myETF Benefits System Instructions

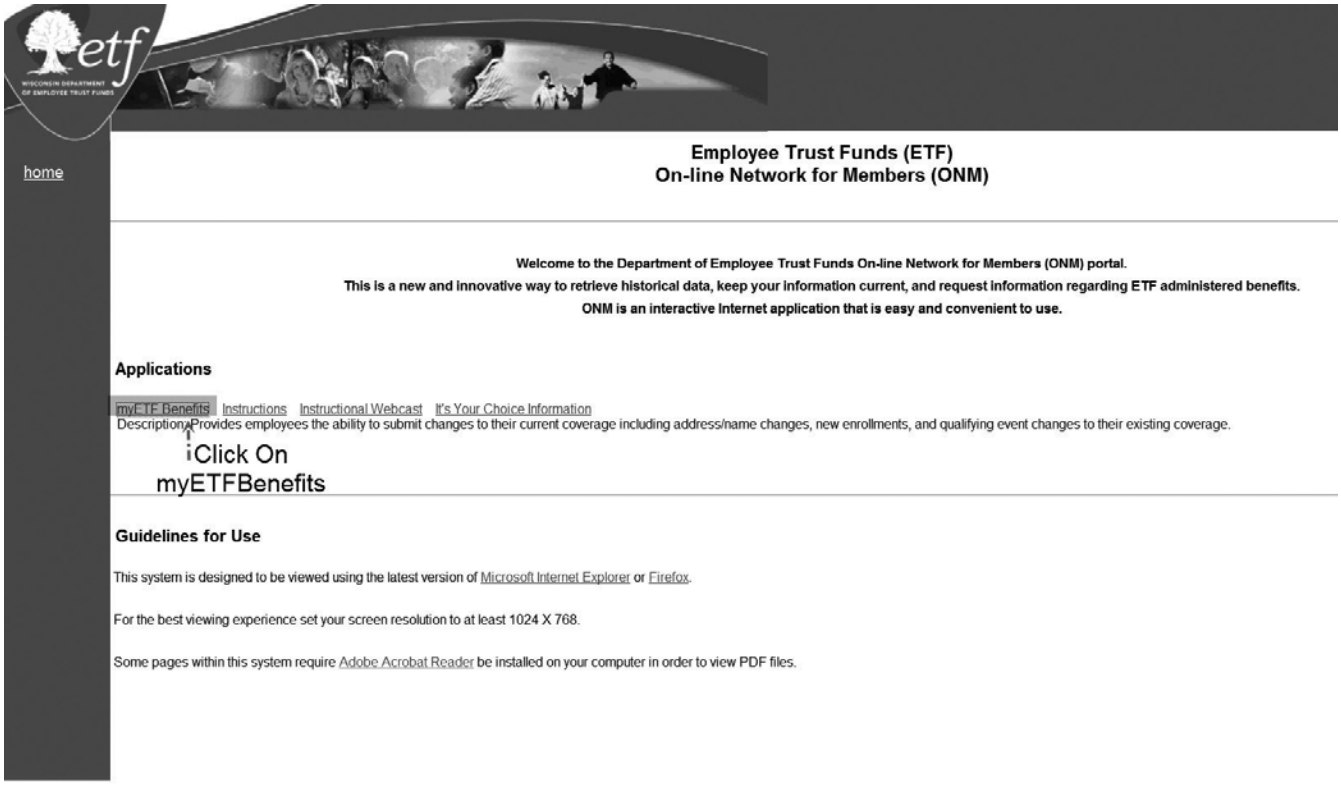
Employees and annuitants are encouraged to submit their It's Your Choice Open Enrollment changes via the myETF Benefits Online Health Insurance Enrollment System. Enrolling in a health insurance plan is a quick and easy process through our dedicated and secure website.

If you don't have access to a computer, you may submit your enrollment change on a paper application (on Page 68). Employees should submit it to their benefits/payroll/personnel office. Initial enrollment must be established through your employer. Annuitants and continuants should send the form to ETF. The address appears on the back cover of this guide.

All changes must be entered online, submitted, faxed or postmarked no later than October 31, 2014.

Step 1

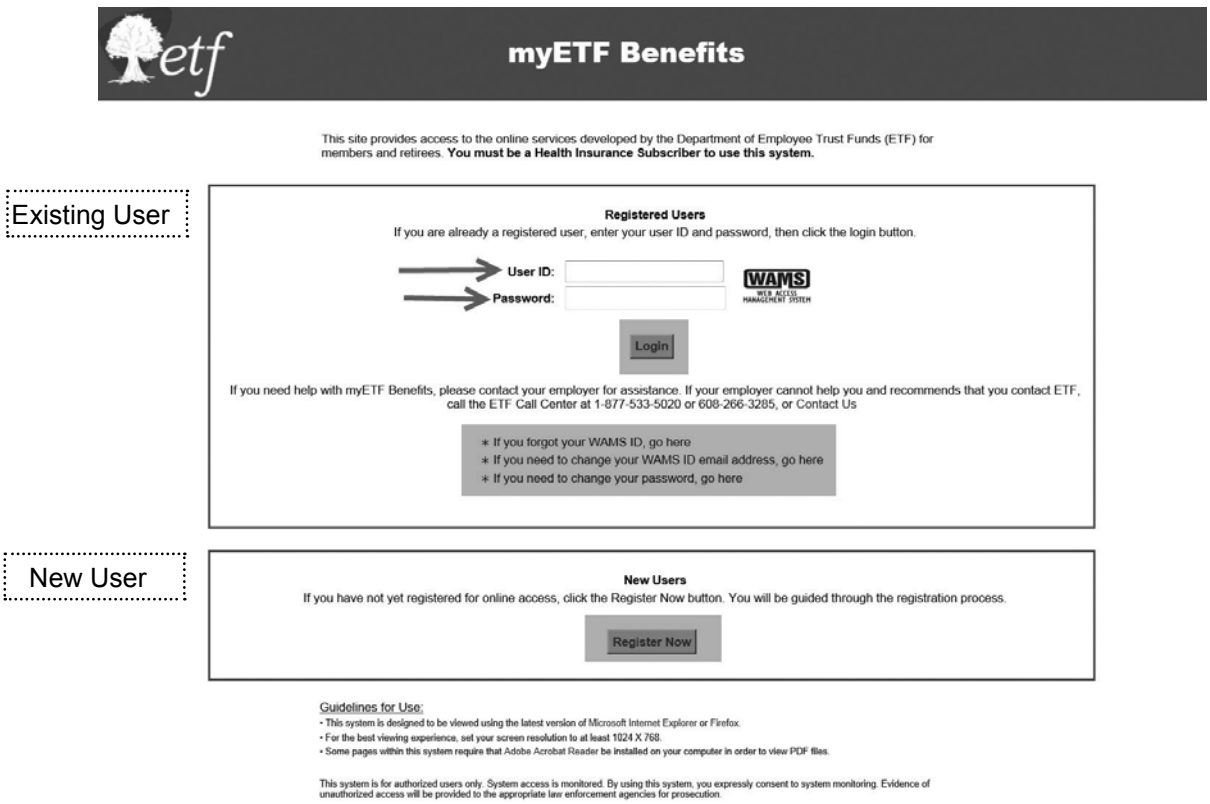
Go to myETF.wi.gov/ONM.html (Online Network for Members). In order to login, you will need a Web Access Management System (WAMS) ID and your ETF Member ID (explained in Step 3). Click on the **myETF Benefits** link to begin the login steps.



Step 2—myIdentity Verification (WAMS ID)

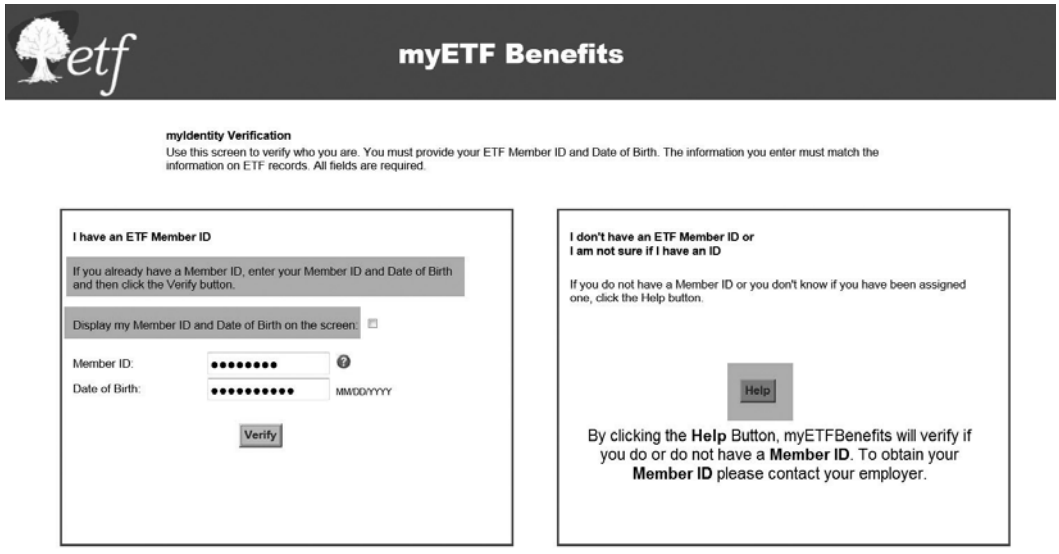
Type your WAMS ID and password. Click **Login**. If you don't have a WAMS ID, click **Register Now**. You will be taken through the process to get one. If you need assistance registering please view the instructional webcast on the myETF Benefits home page at myETF.wi.gov/ONM.html. Keep track of your WAMS ID and password, as you will need it in the future to view and change your coverage.

If you forgot your WAMS ID, click the appropriate **Go Here** link in the Registered Users section to recover your WAMS ID. If you need to change your WAMS ID e-mail address or password, click the appropriate **Go Here** link also in the Registered Users section.



Step 3—myIdentity Verification (ETF Member ID)

Type your ETF Member ID (Employees: available on your Navitus Prescription Drug ID card, ETF Statement of Benefits or from your employer. Annuitants: find your Member ID on your ETF Annuity Payment Statement or from ETF) and birth date. Your birth date should be entered per the guidelines on the screen, for example, 02/01/1960. Click **Verify** to continue.



Step 4—myIdentify Verification (Social Security Number)

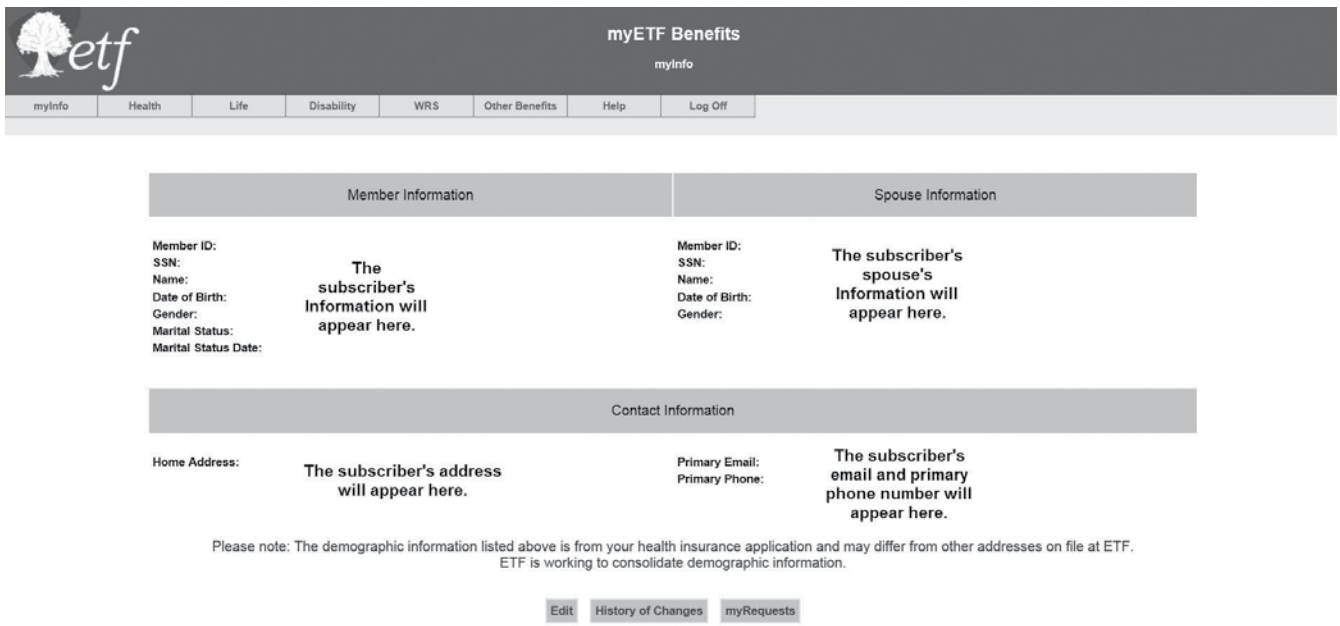
Type your Social Security number without the dashes. This is a one-time event that only needs to be completed the first time you log in. After you are logged in, the myInfo page will appear.

Step 5—myInfo

The myInfo screen displays your demographic information. On the top of the screen, there are tabs that you can use to navigate. Click on the **Health** tab and the Health Insurance Summary will appear with your current and historic health insurance information.

To make an It's Your Choice Enrollment change, click the **Edit** button on the left toward the middle of the screen and complete the fields that appear. When complete, click the **Submit** button.

To log off of myETF Benefits, click the **Log Off** tab.



Employees with questions should contact their employers. Annuitants and continuants should contact ETF toll-free at 1-877-533-5020 or 608-266-2385.