



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
P. O. Box 295

TRENTON, NEW JERSEY 08625-0295
Telephone (609) 292-7524 / Facsimile (609) 777-1779
TRS 711 (609) 292-6683
www.nj.gov/treasury/pensions

ELIZABETH MAHER MUOIO
State Treasurer

JOHN D. MEGARIOTIS
Acting Director

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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To: Local Government and Local Education Certifying Officers, Human Resource Directors, and Benefits Administrators participating in the SHBP/SEHBP

From: New Jersey Division of Pensions & Benefits (NJDPB)

Subject: **Benefitsolver for Online Health Benefit Applications**

Effective June 1, 2021, the NJDPB will launch Benefitsolver for local government and local education employees. Benefitsolver is a website designed for employees to enroll in their health benefits, make plan changes, add new dependents, and upload documentation. Paper applications will no longer be accepted after Benefitsolver becomes effective.

EMPLOYER RESPONSIBILITIES

Locations participating in the State Health Benefits Program (SHBP) and School Employees' Health Benefits Program (SEHBP) must provide the first and last name and email address of Health Benefit Certifying Officers and all others who will need access to Benefitsolver, even if for inquiry-only access. The first and last name and email address of each location's Human Resource Information System (HRIS) I.T. lead will also be required. This information should be emailed no later than February 1, 2021, to: Benefitsolverhelp@treas.nj.gov Failure to provide this information will result in employees not being enrolled in their health benefits; therefore, please ensure timely submission of the required information.

The NJDPB will be sending welcome letters to all employees prior to the launch date of June 1, 2021. Please have all employees verify that their home and email addresses are correct in their Member Benefits Online System (MBOS) accounts. Employers may send employee address changes via email to: HBaddresschanges@treas.nj.gov **Note:** This mailbox is for employer use only. Members can mail a *Change of Address Form* to: New Jersey Division of Pensions & Benefits, Attention: Health Benefits, P.O. Box 299, Trenton, NJ 08625-0295. This form can be accessed on our website via the "Publications" dropdown at: www.nj.gov/treasury/pensions A *Change of Address Form* is also enclosed.

ADDITIONAL INFORMATION

If you have any questions regarding content of this letter, please send an email to: Benefitsolverhelp@treas.nj.gov

Enclosure: *Change of Address Form*