

Department of Employee Trust Funds
WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL

CHAPTER 2 – ACCESSING THE ONLINE NETWORK FOR EMPLOYERS SITE

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200 ONE Access Instructions

The address for the Department of Employee Trust Fund's (ETF) Online Network for Employers (ONE) site is:

<http://etfonline.wi.gov/one.html>

Expedite access to the site by making the address a "Favorite." Use of the ONE site ensures additional security for any information requested or submitted.

The site has the following applications available:

- *Previous Service and Benefit Inquiry*
- *WRS Account Update*
- *WRS Contribution Remittance Entry*
- *WRS Transaction Upload*

201 Application Logon Instructions

Once you have accessed the Online Network for Employers site, log on to the desired application (refer to subchapter 200) by completing the following steps:

1. Select the desired Application.
2. Key your logon ID,
3. Tab to Password field and key your Password,
4. Select OK
5. Enter your 7 digit Employer Identification Number (e.g. 4321000)
6. Select Submit.

202 Resetting Password

The password is your key to secure applications and must remain CONFIDENTIAL. Please select a password that you can remember but that others will not easily guess.

Password Rules:

- Must be minimum 7 characters and maximum 20 characters long.
- Cannot use username or user ID in the password.

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- Cannot repeat old/previous 8 passwords.
- Cannot match any of your last eight (8) passwords.
- Should contain 3 of the 4 valid character types:
 - Uppercase alphabetic letters (A-Z)
 - Lowercase alphabetic letters (a-z)
 - Numerics (0-9)
 - Special (% * \ ~! @ # \$ ^ _ + { } : ' , / & < >)

Should you have any reason to believe your password has been compromised, change it at once using the 'Reset Password' link on the ONE page and notify the ETF Help Desk at (608) 264-9181 or (866) 843-9724.

In order to reset your password, double click on the 'WRS Employers – Reset Password' link and complete all the fields as directed below, based upon the information in the two letters you received after applying for your Logon ID account:

1. Fill in your Logon ID,
2. Fill in existing password,
3. Follow the instructions on the screen,
4. Fill in your new password (twice),
5. Select "Submit Information."