

**From:** Benefits Ed Employer Ed <pensions.education@treas.state.nj.us>  
**Sent:** Wednesday, April 23, 2014 3:23 PM  
**Subject:** E-mail Message to Employers - MBOS Training Classes for your Employees

**E-MAIL MESSAGE TO EMPLOYERS — April 23, 2014**

**TO:** Certifying Officers, Human Resource Representatives, and Benefit Administrators

**FROM:** New Jersey Division of Pensions and Benefits, Employer Education Unit

**SUBJECT: NEW – MBOS TRAINING CLASSES FOR EMPLOYEES**

Do your employees need help using or registering for the **Member Benefits Online System (MBOS)** to access their personal pension and health benefit information?

Our **Introduction to MBOS** training provides step-by-step instructions on how to register for MBOS and use its applications. Employees must now use MBOS to submit a Loan or Purchase Application, designation or update beneficiary information, view their Personal Benefit Statement, obtain an Estimate of Retirement Benefits, or submit the Retirement Application. **Every employee needs to register for and be able to use MBOS.** Register at: <http://www.state.nj.us/treasury/pensions/workshop-intro.shtml#mbosworkshop>

**Introduction to MBOS** training is available as either **live classroom sessions** or **online webinars** on these upcoming dates:

**INTRODUCTION TO MBOS**

**Classroom Sessions for all Members**

- Wednesday, April 30, 2014 - 9:00 a.m. - Division of Pensions and Benefits, Trenton, NJ
- Monday, May 12, 2014 - 10:30 a.m. - Willingboro Library, Willingboro, NJ
- Thursday, May 22, 2014 - 9:00 a.m. - Division of Pensions and Benefits, Trenton, NJ
- Monday, June 2, 2014 – 10:00 a.m. - Richard J. Hughes Complex, Trenton, NJ
- Tuesday, June 10, 2014 - 10:30 a.m. - Willingboro Library, Willingboro, NJ
- Wednesday, June 25, 2014 - 9:00 a.m. - Division of Pensions and Benefits, Trenton, NJ

**Online Webinars for all Members**

- Monday, May 19, 2014 - 10:00 a.m. – Register online
- Monday, June 9, 2014 - 10:00 a.m. – Register online

Register at: <http://www.state.nj.us/treasury/pensions/workshop-intro.shtml#mbosworkshop>

**ADDITIONAL TRAINING DATES**

Additional training dates for 2014 will be posted later in the year. For a complete list of employee pension training opportunities, visit the Division of Pensions and Benefits' Registration page at: <http://www.state.nj.us/treasury/pensions/workshop-intro.shtml>

**DISTRIBUTION OF THIS MESSAGE**

Certifying Officers should make this information available to their employees, and forward this message to their Human Resources staff, benefit administrators, and any other staff members responsible for the administration of pension and benefits for employees.

**Please note:** It is important that the Certifying Officer's e-mail address is kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.

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Do not reply to this e-mail message or mailbox -- Incoming messages cannot be received.

If you have questions or concerns about the content of this message, contact the Division of Pensions and Benefits at: [pensions.nj@treas.state.nj.us](mailto:pensions.nj@treas.state.nj.us) or go to: <https://www.state.nj.us/treas/pensions/pensionmail.shtml>

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