

myETF Benefits – Address Change

[General Information](#)

[Special Notes](#)

[Step-by-Step Instructions \(Text Only\)](#)

General Information

These instructions provide the steps to change an employee's address through the myETF Benefits Application.

These instructions make the assumption that the employer has successfully logged into the myETF Benefits and has been automatically directed to the myEmployer page. Please see the myETF Benefits login instructions for more details.

Special Notes

- The individual accessing the system must obtain security clearance by submitting the Online Network for Employers Security Agreement, form ET-8928.
- For additional assistance, please call: 1-888-681-3952 and 608-264-7900.
- The application requires Internet Explorer 7 (or higher) or Fire Fox 3.0 (or higher) to display properly.
- This action will not be validated since the employer will be completing the change directly.
- The application requires your Web browser to have cookies enabled and JavaScript on.

Step-by-Step Instructions (Text Only)

- 1) Mouse over the “myMembers” tab located along the top navigation ribbon.
 - a) The “myMembers” drop tabs will appear.
- 2) Click the “myMembers” button located from the drop tab list.
 - a) The “myMembers Search” page will appear.
- 3) Type either the member ID or the Social Security Number of the subscriber in the corresponding field and click on “Search”.
 - a) If you would like to search by last name, click on “Name Search”.
- 4) The employee information will appear below the search criteria.
- 5) Click the “Select” button to the left of the employee you would like to view.
 - a) The “myMember Info” page appears.
- 6) Click the “Edit” button located at the bottom of the page.
- 7) Update the contact information section.
 - a) To clear all fields, click the “Undo Changes” button.
- 8) When finished, Click the “Submit” button located at the bottom of the page.
 - a) The “Confirm Changes” page will appear.
- 9) After reviewing the changes (indicated in red), click the “Confirm” button to submit the changes.
 - a) If the changes are not correct, click the “Cancel” button to return to the “myMembers Info” page.
 - b) The “myMembers Confirmation” page appears.
- 10) Click the “Log Off” tab located at the top right of the navigation ribbon.