

# Navigating ETF's Newly Redesigned Website

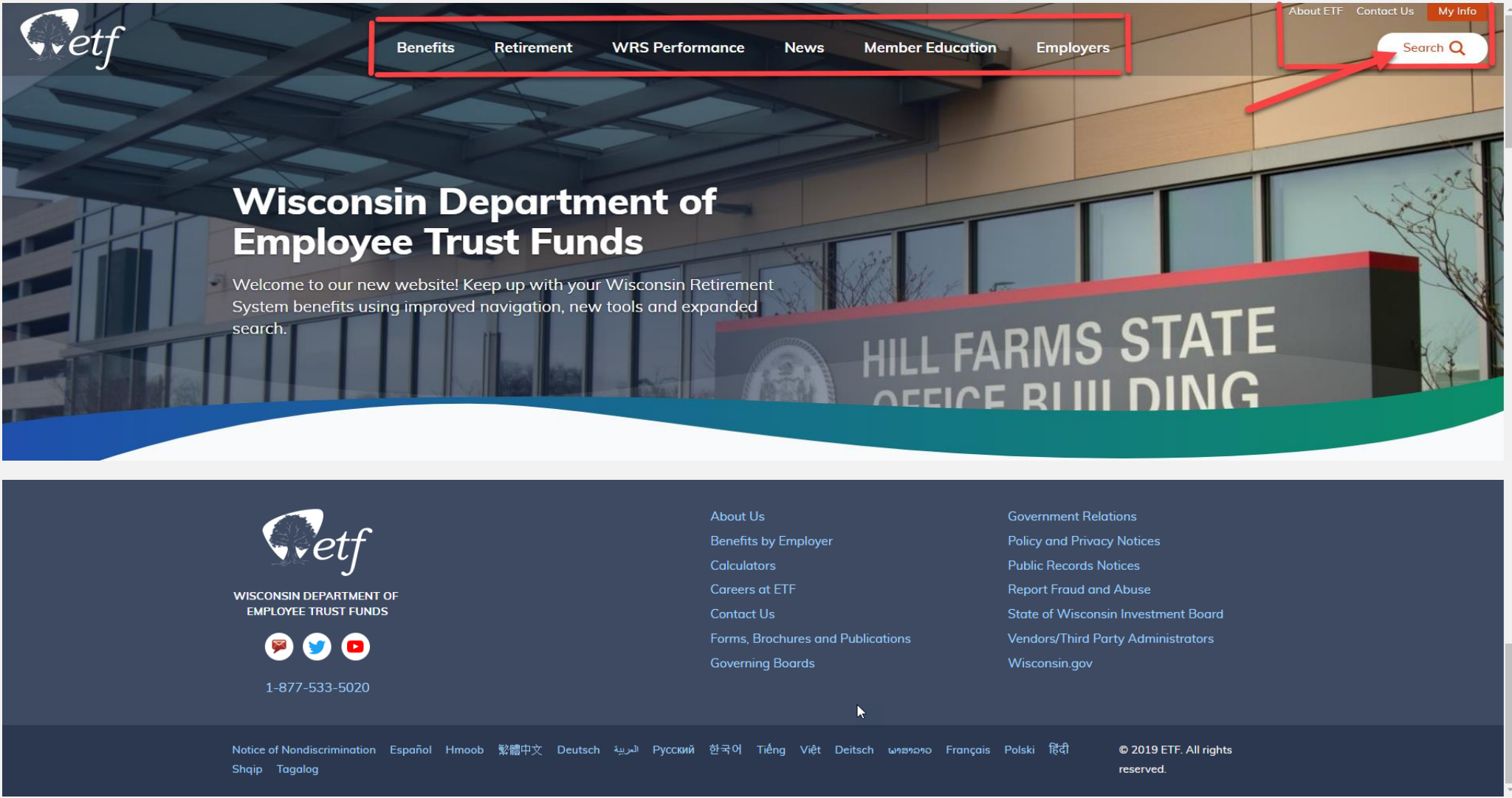
For Employers Searching for Insurance Benefits Information

Korbey White, Employer Trainer

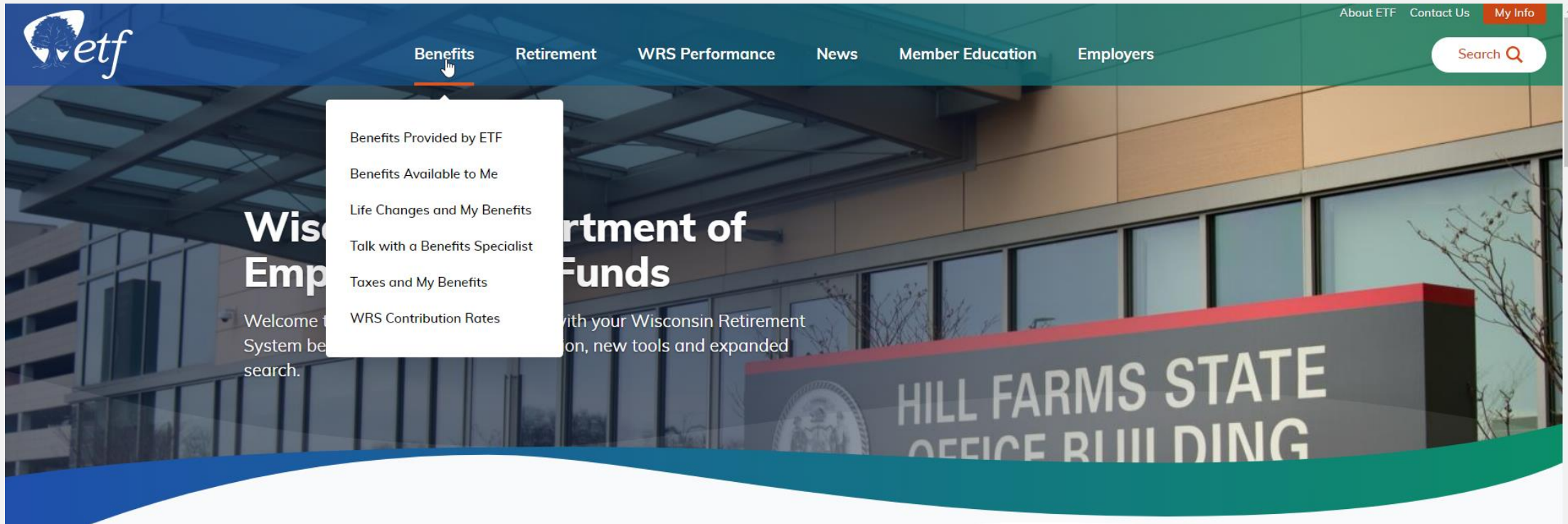
Employer Services, Insurance Unit



# Navigation Overview



# Benefits Tab



# Benefits Available to Me (Employer Search)

## 2019: Benefits Available to Me

Find your ETF provided benefits quickly and accurately by your employer name. Enter your current employer name, or last employer if you are retired, into the keyword search bar below. For more detailed information about your benefits see your employer.



### What is the name of your employer?

Avoid acronyms and use keywords. For example, use Trust for Department of Employee Trust Funds or Madison for City of Madison.

Employer name

Submit

I don't see my employer

# State Employee & Retiree Health Plan Selection

## State Employee & Retiree Health Plan

State of Wisconsin Group Health Insurance for Employees and Retirees includes health, dental and wellness benefits. Supplemental benefits available are Vision Insurance, Accidental Death & Dismemberment, Long-Term Care Insurance and Pre-Tax Savings Accounts (for health, dental, vision, day care and commuter expenses).

## Accumulated Sick Leave

The Accumulated Sick Leave Credit Conversion Program converts your unused sick leave into credits to help pay for your health insurance premiums during retirement.

## Disability Benefits

If you become disabled while working for a WRS employer, you may be eligible to receive disability benefits that will give you income for the time you are unable to work (short or long term).

**For health insurance,  
click on this section.**

## Group Life Insurance

The Group Life Insurance Program provides group term life insurance coverage up to five times your annual earnings. The plan covers both death and dismemberment, and you may have the ability to convert your basic coverage to pay premiums for health insurance or long-term care insurance.

## Income Continuation Insurance

The Income Continuation Insurance (ICI) program is an income replacement plan that replaces a portion of your income if you are unable to work because of sickness or injury (both short and long term).

## Wisconsin Deferred Compensation

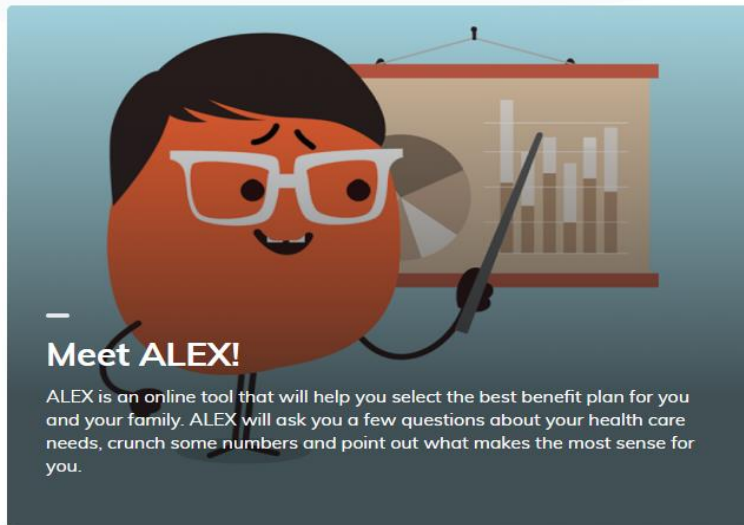
The Wisconsin Deferred Compensation Program is an optional, supplemental retirement savings plan. The plan allows you to save money directly from your paycheck for retirement, and offers tax benefits and different investment options.

## WRS Retirement Benefit

The WRS Retirement Benefit is a pension plan that is intended to provide you with a lifetime retirement payment. It offers a retirement benefit based on a defined contribution plan or a defined benefit plan.

# State Employee & Retiree Health Plan Landing Page

## State Employee & Retiree Health Plan



**Meet ALEX!**

ALEX is an online tool that will help you select the best benefit plan for you and your family. ALEX will ask you a few questions about your health care needs, crunch some numbers and point out what makes the most sense for you.

**For 2019 IYC changes, click here.**

**Important Changes for 2019**

Benefits can change from year to year. It's important to review how your benefits may change for the year before making any benefit decisions.

**For health insurance premiums, click here.**

**Health Care Premiums**

How much you can expect to pay each month for your health insurance

# Health Insurance for Employees Etc.

## How to Choose & Enroll in Your Benefits

Here for open enrollment? Just start a new job? Or have a baby? Start here to find out when you can enroll or make changes to your benefits and the steps to make those changes

## Health Insurance for Employees, COBRA and Retirees without Medicare

Learn about the key differences between your plan design options, costs for medical and pharmacy services, available health plans and monthly premium amounts

## Health Insurance for Retirees with Medicare

Enrolled in Medicare? Learn about the key differences between our Medicare-coordinated plan design options, costs for medical and pharmacy services, available health plans and monthly premium amounts

**Click on any of the sections regarding information pertaining to that section.**

## Supplemental Benefits

Supplement your health benefits by signing up for Dental, Vision, Accidental Death & Dismemberment, and Long-Term Care Insurance

## Pre-Tax Savings Accounts

Save on a wide variety of everyday medical, dental, vision, day care, parking and transit expenses with a pre-tax savings account. It's a tax break that's simple to use.

## Printed Guides

The printed brochures provide a high-level overview of available health benefits



# Health Plan Search

## Health Plan Search

Selected a plan design? Now it's time to find a health plan in your area.

[Find a Health Plan](#)



**To search for a health plan in a county, click on Find a Health Plan.**

## Health Care Premiums

How much you can expect to pay each month for your health insurance

[Read More](#)

## High Deductible Health Plans (HDHPs)

High Deductible Health Plans costs less per month but won't start paying for your care until you meet your deductible. The one exception is preventive care, which is covered at 100%. Learn how an HDHP differs from the other options and if it is a good fit for you.



# Health Plan Search Part 2

## Health Plan Search

Find health plans where you wish to receive care

Curious about how health plans get their star ratings? Check out the [2019 Health Plan Report Card](#).

### Filters

Use the filter fields to narrow the results shown.

#### Where You Want to Get Care

Type a county or state and then select it from the drop-down that appears

#### Coverage Area

Nationwide ▼

#### Plan Type

- Any - ▼

Nationwide Access, Out-Of-Network Benefits, Higher Premium

### Access Plan by WEA Trust



Provider Directory

#### Major Health Systems

See provider directory.

#### Full Service Areas

United States

#### Limited Hospital Access

Kewaunee County

Some Out-Of-State Coverage



**After typing the name of the county you are searching for, you can also select Local or Nationwide as well as Medicare non-Medicare for the health plans.**

# Employers Tab

The screenshot displays the website's navigation bar with the following items: Benefits, Retirement, WRS Performance, News, Member Education, and Employers. The Employers tab is highlighted, and a dropdown menu is visible with the following options: Department and Employer News, Wisconsin Retirement System, Insurance Programs, Employer Training, Wisconsin Deferred Compensation Program, Financial Information for Employers, How to Become a Participating Employer, Employer Forms, Brochures and Publications, and Subscribe to ETF E-mail Updates. The main content area features the text: "Wisconsin Department of Employee Trust Funds" and "Welcome to our new website! Keep up with your Wisconsin Retirement System benefits using improved navigation, new tools and expanded search."

# Employers Landing Page

## Employers

The latest news, often-used tools, publications and other resources for employers

Click on Insurance Programs



### Wisconsin Retirement System

General and administrative information for employers about WRS benefits.



### Insurance Programs

General and administrative information for employers about insurance benefits.



### Department and Employer News

View recent department and employer news or search for specific news by keyword, audience and date.

# Employers Page Part 2

## Online Tools

- [Employer Training](#) >
- [ETF Web Applications for Employers \(formerly on the ONEsite\)](#) >
- [myETF Benefits Administrator for Employers](#) >
- [Employer Contact and Online Access Management](#) >
- [Order Employer Forms](#) >
- [Subscribe to ETF E-mail Updates](#) >



## Forms and Brochures

- [New Employee Benefit Checklist \(ET-2572\)](#) >
- [Termination Checklists](#) >
- [WRS Employer Forms](#) >
- [Health Insurance Employer Forms](#) >
- [Life Insurance Employer Forms](#) >
- [Income Continuation Insurance Employer Forms](#) >

[All Employer Forms and Brochures](#)

# Employer News and Bulletins

## Recent Employer News

Department News JUL 2, 2019

### Office Closures Observe Independence Day

ETF, including all customer service phone lines, will be closed for business Thursday, July 4, 2019, due to the Fourth of July holiday. Wisconsin Retirement System members are encouraged to use the ETF website to view and print forms, brochures and other information. Regular office hours and Customer Service Call Center hours (see below) will resume on Friday, July 5.

Office Hours: 7:45 a.m. - 4:30 p.m., Monday through Friday  
Customer Service Call Center Hours: 7:00 a.m. - 5:00 p.m., Monday through Friday

Employer News JUN 27, 2019

### WRS Regional Employer Training Sessions: 2019

ETF is conducting free WRS employer training sessions for employers throughout the state. This training is beneficial for employers new to the administration of the WRS and for more experienced employers who have been working with the WRS for several years and would like a WRS refresher.

Employer News JUN 27, 2019

### Employee Trust Funds Board Announces 2020 WRS Contribution Rates

WRS rates are increasing in 2020 primarily due to lower-than-expected investment performance and changes in actuarial assumptions. For more information about the 2020 rates, the actuarial valuation report and presentation is available in the board meeting materials.

[See All Employer News](#)

**Click on this link to see  
all employer news  
including Bulletins**

# Department and Employer News

The screenshot shows a website interface for "Department and Employer News". At the top, there is a blue and green header. Below it, a white box contains the text "See the [Employer Bulletins listing](#) to search bulletins prior to June 2019 .". A red arrow points from the text "Click Here for Employer Bulletins" to the "Employer Bulletins listing" link. On the left side, there is a "Filters" section with the following fields: "Keywords" (text input), "Audience" (dropdown menu with "- Any -"), "Start" (text input with "mm/dd/yyyy" placeholder), and "End" (text input with "mm/dd/yyyy" placeholder). A red arrow points from the text "Many different ways to filter to find the news item Employers are searching for." to the "Submit" button. The main content area displays two news items. The first is titled "ETF Launches New Website" and is dated "JUL 11, 2019 12:00AM". The second is titled "Office Closures Observe Independence Day" and is dated "JUL 2, 2019 12:00AM".

**Click Here for Employer Bulletins**

See the [Employer Bulletins listing](#) to search bulletins prior to June 2019 .

**Many different ways to filter to find the news item Employers are searching for.**

**Filters**  
Use the filter fields to narrow the results shown.

Keywords

Audience  
- Any -

Start  
mm/dd/yyyy

End  
mm/dd/yyyy

**Submit**

Department News | JUL 11, 2019 12:00AM |

**ETF Launches New Website**

ETF has launched a new, customer-centric website for the more than 630,000 Wisconsin Retirement System members, employers and other site users. The site provides quick, easy access to retirement, health and other benefits information, decision-making tools, and educational resources.

Department News | JUL 2, 2019 12:00AM |

**Office Closures Observe Independence Day**

ETF, including all customer service phone lines, will be closed for business Thursday, July 4, 2019, due to the Fourth of July holiday. Wisconsin Retirement System members are encouraged to use the ETF website to view and print forms, brochures and other information. Regular office hours and Customer Service Call Center hours (see below) will resume on Friday, July 5.

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Customer Service Call Center Hours: 7:00 a.m. - 5:00 p.m., Monday through Friday



# Employer Bulletins

## Employer Bulletins

Keywords

Audience

**Employers can search by keywords or audience (State or Local etc.)**



Title	Description	Audience	Date
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Employer Bulletin:  
New, Redesigned  
Website Coming Soon

An exciting change is coming to ETF. Later this month, ETF will launch a redesigned website. The redesign took into account both member and employer feedback. The new site will lower customer effort across all

Local Employer, State Employer

06-12-2019

**After search is complete, click on the bulletin's link**



# Employer Training

Click on Employer Training



## Online Tools

Employer Training

ETF Web Applications for Employers  
(formerly on the ONEsite)

myETF Benefits Administrator for  
Employers

Employer Contact and Online Access  
Management

Order Employer Forms

Subscribe to ETF E-mail Updates



## Forms and Brochures

New Employee Benefit Checklist (ET-2572)

Termination Checklists

WRS Employer Forms

Health Insurance Employer Forms

Life Insurance Employer Forms

Income Continuation Insurance Employer  
Forms

All Employer Forms and Brochures



# Employer Training Landing Page

## Employer Training

Register for training in different formats: live webinars, recorded webinars and in-person training

ETF presents training for the administration of WRS benefits. Choose from in-person training opportunities or recorded webinars. Register using the links provided with each description. For questions regarding employer training, please contact [ETFSMBEmployerTraining@etf.wi.gov](mailto:ETFSMBEmployerTraining@etf.wi.gov).

### In-Person Training

ETF conducts free Wisconsin Retirement System employer training sessions for all state agencies and local government employers. This training is for staff who are new to the administration of the WRS, as well as for more experienced staff who want to focus on more complex WRS issues.

Watch for in-person training opportunities via Employer News. If a menu does not show up when you go to the link, no training is currently available.

[Register for In-Person Training](#)

**Employers can register for in-person training (if available), or view ETF's live or recorded webinar trainings for Employers as well.**

### Live Webinars

When no live webinars are scheduled, please view our recorded webinars below.

Register for live training on WRS and ETF-administered benefits at the following link:

[Employer Training](#)

### Employers

Department and Employer News

Wisconsin Retirement System

Insurance Programs

Employer Training

Wisconsin Deferred Compensation Program

Financial Information for Employers

How to Become a Participating Employer

Employer Forms, Brochures and Publications

Subscribe to ETF E-mail Updates

# Insurance Programs

Home / Employers / Insurance Programs

## Insurance Programs

General and administrative information for employers about insurance benefits

### myETF Benefits Administrator

The myETF Benefits Administrator (mEBS) Application for Employers allows employers to execute benefits transactions. These include, but are not limited to, viewing and updating individual member health insurance eligibility and demographic data, completing mass employee terminations, adding and deleting a dependent or domestic partner and updating health insurance enrollment data and personal contact information.

[MyETF Benefits Administrator](#)

**Employers can access myETFBenefits by clicking on this link.**

### Group Health Insurance

The State of Wisconsin Group Health Insurance Program is an employer-sponsored program offering group health coverage to employees of state agencies, the UW System, UW Hospital & Clinics Authority, participating local government employers, and annuitants (and their insured survivors).

[Read More](#)

**Employers can access information regarding group health insurance by click on this link.**

#### Employers

Department and Employer News

Wisconsin Retirement System

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How to Become a Participating Employer

Employer Forms, Brochures and Publications

# Group Health Insurance Landing Page

Home / [Employers](#) / [Insurance Programs](#) / [Group Health Insurance](#)

## Group Health Insurance

Information for employers about the Group Health Insurance program, how to participate, and administer the program

### Benefit Information

The State of Wisconsin Group Health Insurance Program is an employer-sponsored program offering group health coverage to employees of state agencies, the UW System, UW Hospital & Clinics Authority, participating local government employers, and annuitants (and their insured survivors).

It's Your Choice Health Insurance

### Additional Information

For more information about the program, see the 2019 Group Health Insurance Program information listed below. Or go to our All Benefits Available page to explore Health Plan Program Options.

[All Benefits Available](#)

### Related Resources

- [Employer Training](#)
- [ALEX® Employer Toolkit \(For state employers\)](#)
- [Employers: Uniform Dental Insurance](#)
- [Health Insurance Employer Forms](#)

### Employers

- [Department and Employer News](#)
- [Wisconsin Retirement System](#)
- [Insurance Programs](#)
- [Employer Training](#)
- [Wisconsin Deferred Compensation Program](#)
- [Financial Information for Employers](#)
- [How to Become a Participating Employer](#)

**Quick links to Employer related insurance information**

**Employers can see all insurance related benefits available to all State and Local Government Employers.**

# Group Health Insurance Employer Manuals

## Group Health Insurance Administration Manual

The health insurance employer standards, guidelines and administration manual is a reference source intended to aid your administration of and participation in the Wisconsin group health insurance program. Its contents are based on state statute and administrative code. It includes group health contract language and instructions relevant to the administrative and reporting practices of the group health insurance program. Wisconsin statutes, administrative code and group health contract language are reviewed on an ongoing basis and may be revised. This document will be updated regularly.

Consult this manual as a first-step resource when you encounter group health insurance program-related questions or concerns. If questions remain, contact the Employer Communications Center at [1-877-533-5020](tel:1-877-533-5020) or [ETFSMBEmployerInsurance@etf.wi.gov](mailto:ETFSMBEmployerInsurance@etf.wi.gov).

### Related Resources

[State Agency Health Insurance Standards, Guidelines and Administration Employer Manual \(ET-1118\)](#)

[State of Wisconsin Supplemental Benefit Plan Administration Manual \(ET-1158\)](#)

[Local Employer Health Insurance Standards, Guidelines and Administration Manual \(ET-1144\)](#)

[How to Become a Participating Employer](#)

[Employer Forms, Brochures and Publications](#)

[Subscribe to ETF E-mail Updates](#)

**Both the State and Local Health Insurance Employers Manuals can be accessed here.**



# Health Insurance Employer Forms

## Health Insurance Employer Forms

Use the forms on this page to administer the Group Health Insurance program. If you are not finding what you need, go to the Publications page to search through all publications.

[Read More](#)

**Employer related health insurance forms can be accessed by clicking on this link.**

### Related Resources

Local Employer Health Insurance Standards, Guidelines and Administration Manual (ET-1144)

State Agency Health Insurance Standards, Guidelines and Administration Employer Manual (ET-1118)

State of Wisconsin Supplemental Benefit Plans Administration Manual (ET-1158)

# Employer Forms Search

## Search Instructions



Use the following forms to administer the Group Health Insurance program. If you are not finding what you need, go to the [Publications](#) page to search through all publications.

Use the keyword filter to search by ET number or form name.

Filter table by typing keywords

ET-Number	Form Name
ET-7406	Authorization to Disclose Non-Medical Individual Personal Information ( <a href="#">PDF Version</a> ) ( <a href="#">Fillable Word Version</a> )
ET-7414	Authorization to Disclose Medical Information
ET-7117	Benefit/Health Fair Request Form (Fillable Word Version)
ET-2311	Continuation - Conversion Notice (Fillable Word Version)

### Related Resources

[Local Employer Health Insurance Standards, Guidelines and Administration Manual \(ET-1144\)](#)

[State Agency Health Insurance Standards, Guidelines and Administration Employer Manual \(ET-1118\)](#)

[State of Wisconsin Supplemental Benefit Plans Administration Manual \(ET-1158\)](#)

### Employers



[Department and Employer News](#)

[Wisconsin Retirement System](#)

[Insurance Programs](#)

[Employer Training](#)

[Wisconsin Deferred Compensation Program](#)

[Financial Information for Employers](#)

[How to Become a Participating Employer](#)

[Employer Forms.](#)

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# Thank you

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[etf.wi.gov](#)



ETF E-mail Updates



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1-877-533-5020