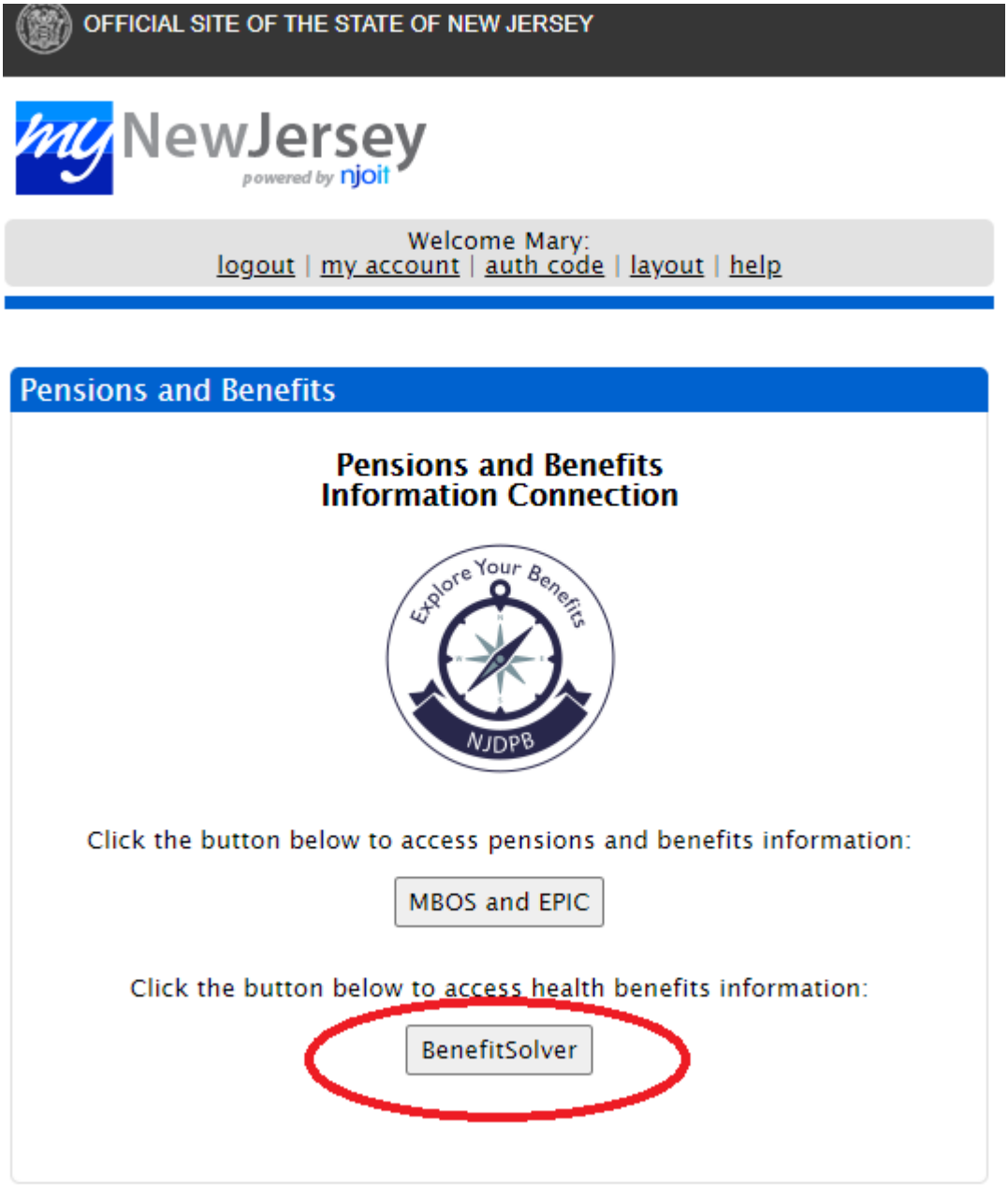
To reach myNJ, users go to the NJ home page at https://www.nj.gov and click the Login link:



For users who already have a myNJ account, they enter their ID and password on the login page:



And get their landing page with links for their web apps:



Users should see an additional button labeled "Benefitsolver" -- this should be close to the MBOS and EPIC button. When you click on the button, you will be directed and automatically logged in to Benefitsolver and there is no need to do anything additional to set up your access.

B. myNJ users who need to self-register for Benefitsolver

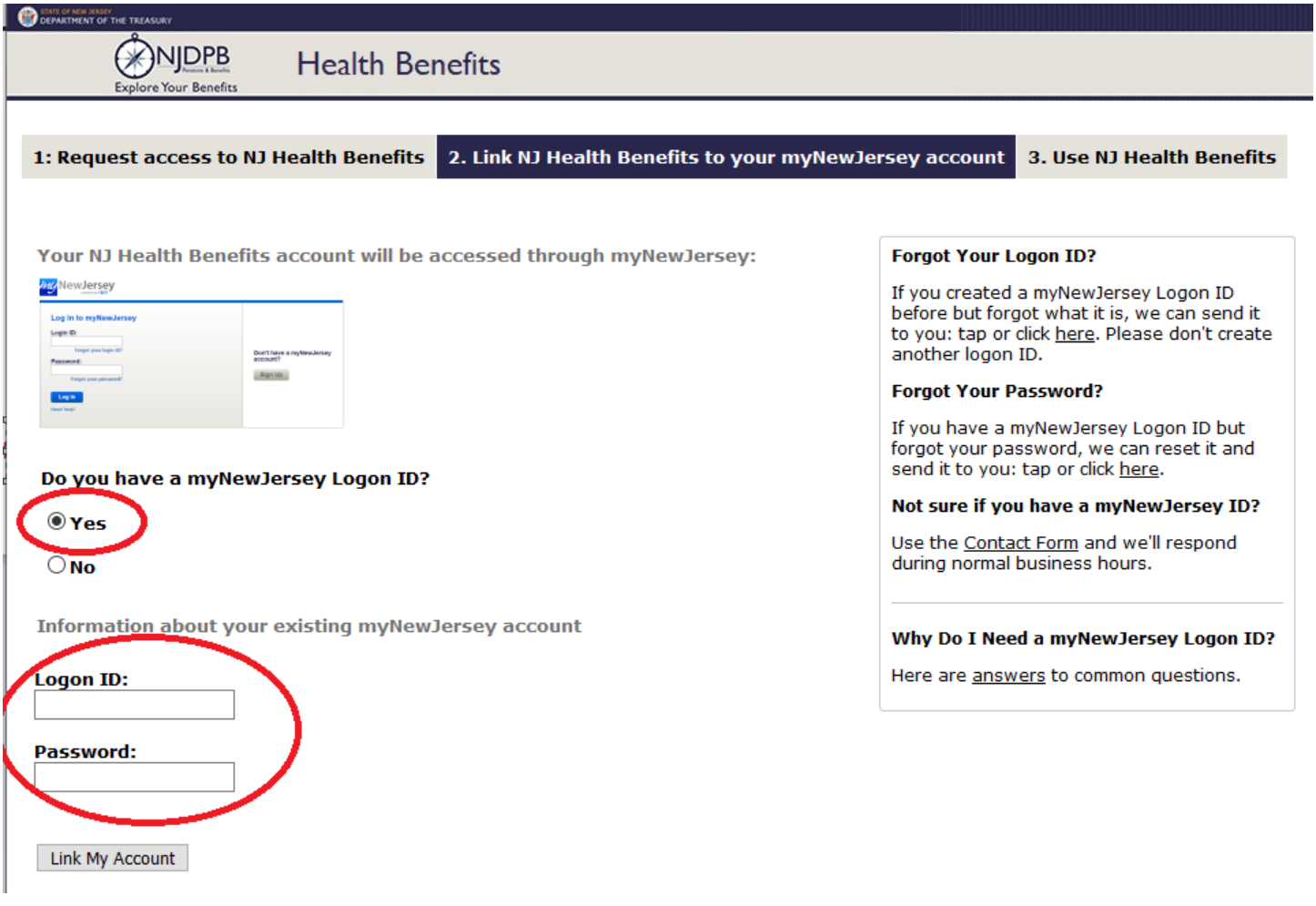
For those users who have a myNJ account, but do not have this button set up on their myNJ account, go to https://nj.gov/treasury/pensions/ and scroll down until you see the buttons marked "Access Benefitsolver" where users can self-register -- this should be close to the Access MBOS and Pay Your Health Benefits Bill:



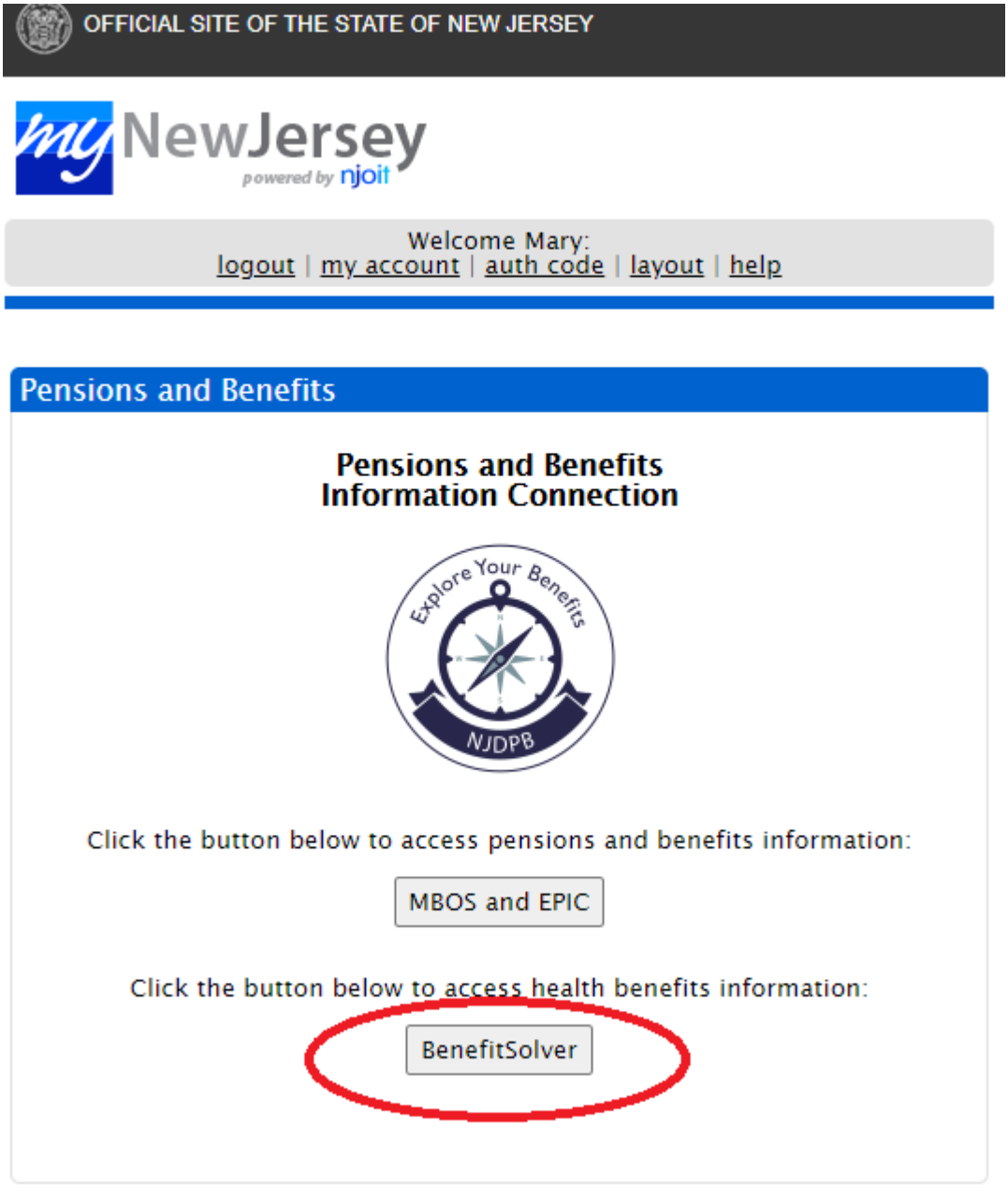
Users will click on the “Access Benefitsolver” button and be taken to step 1 of the self-registration process where they will enter the required data elements and click on the “Continue” button:



After clicking Continue, users will be taken to step 2. Users who already have a myNJ account should choose "Yes" and enter their Login ID and password for myNJ to link their account to the Benefitsolver service:



Once the self-registration for Benefitsolver Health Benefits access is complete, the button will appear on your myNJ page:



C. Users who need to create a myNJ account and self-register for Health Benefits access via Benefitsolver.

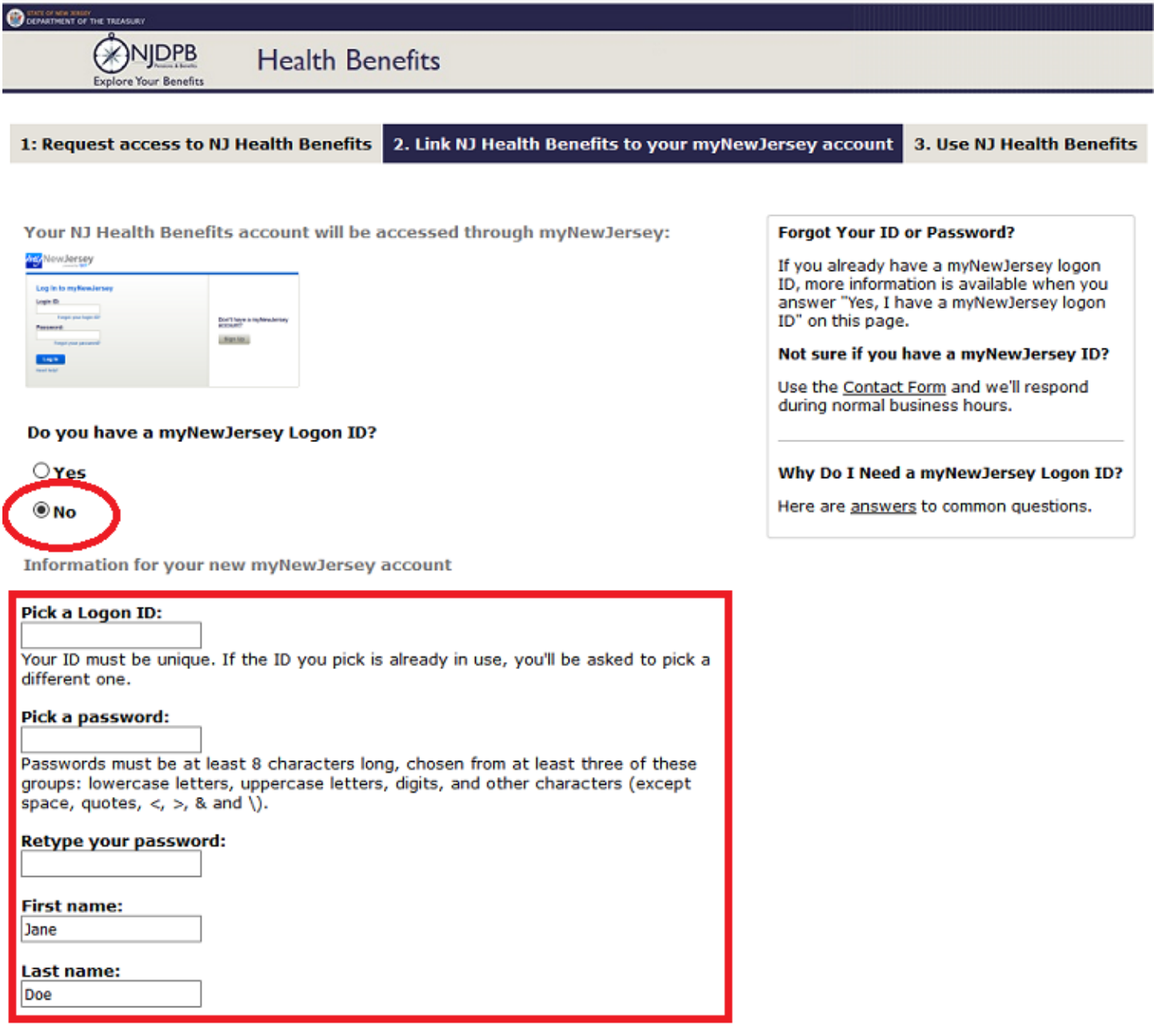
If you are not sure if you have a myNJ account, you can use the “Forgot your login ID” link on the myNJ log in page or you can contact the myNJ Help Desk at oit.mynjhelpdesk@tech.nj.gov and give them your name and department and ask them to check if a myNJ account already exists. If you know that you do not have a myNJ account, go to https://nj.gov/treasury/pensions/ and scroll down until you see the buttons marked "Access Benefitsolver" where users can self-register -- this should be close to the Access MBOS and Pay Your Health Benefits Bill:

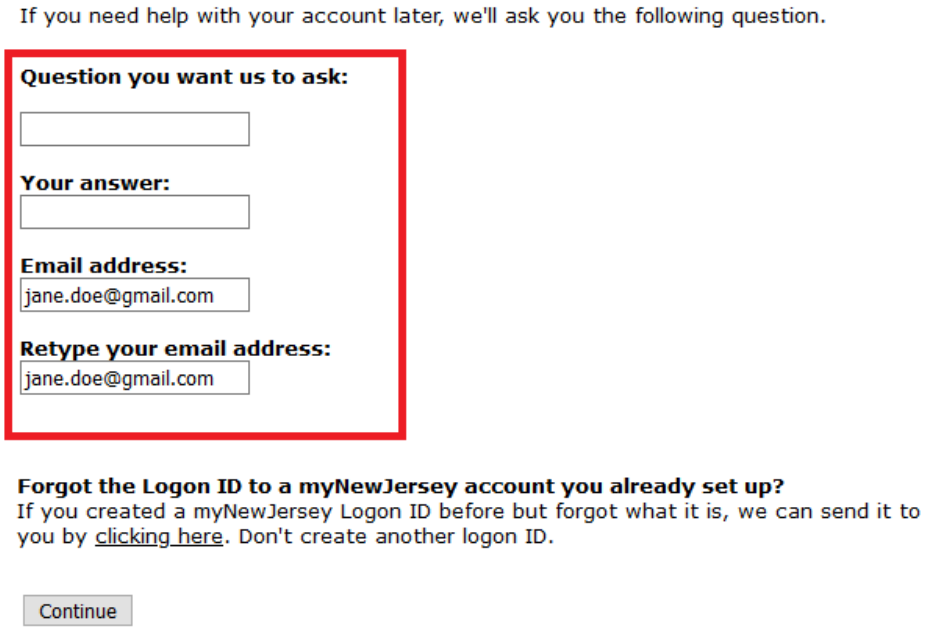


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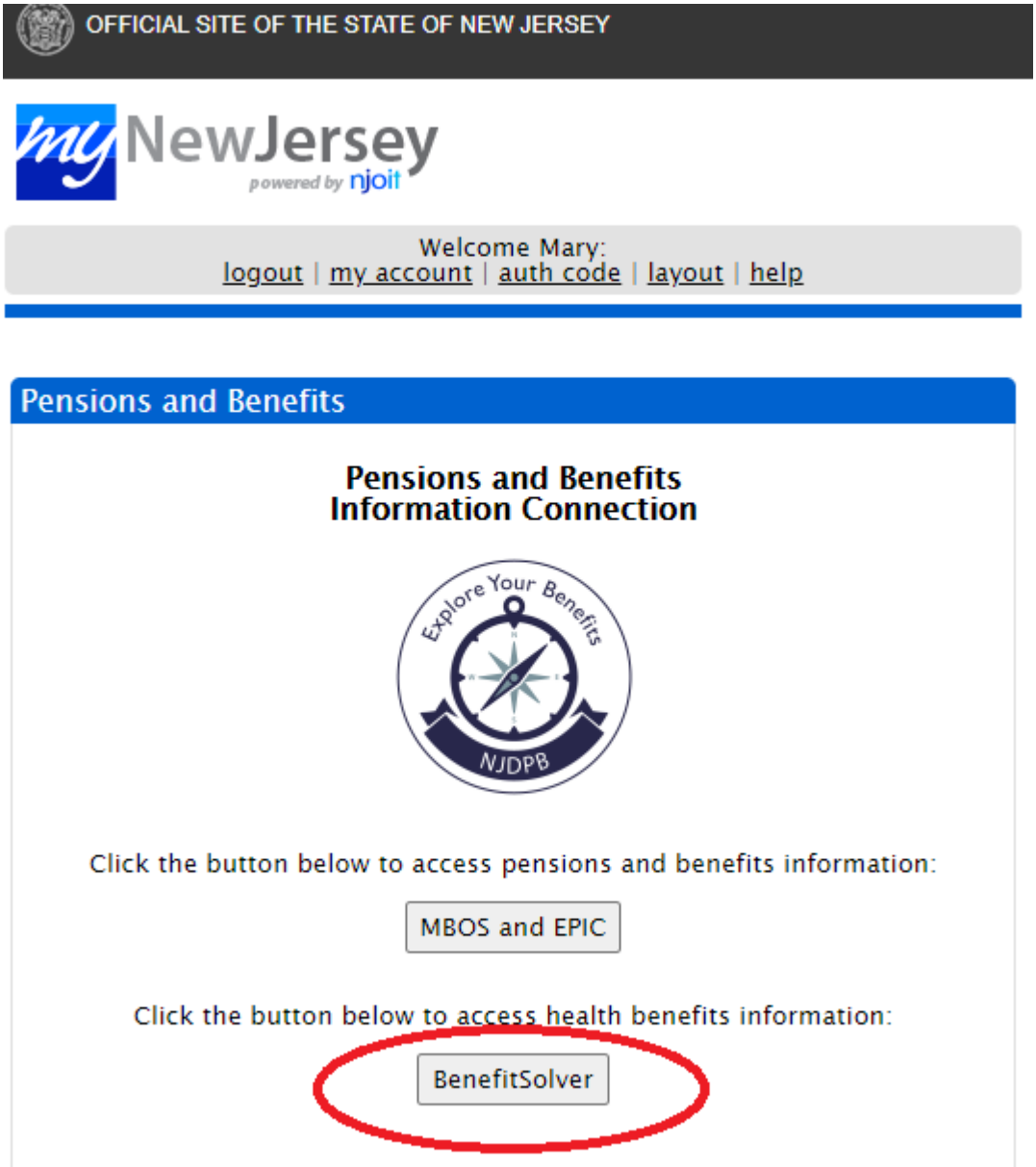


After clicking Continue, users will be taken to step 2. Users who don't have a myNJ account should choose “No” and fill in the information to create an account, which will be automatically linked to the Benefitsolver service:





Once the self-registration for Benefitsolver Health Benefits access is complete, the button will appear on your myNJ page:



Note: Benefitsolver sends a new access file to OIT every day. If you are not able to register, check again in 2-3 days, it may be a timing issue.