myETF Benefits – Marriage (w/ adding spouse and dependent(s))

General Information

These instructions provide the steps to report an employee's marriage 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.

If the spouse also has active State of Wisconsin health insurance coverage, they will first need to submit an application to cancel coverage before they can be added.

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.
    a) The following fields will display text entry boxes:
        i) Name
        ii) Marital Status
        iii) Marital Date
        iv) Country
        v) Address Line 1
        vi) Address Line 2
        vii) City, State, Zip
        viii) Care of
        ix) Primary Phone
7) Change the “Marital Status” field to “MARRIED”
8) Change the “Marital Status Date” field to the marriage date.
    a) To clear all fields, click the “Undo Changes” button.
    9) Click the “Submit” button when finished making changes.
10) The “Edit myMember Changes” confirmation page will appear.
    a) Review the information in red and check that the changes you are submitting are correct.
11) Click the “Confirm” button.
    a) The “Edit myMembers” confirmation page will appear.
12) **If adding the new spouse to the subscriber’s coverage**, use the following steps.
13) Verify the spouse <u>DOES NOT</u> have active coverage by conducting a mymembers search by social security number.

    a) If the spouse has active coverage <u>OR</u> has a coverage end date of the last day of the current month, please see the "single to family" coverage instructions.

14) Mouse over the "Health" tab located along the top navigation ribbon.
    a) The "Health" drop tabs will appear.
15) Click the "Member Enrollment" button located from the drop tab list.
    a) The "Health Insurance Enrollment Summary" page will appear.
16) Click the "Edit" button located to the left of the active coverage.
    a) The "Report Change To Active Health Insurance Enrollment" page will appear.
17) Click the radio button (i.e. circle) in front of "Add Dependent" to select this option.
18) Click the "Continue" button.
    a) The "The "Add Dependent To Existing Coverage" page will appear.
19) Select "MARRIAGE" for the reason for adding the dependent drop down box.
20) Continue by filling in all relevant information boxes.
    a) If the spouse being added has previous coverage through the State of Wisconsin health insurance, check the coverage end date. If the date is after the event date, then use the first day of the month following the coverage end date. For instance, if the employee being added has a coverage end date of 09/30/2010, then use 10/01/2010 as the coverage begin date.
21) 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.
22) 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.
23) Click the "Confirm" button.
    a) The confirmation page will appear.
    b) To print a copy of this change for your records, click the green print button.
24) **If there additional dependents to add**, stepchildren cannot be added until the next business day through the add dependent process.
25) Click the "Log Off" tab located at the top right of the navigation ribbon.