HOW TO ACCESS YOUR PENSION ACCOUNT ONLINE THROUGH MBOS

REGISTRATION FOR FIRST TIME USERS

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 Member ID or Retirement Number.

   Your pension Member ID can be found on your payroll statement. It can also be obtained from your employer, or by contacting the Division's Office Client Services.

   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. If you registered for MBOS as an active member, do not register again – you can continue to use your Logon ID and password from your active account.

   Pension ID or 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.

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