

myETF Benefits – Administrator Inquiry

[General Information](#)

[Special Notes](#)

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

[Step-by-Step Instructions with Visuals](#)

General Information

The application provides state and local employees that participate in health care benefits with a web-based application to view health insurance plan details and access reports. These instructions provide steps to search and view both demographic and coverage of a subscriber.

Special Notes

- The individual accessing the system must obtain security clearance by submitting the Online Network for Employers Security Agreement, form ET-8928.
- The application requires your Web browser to have cookies enabled and JavaScript on.
- For additional assistance, please call: 1-888-681-3952 and 608-264-7900.

Step-by-Step Instructions (Text Only)

- 1) Open the On line Network for Employers portal (a.k.a. ONE)
(<http://etfonline.wi.gov/etf/internet/employer/one.html>)
- 2) Click on the myETF Benefits link
- 3) Select the “myETF Benefits” link.
- 4) The “ETF Web Application Logon” screen will appear.
- 5) Type your User ID.
- 6) Press the “Tab” key.
- 7) Type your password.
- 8) Click “Log In”
- 9) Type your seven-digit Employer Number.
- 10) Click the “Submit” button.
- 11) The “myEmployer Info page” will appear, displaying the contact information on file with ETF.
- 12) Navigate by clicking the tabs across the top of the page.
 - a) myEmployer Info – Returns you to the contact information page.
 - b) Health –Used to:
 - i) Search for employees
 - ii) View Enrollment reports
 - iii) View Premium reports
 - iv) Terminate Coverage
 - c) Life – Provides general information and other links relating to this benefit.
 - d) Disability – Provides general information and other links relating to this benefit.
 - e) WRS – Provides general information and other links relating to this benefit.
 - f) Other Benefits – Provides general information and other links relating to these benefits.
 - g) Help – Provides contact information and documentation relating to the use of the myETF Benefits system including a Frequently Asked Questions (a.k.a. FAQ) section.
 - h) Log Off – Securely closes the current myETF Benefits session.
- 13) To Search for an employee, place the mouse pointer over the “Health” tab
- 14) Place the mouse pointer over “Member Enrollment” and click. The search page will appear
- 15) Type either the member ID or the Social Security Number in the corresponding field and click on “Search”.
 - a) If you would like to search by last name, click on “Additional Search Options”.
- 16) The employee information will appear below the search criteria.
- 17) Click the “View” button next to the employee’s health insurance plan to continue navigating.

Step-by-Step Instructions with Visuals

**Employee Trust Funds (ETF)
On-line Network for Employers (ONE)**

Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE). This is a new and innovative way to retrieve historical data, keep employee information contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at ETFOnlineHelp@etf.state.wi.us
Employer Communications Center (608) 264-7900

Account Maintenance

[WRS Employers - Reset Password](#)
Description: Allows employers to reset your password.

[Email Contact Information](#)
Description: Provides a view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agency](#)
Description: (608) 266-5801

Applications

[myETFBenefits](#)

[Previous Service and Benefit Inquiry](#)
Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining Insurance program eligibility, WRS Eligibility Status and calculation agencies only).

[WRS Account Update](#)
Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.



Type your ETF User Id and password. Click "Login" to continue.

Benefits Admin

Administrator Log In

This application was developed by the Department of Employee Trust

Registered Users

If you are already a registered user, enter your user ID and password, then click the login button.

User ID:

Password:

Logon and Password Support (608) 264-8333 or email us at helpdesk@etf.state.wi.us.

Guidelines for Use:

- This system is designed to be viewed using the latest version of Microsoft Internet Explorer or Firefox.
- For the best viewing experience set your screen resolution to at least 1024 X 768.
- Some pages within this system require Adobe Acrobat Reader be installed on your computer in order to view PDF files.

This system is for authorized users only. System access is monitored. By using this system, you expressly consent to system monitoring. Evidence of unauthorized access will be provided to the appropriate law enforcement agencies for prosecution.



Type your Employer Number. Click "Submit" to continue.

Benefits Admin

Administrator Log In

This application was developed by the Department of Employee Trust

This Internet application is intended for use by employers to view their health insurance premium information by coverage month.

Please enter your Employer Number and press enter.

Employer No:

Logon and Password Support (608) 264-8333 or email us at helpdesk@etf.state.wi.us.

Guidelines for Use:

- This system is designed to be viewed using the latest version of Microsoft Internet Explorer or Firefox.
- For the best viewing experience set your screen resolution to at least 1024 X 768.
- Some pages within this system require Adobe Acrobat Reader be installed on your computer in order to view PDF files.

This system is for authorized users only. System access is monitored. By using this system, you expressly consent to system monitoring. Evidence of unauthorized access will be provided to the appropriate law enforcement agencies for prosecution.



Benefits Admin

Click here to search for an employee.

Members	Health	Life	Disability	WRS	Other Benefits	Log Off
	Enrollment Reports	Enrollment Inquiry				
	Member Enrollment	Premium Reports	Dependent Inquiry			
	Premium					
Employer	Termination of Coverage	0001-110	Employer Name:	EMPLOYEE TRUST FUNDS, DEPT OF		

Agent Contact

Name: PERRY WHITE
Telephone: (608) 266 - 7387

Name: PERRY WHITE
Telephone: (608) 266 - 7387

Retirement Contact

Name: PERRY WHITE
Telephone: (608) 266 - 7387

Address Information

Address: 801 W BADGER RD
PO BOX 7931
MADISON, WI 53707-7931

Primary Email:

Note: if the contact or address information listed above is not correct for your employer please submit a *Designation of Agent Form, ET-1127* to correct the information.



Benefits Admin

Health Insurance Enrollment Summary

Type the Member ID or Social Security Number of the employee and click "Search".

Life	Disability	WRS	Other Benefits	Log Off
------	------------	-----	----------------	---------

Member Search

Member ID: OR Social Security Number:

Search Clear

Click here to search by name.

Member ID:	SSN:	Subs	ate	End Date	Status	Employer
Health Plan	Coverage Level					



Benefits Admin

Health Insurance Enrollment Summary

[Life](#) [Disability](#) [WRS](#) [Other Benefits](#) [Log Off](#)

Click "View" to see the covered individuals. From this point, navigation is the same as the myETF Benefits Member Inquiry.

Member Search

Member ID: OR Social Security Number:

[Search](#) [Additional Search Options](#) [Clear](#)

Member: 1234-5678 SSN: XXX-XX-X616 Subscriber: CLARK J KENT

	Health Plan	Coverage Level	Begin Date	End Date	Status	Employer
View	DEAN HEALTH PLAN	MEDICARE - FAMILY 2	10/01/2007		ACTIVE	ETF-STATE ANNT (SICK LEAVE)
View	DEAN HEALTH PLAN	MEDICARE - FAMILY 1	07/01/2006	09/30/2007	TERMINATED	ETF-STATE ANNT (SICK LEAVE)
View	DEAN HEALTH PLAN	FAMILY	04/01/2005	06/30/2006	TERMINATED	EMPLOYEE TRUST FUNDS, DEPT OF
View	DEAN HEALTH PLAN	FAMILY	01/01/2003	03/31/2005	TERMINATED	EMPLOYEE TRUST FUNDS, DEPT OF
View	STANDARD PLAN II	FAMILY	01/01/1994	12/31/2002	TERMINATED	EMPLOYEE TRUST FUNDS, DEPT OF