



Important Employer Information

Action Required

Employer Bulletin Mailings Discontinued; Beginning June 1, 2013 Exclusive Distribution Method will be ETF E-mail Updates

Effective June 1, 2013, the Department of Employee Trust Funds (ETF) will deliver *Employer Bulletins* and other employer announcements **exclusively** through ETF E-mail Updates. ETF E-mail Updates is an automated system that uses e-mail to notify interested parties about specific topics when new information is posted to ETF's website. When either a new *Employer Bulletin* or an employer announcement is available at etf.wi.gov, subscribers will receive an e-mail with a link to it. This modernization effort will eliminate the expense of distributing paper *Employer Bulletins* and result in timely bulletin delivery. There is no charge to subscribe to this service.

All employer agents must follow the steps outlined below even if currently subscribed to ETF E-mail Updates. The topics agents will subscribe to are new and will allow for more extensive communication from ETF.

Though we encourage all employer agents to subscribe through the process below, we also suggest that your organization subscribe a shared, general e-mail address that may be accessed by others when an employer agent is unavailable. It is the employer agent's responsibility to maintain a working e-mail address in the ETF E-mail Updates system.

How to Subscribe:

- TYPE <http://etf.wi.gov/employer-updates.htm> into your Internet BROWSER.
- Click on an Employer Bulletin link that represents a program your organization offers.
- Enter your e-mail address and click the Submit button.

Local Employers: Repeat the steps above selecting the Local Employer Bulletin for each ETF-administered program your organization offers. Local employers should **return** to <http://etf.wi.gov/employer-updates.htm>, as these topics **do not** appear in the Quick Subscribe page.

State Employers: Choose only "State Employer Bulletins."

Follow-Up Question

In June, you will receive an ETF E-mail Update directing you to answer a question in your subscriber preferences. This question will verify that your organization has fulfilled its responsibility by subscribing to the ETF E-mail Update system.

Prevent E-mails From Delivery to SPAM Folder:

Add etfwi@public.govdelivery.com to your e-mail address book to prevent Employer Bulletins from ending up in a SPAM folder. If you use a spam filter, add etfwi@public.govdelivery.com to the whitelist.

If you have questions, please call the Employer Communication Center:
1-877-533-5020 or locally at 608-266-3285.