myETF Benefits – Child Remove

General Information

These instructions provide the steps to remove a child 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) 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 "REMOVE DEPENDENT" by clicking on the circle.

10) Click "CONTINUE".

   a) The "Health Insurance – Remove Dependent" page will appear.

11) Select the reason for removing the dependent(s).

12) Continue by filling in all relevant information boxes.

13) Select the dependent(s) to remove by clicking the check box in front of the name(s)

14) After reviewing the changes and agreeing to the terms and conditions, 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 "Health Insurance – Remove Dependent" confirmation page appears.

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