



Designation of Agent

Wis. Stat. § 40.03 (2) (j)

Wisconsin Department
of Employee Trust Funds
1-877-533-5020 (toll free)
Fax 608-266-5801
etf.wi.gov

Please email the completed, signed form to ETFSMBEmployerSecurityAccess@etf.wi.gov. Do not mail. If you cannot email, please fax us at: 608-266-5801.

The following position is designated as the agent representing the employer in matters pertaining to the programs administered by the Department of Employee Trust Funds. **Note: ETF retains the right to reject an employer's designee under authority of Wis. Stat. § 40.03.** In the event the designated agent is unable to perform the duties of such position, ETF rejects the designee or the person indicated below as alternate agent shall be considered the agent until such time as the position designated as the agent is filled. We have also included room for the insurance and retirement contacts:

Agent Information	
Employer's identification number 69-036	Employer's legal title
Agent's name	Agent's position title
Agent's telephone () Ext.	Agent's email
Agent's mailing address	Effective date (MM/DD/YYYY)

Alternate Agent Information	
Name	Position title
Telephone () Ext.	Email

Retirement Contact Information	
Name	Position title
Phone number () Ext.	Email

Insurance Contact Information	
Name	Position title
Telephone () Ext.	Email

Designation Certified By:		
Date (MM/DD/YYYY)	Signature and title of certifying official	Telephone ()
Email		

Note: For Departments of State Government only, the designation must be certified by the head of that agency.



Important Employer Information

All Employer Agents Required to Sign Up for ETF E-mail Updates

The Department of Employee Trust Funds delivers *Employer Bulletins* and other employer announcements **exclusively** through ETF E-mail Updates. ETF E-mail Updates is an automated system that uses email to notify interested parties about specific topics when new information is posted to ETF's website. When a new *Employer Bulletin* or an employer announcement is available at etf.wi.gov, subscribers will receive an email with a link to it. 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 employer-specific and 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 email address that may be accessed by others when an employer agent is unavailable. It is the employer agent's responsibility to maintain a working email address in the ETF E-mail Updates system.

How to Subscribe:

1. Type etf.wi.gov/employer-updates.htm into your Internet **browser**.
2. Click on an *Employer Bulletin* link that represents a program your organization offers.
3. Enter your e-mail address and click the Submit button.
4. On the Success screen click on Subscriber Preferences.
5. Select the Questions tab. This question will verify that your organization has fulfilled its responsibility by subscribing to the ETF E-mail Update system.
6. Select the organization you work with from the drop-down menu.
7. Click Submit.

Local Employers: Repeat steps 1 through 3 above and selecting the Local *Employer Bulletin* for each ETF-administered program your organization offers. Local employers should **return** to etf.wi.gov/employer-updates.htm, as these topics **do not** appear in the Quick Subscribe page.

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 list of approved for delivery addresses (also known as a whitelist).

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

