



New Jersey Division of Pensions & Benefits

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Need to Register for MBOS?

Step One – Set Up Your MBOS Account:

1. Go to www.nj.gov/treasury/pensions
2. Click the “Register” button next to “Access my MBOS Account.”
3. The MBOS Registration page will open. Review the information for First-Time Users and then click the “Register for MBOS” button.
4. Read the disclaimer, then click the appropriate button as an Active or Retired Member.
5. Complete all of the information requested on the MBOS “Member Registration” page.
6. You will need both your Social Security number and your pension Member ID Number or Retirement Number.
 - Your pension Member ID can be obtained from your employer or by contacting the NJDPB's Office of Client Services.
 - Your Retirement Number is printed on the Retirement Statement of Allowances and Deductions or can be obtained by contacting the NJDPB's Office of Client Services. If you registered for MBOS as an active member, do not register again – you can continue to use your Login ID and password from your active account.
7. When all of the information has been entered click the “Continue” button.
 - Note: At this point, MBOS checks to see if you have already registered. If it finds that you are a registered MBOS user, it will automatically take you to the myNewJersey Log In page. If the Log In Page opens, follow the MBOS Log In instructions for registered users. Otherwise, continue to Item #8.
8. The myNewJersey Account Page will open.
 - If you already have a myNewJersey account, select "Yes" on the myNewJersey Account Page and then follow the directions starting with Step Two, Item #1 of the instructions below.
 - If you do not have a myNewJersey account, you need to create one. Select "No" on the myNewJersey Account Page and then follow the directions starting with Step Two, Item #4 of the instructions below.

Step Two – Sign-on to, or Create, Your myNewJersey Account:

If you already have a myNewJersey account, start with Item #1 below. If you do not have a myNewJersey account, you need to create one. Continue to Item #4 of the instructions below.

1. If you already have a myNewJersey account, enter your Login ID and Password where indicated on the myNewJersey Account Page.
2. When done, click the “Link MBOS to My Account” button.
3. Proceed to “STEP THREE.”

If you do not have a myNewJersey account, START HERE:

4. To create your personal myNewJersey account, select "No" and enter all of the information requested on the myNewJersey Account Page.
5. Be sure to select a Login ID and Password that is easy to remember!
 - Note: Forgotten Login IDs and Passwords are the most common problem members have when using MBOS. Be sure that you can remember your Login ID and Password for future use.
 - Passwords must be at least 8 characters long and chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).
6. When done, click the “Create this new myNewJersey Account and Link MBOS to it” button.
7. Proceed to “STEP THREE.”

Step Three – Start Using MBOS:

1. Once you successfully create, or link to, your myNewJersey account your “MBOS Home Page” will open.
2. From the MBOS Home Page you can access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms.
3. Additional information about using MBOS Applications is provided online in the [MBOS User’s Guide](#) — retirees should refer to the [MBOS Retired User’s Guide](#) — just click the button on your MBOS Home Page.
4. If you need help, call the MBOS Help Desk at: (609) 292-7524.