Employer *Bulletin*

Update: Online Enrollment added to myETF Benefits for Employers and Members

The Department of Employee Trust Funds (ETF) is pleased to introduce additional update functionality to the new self-service benefits system called myETF Benefits. 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 Benefits application for administrators now allows <u>employers</u> to add, update, and change member health insurance eligibility and demographic data on line. In addition, employer authorized representative(s) will need to verify member updates, approving or denying each request made by their employee(s).

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 access authority within the Health Insurance System to use the inquiry application. To update, add, or change member data on line, to approve or deny any request made by your employee(s) and to use the termination application, you must have update access authority.

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 Benefits application for members now allows <u>members</u> to add, update, and change health insurance eligibility and demographic data details online. These updates must be verified by an authorized employer representative.

Please note: The system is available to make changes (based on qualifying events) to health insurance enrollment information and demographic data; 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 e-mail that should be provided to each member. We recommend that you become familiar with the system prior to announcing it to your employees. We encourage everyone to log in to this system to view their information, as it is now the primary source for health insurance information and the preferred way to make updates to coverage.

Note: Employees of the University of Wisconsin System will only have inquiry access to myETF Benefits System, as the UW is working to implement its own benefits administration system in 2011 for benefit enrollments.

System Requirements

To ensure proper security for all online 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. In addition, Java Script and 128 bit encryption must be enabled.

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. Find the form 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 Employer E-Mail to Employees Announcing New Options on myETF Benefits:

myETF Benefits - Electronic Benefit Management System

The State of Wisconsin is proud to announce the launch of the new self-service benefits system to view your health insurance coverage. You are now able to view, update, change, and add health insurance enrollment information from any computer with internet access. The system is available now to set up your login and password, view your current health benefit information, view information on different benefit topics, and view historical changes. In addition, you can now update, change and add health insurance enrollment information and demographic information through this system.

We would like to encourage you to log in to this system today to view your information. This is 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 Benefits"

Read and Follow Instructions Online

- Beside the "myETF Benefits" 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

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 card (Navitus or Dean Rx). It is also printed on your statement of benefits.

Trouble using myETF Benefits?

- Read the instructions within the Online Network for Members and within the help tab.

- Call ETF Toll Free: 1-877-533-5020 (Local Madison: 608-266-3285)