Annual Reporting Account Update Instructions

This procedure works best for employers with less than five employees. Enter employees one by one.

❶ Go to One site (http://etfonline.wi.gov/etf/internet/employer/one.html) and click on **“WRS Account Update.”**

- Enter User ID and Password when prompted and click on **“Login.”**
- Enter the Employer Number when prompted and click on **"Submit."**

❷ Click on **“Annual Processing.”**

❸ The report date will populate with 12/31/12.

❹ The employee information will populate.

- The system will retrieve the active employee list for you and display the information for the first employee on the list.

❺ The action date will populate with 12/31/2012.

❻ Select **“Action Code.”**

❼ Enter Hours and Earnings accumulated for the entire year of 2012.

❽ Enter any employee paid contributions.

❾ Click **“Save”**

- Save will update the row in the active employee list for that employee and display the next record in the active employee list.
- After the last “pre-filled” employee entry has been saved the “Annual Reporting Review Page” will appear.
- This is when you can add employees not on the “pre-filled” list and review the transactions before final submission.
- You may select an employee from this list to review and/or update individually. Save will take you back to the review form.

❿ Click **“Summary”**

- This will take you to the “Annual Reporting Summary Form.”
- You can print or review again. When you are satisfied with the report Click **“Final Submit.”**
- This will submit the report to ETF, and the message “All transactions have been submitted to ETF for update” will display.

If you have questions, please call Employer Services at 608-264-7900 (local Madison) or 1-888-681-3952 (toll free).

November 16, 2012