

Fillable PDF Forms and Submission through Box

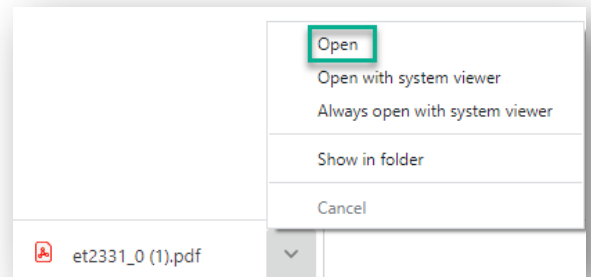
1. Adobe Acrobat Reader is required to fill in and submit this form electronically. If you do not have Adobe Acrobat Reader, you can still print, fill out, sign and send the form via mail or fax.
2. If you do not have Adobe Acrobat Reader, and would like to, you can get adobe reader for free at get.adobe.com/reader.

Note: ETF is unable to assist with Adobe Acrobat Reader technical or compatibility issues. If you need assistance, please visit Adobe’s help site at: <https://helpx.adobe.com/support/reader.html>.

3. Click Download PDF.



4. Next, you will see a bar at the bottom of the screen with your downloaded file.
5. Click the arrow "v" to the right of the document name to view the options.
6. Select Open with system viewer – to open the file with your default PDF viewing program (ex: Adobe Reader).



7. The file will open in your default PDF program (ex: Adobe Reader).

etf Health Insurance Application/Change For Retirees & COBRA Continuant

Wisconsin Department of Employee Trust Funds
 PO Box 7931
 Madison WI 53707-7931
 1-877-533-5020 (toll free)
 Fax 608-267-4549
 etf.wi.gov

There are certain times throughout the year when you may enroll in health insurance or change your coverage. Visit etf.wi.gov/benefits-by-employer to learn more about choices available to you and see instructions on how to enroll. **Return this completed form to ETF.** Please print clearly. Please read the terms and conditions on page 7.

1. Applicant Information <i>Only the subscriber applying for coverage/making a change should complete this form.</i>			
Name First	M.I.	Last	ETF ID or SSN
Former/Maiden (if applicable)		Telephone ()	Email

8. Fill in the applicable sections of your form.
9. Sign and date the form by typing the date and your name on the signature line.

10. Save the form.

11. To submit your form to ETF, click:

Submit your completed health application securely here.

12. This will take you to Box.

Box is a secure and confidential way to send your information to ETF. You don't need an account with Box to submit forms with this link.

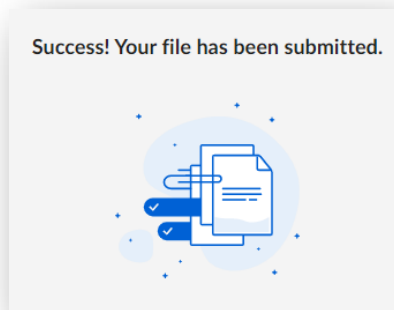
13. Fill out the required fields in box. We ask for basic contact information in case the form is not readable when we view it. Please note there can be no hyphens or dashes in the Telephone number field. Then click select files or drag and drop your file.

The screenshot shows a web form titled "ET-2331 Health Insurance Application Submission". It includes the following fields and sections:

- Full Name ***: A sub-label "Enter your first and last name." with a text input field containing "First Last".
- Telephone Number ***: A sub-label "Telephone Number (Without hyphens or dashes)" with a text input field containing "5555555555".
- Email address ***: A text input field containing "sample@yahoo.com".
- Upload files ***: A dashed box containing a "Drag and drop files" instruction, a "Select Files" button, and a decorative icon of a hand holding a document.
- Submit**: A blue button at the bottom right of the form.

Note: If you are having difficulty finding your document, check your Download folder.

14. Once submitted successfully, you will receive the following message:



15. At this point you may close your browser as your form has been successfully submitted.

Note: There is no follow-up email confirmation. It will take a few days to be imaged into your records, at which point ETF staff will be able to view your application. Application processing may take several weeks. You will receive confirmation once it has been processed.