

Important Changes

E-Health Insurance Application Submission

Employees* and annuitants are encouraged to submit their *It's Your Choice* enrollment changes via the new 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 (enclosed). Employees* should submit it to their benefits/payroll/personnel office. Annuitants/continuants should send the form to ETF.

All changes must either be entered on-line, submitted, faxed or postmarked no later than October 29, 2010

Step 1

Home Page - Online Network for Members

Go to <http://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 below). 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.

Step 3

myIdentity Verification (ETF Member ID)

Type your ETF Member ID (available on your Navitus Prescription Drug ID card, ETF Statement of Benefits or from your employer) 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.

*University of Wisconsin employees should file a paper application with their payroll/benefits/personnel office. You may view your information on-line, but may not enter changes during this fall's enrollment period.



After you are logged in, the myInfo page will display 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 - Finale

Click the **Log Off** tab. You will receive an e-mail stating that your change is pending 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: If you have questions, employees should contact your employer, annuitants/continuant should contact ETF at 1-877-533-5020.