myETF Benefits – Child Add (w/ existing family coverage)

General Information

These instructions provide the steps to add a child, stepchild, or legal ward 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.

These instructions assume the subscriber already has family coverage. If changing from single to family coverage, please see the instructions specifically for that function.

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 “Additional Search Options”.
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) Mouse over the “Health” tab located along the top navigation ribbon.
   a) The “Health” drop tabs will appear.
7) Click the “Member Enrollment” button located from the drop tab list.
   a) The “Health Insurance Enrollment Summary” page will appear.
8) Click the “Edit” button located to the left of the active contract.
   a) The “Report Change to Active Contract” page will appear.
9) Select the reason for adding the dependent drop down box.
10) Continue by filling in all relevant information boxes.
11) When finished, click the “Submit” button at the bottom of the page.
    a) If there are any errors, the fields needed to be changed will be indicated at the top of the page in red. Correct any fields necessary, and click the “Submit” button again.
    b) The “Add Dependent” confirmation page will appear.
12) When finished, Click the “Submit” button located at the bottom of the page.
    a) The “Confirm Changes” page will appear.
13) After reviewing the changes and agreeing to the terms and conditions/additional documentation requirement, 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 “Add Health Insurance Confirmation” page appears.
14) To add additional dependents, click the “Add Additional Eligible Dependent” button at the bottom of the page and follow the confirmation steps.

a) NOTE: If adding additional dependents, the effective date and reason for changing must remain the same for all children. Otherwise, adding children for a different effective date and/or reason will need to be completed on different days.

15) When finished, click the “Log Off” tab located at the top right of the navigation ribbon.