

Email Message – October 6, 2021

**TO:** Certifying Officers – All Funds

**FROM:** New Jersey Division of Pensions & Benefits

**SUBJECT: Online Document Submission – Disability Retirements**

This email serves as notification that employers may now submit documentation pertaining to a member's Disability Retirement application via the Online Document Submission in the Employer Pensions and Benefits Information Connection (EPIC). Such documents include job descriptions, accident reports, Workers' Compensation awards, incident reports, and administrative/criminal charge information.

Members will also be able to submit documents via the Online Document Submission through their MBOS account such as proof of age, treating physician reports, and medical records. If the employer is submitting documents on an employee's behalf, please be sure they are clearly identified with the employee's name and pension membership number.

Using the Online Document Submission will ensure immediate receipt of the necessary documentation to ensure the timely processing of a member's Disability Retirement. We appreciate your anticipated use of this application.