myETF BENEFITS SYSTEM INSTRUCTIONS AND INFORMATION

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.

*UW System employees: Do not use the myETF Benefits System to enroll in or make changes to coverage. Go to the UW System fall enrollment website at **http://uwservice.wisc.edu/2013**. Contact your UW institution's payroll and benefits office if you have questions about the enrollment process.

If you don't have access to a computer, you may submit your enrollment change on a paper application (enclosed). Employees should submit it to their benefits/payroll/personnel office. Annuitants/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 November 2, 2012.

Step 1

Home Page – Online Network for Members

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 quick and easy process to get one. 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: available on your Annuity Payment Statement or from ETF) and birth date. Your birth date must be entered per the guidelines on the screen, for example, 02/01/1960. Click **Verify** to continue.

Step 4

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

Step 5

myETF Benefits – It's Your Choice Change

To make your 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.

OR

Step 5

myETF Benefits - New Hire Enrollment

If you are a new employee enrolling for coverage for the first time, click the **Add Coverage** button at the bottom of the page to begin making your health insurance selections. When complete, click the **Submit** button.

Step 6

myETF Benefits - Log Off

Click the **Log Off** tab. You will receive an e-mail letting you know that your change is pended for review by your employer (ETF for annuitants). Later, you will receive a second e-mail informing you to check myETF Benefits to learn if your change was approved or denied.

Note: Employees with questions should contact their employers. Annuitants and continuants should contact ETF at 1-877-533-5020.

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