myETF Benefits – Create or search for an ETF member ID

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General Information

These instructions provide the steps to generate a new employee's member ID 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 the Social Security Number in the corresponding field and click on "Search".

    a) If the employee has prior health insurance coverage (either active or inactive), their information will display in the search results.

        i)   Click the "Print Member ID" button located at the bottom of the page.

        ii) The "Health Insurance Online Instructions" page will appear along with instructions on accessing MyETF Benefits.

        iii) This page can be printed to provide a member with their ETF Member ID.

    b) If the employee has not had prior health insurance coverage, the message, "This member was not found. If you believe you have received this message in error please try again. Otherwise press the Add button to add this member to our database and assign them a member ID." Will display at the top of the screen and the "Add" button will appear.

        i)   Click on "Add".

           (1) The "Add myMember" page will appear.

        ii) Enter the employee's information and click "Submit"

           (1) The "Health Insurance Online Instructions" page will appear along with instructions on accessing MyETF Benefits.

        iii) This page can be printed to provide a member with their ETF Member ID.

4) Click the "Log Off" tab located at the top right of the navigation ribbon.