

Department of the Treasury
Division of Pensions and Benefits

MEMBER BENEFITS ONLINE SYSTEM (MBOS)

NOW AVAILABLE TO RETIREES

OF NEW JERSEY STATE-ADMINISTERED RETIREMENT SYSTEMS

MBOS is a set of Internet based applications that allow registered members access to their pension retirement account information.

Available online resources include:

- Personalized Retirement Account Information
- Retiree Change of Address Application
- Pension Payment Information — current statement of allowances and deductions and pension payment history
- Retiree Direct Deposit/Electronic Funds Transfer (EFT) Application
- Online Federal and/or New Jersey State tax withholding forms
(*Form W-4P and NJ W-4P*)
- Access to other Pension Links and Forms

COMING SOON!

- State Health Benefits Program Account Information (*if applicable*)
- Online Designation of Beneficiary

Before you can begin using the system, you must be registered with **MBOS**.

- Pension members who were registered with MBOS as an *employee*, will have automatic access to retiree MBOS services upon retirement.
- Retirees who are new to MBOS should refer to the Registration Instructions on the back of this flier.

If you encounter difficulty with the registration process or use of MBOS,
call the MBOS Help Desk, at (609) 777-0534.

HOW TO ACCESS YOUR PENSION ACCOUNT ONLINE THROUGH MBOS

REGISTRATION FOR FIRST TIME USERS

**IF YOU REGISTERED FOR MBOS AS AN ACTIVE MEMBER, DO NOT REGISTER AGAIN!
CONTINUE TO USE YOUR LOGON ID AND PASSWORD FROM YOUR ACTIVE ACCOUNT.**

BECAUSE REGISTRATION REQUIRES SEVERAL STEPS,
PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY!

REGISTRATION FOR MBOS IS FREE

STEP ONE

Register for a MyNewJersey account at: www.state.nj.us

NOTE: *If you already have a MyNewJersey account, go to STEP TWO and use your existing account.*

1. Click on the "Register" link and complete the registration information.
2. Create your own Logon ID and Password.

If you write down your logon ID and password to remember them, be sure to keep this written information in a safe place, and do not share them with others to help prevent identity theft!

3. This will open your personal MyNewJersey online account.

STEP TWO

Register for MBOS at: www.state.nj.us/treasury/pensions/mbosregister.htm

1. Click the "Begin MBOS Registration" button at the bottom of the Web page and complete the online MBOS registration form.
2. When registering, you will need your pension Retirement Number.

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.

Retirement Number: _____

3. You will receive an e-mail with an **Authorization Code**. Print this e-mail to have it on hand for STEP THREE.

STEP THREE

Enter the MBOS Authorization Code at your MyNewJersey home page.

1. Logon to your MyNewJersey account and then click the "Enter Authorization Code" link.
2. On the page that opens, enter your MBOS *Authorization Code* and click the "Finished" button.
3. Delete the e-mail with your *Authorization Code*. **It can only be used once.**

STEP FOUR

1. Log back onto your MyNewJersey account and you will see the Pension and Benefits section along the left side.
2. Click the "MBOS Logon" button to go to MBOS and your account information.

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

*MBOS registration and access is for the exclusive use of pension account members and benefit recipients.
Unauthorized access is subject to prosecution to the fullest extent of the law.*