Employer *Bulletin*

Introducing myETF Benefits for Employers and Members

The Department of Employee Trust Funds (ETF) is pleased to introduce a new self-service benefts system called myETF Benef ts. It is available to employers via the Online Network for Employers (ONE) and to members via the Online Network for Members (ONM).

MyETF Benefits Administrator Application for Employers

The myETF Benef ts application for administrators allows employers to view individual member health insurance eligibility and demographic data details online. In addition, the ability to complete mass employee terminations has been added. This function provides state and local employers that participate in health care benef ts with a web based application to terminate health insurance benef ts for a single employee or multiple employees through one easy-to-use page. In August, employers and members will be able to update health insurance enrollment data and personal contact information online.

The system is available now and the administrator console can be found at the ONE site, http://etfonline.wi.gov/etf/internet/employer/one.html. You must have current inquiry capabilities within the Health Insurance System to use the inquiry application, in addition to update authorization in order to use the termination application. Please use your current employer login and password to access the system. This is the same as your ONE login. If you currently do not have inquiry access authority or update access authority and require these accesses, please see the Requesting Access Authority section below.

MyETF Benefits Application for Members

The myETF Benef ts for Members application allows members to view their individual health insurance eligibility and demographic data details online. In August, members will be able to update health insurance enrollment data and personal contact information online. These updates must be verif ed by an authorized employer representative.

The system is available now for members to set up their login and password, view their current health benef t information, view information on different benef t topics and view historical changes. Please note: The system is limited to inquiry functions only. In the near future, it will be available to make changes (based on qualifying events) to health coverage; we expect the majority of changes made during the It's Your Choice period will be accomplished using this system.

In order to facilitate a smooth and timely transition to this new system, within this bulletin is a sample email that should be provided to each member. We would like to encourage everyone to log in to this system today to view their information as this will become the primary source for health insurance information and method to make updates to coverage in the near future.

ET-1121

System Requirements

To ensure proper security for all on-line applications, you must have a browser that supports the capabilities of Mozilla Fire Fox, version 3.0 or higher or Microsoft Internet Explorer version 7.x or higher.

Requesting Access Authority

Please complete an *Online Network for Employers Security Agreement* (ET-8928) and fax it to (608) 266-5801 or mail to ETF. The form can be obtained online at: http://etf.wi.gov/publications/et8928.pdf.

The approval process may take two to three weeks. Please submit remittances and reports in the current manner until you receive authorization from ETF. If you have questions regarding access to ONE Applications or ACH, please contact Jim Krawczyk at (608) 266-3309 or e-mail james.krawczyk@etf.state.wi.us.

Questions

For more information about the Online Network for Employers or the Online Network for Members, or if you have questions regarding the instructions for obtaining access to the site, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.

Sample e-mail for Members

Below is a sample email that can be used to introduce your employees to the new system.

myETF Benefits - Electronic Benefit Management System

The Department of Employee Trust Funds (ETF) is proud to announce the launch of a new self-service benef ts system to view your health insurance coverage. You will be able to view your health benef t information from any computer with internet access. The system is available now to set up your login and password, view your current health benef t information, view information on different benef t topics and view historical changes related to your health insurance coverage. During the f rst step of implementation we would like to provide you with the opportunity to try out the new functionality of the system by accessing the web page and viewing your information. Please note that the system is limited to inquiry functions only. In the near future, this system will be available to make changes (based on qualifying events) to your health coverage.

We would like to encourage you to log in to this system today to view your information. This will become the primary source for your health insurance information and method to make updates to your coverage.

How do I login to myETF Benefits?

• Go to http://myETF.wi.gov/ONM.html and click on "myETF Benef ts"

Read and Follow Instructions Online

• Beside the "myETF Benef ts" link, follow the step by step instructions to log in and view your health insurance information. Go to the instructions directly through this link: https://myetf.wi.gov/etf/internet/member/mMEBInstructions_20100426.pdf. A multi-media presentation is also available.

Login ID and Password

• You will be asked to enter a Wisconsin User ID (also known as a WAMS ID). Please click the "Register Now" button and follow the on screen instructions to set up Wisconsin User ID and password.

• You will also be asked for your ETF Member ID. This 8-digit number is most commonly found on your pharmacy benef t card. For all members except some local government annuitants, this is your Navitus card. Local annuitants on Medicare will need to reference their DHI card. It is also printed on your January 1, 2010 Annual WRS Statement of Benef ts. It is not the member ID number found on the card from your insurance provider, such as Dean, Physicians Plus, Unity, or GHC.

Trouble using myETF Benefits?

• Read the instructions here: https://myetf.wi.gov/etf/internet/member/mMEBInstructions_20100426.pdf.

• Call ETF toll free: 1-877-533-5020 (Local Madison: 608-266-3285)