

My ETF Benefits System (MEBS)

Gaining Access and Logging In

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Employer Trainer, Employer Services Section



Learning Objectives



DEFINE MEBS



OBTAIN ACCESS



NAVIGATE MEBS



Define MEBS

MEBS Definition

My ETF Benefits
System

Self-service
benefits
management
system

MEBS Functions

Enroll new employees



View and update health insurance information



View and update demographic information



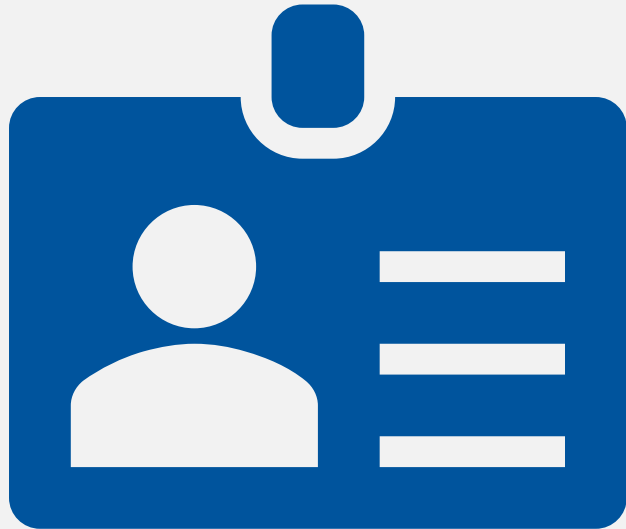
Complete terminations





Obtain Access

How to Obtain Access



Complete and
submit ET-8928

ET-8928

Contact info to send to ETF

Employee or Agent can fill out

Wisconsin Department of Employee Trust Funds

1-877-533-5020 (toll free)
Fax 608-266-5801
etf.wi.gov

Online Access Security Agreement

Wis. Stat. § 40.07 (1)

Both pages of this form must be completed, and an agent signature is required. Please email the completed, signed form to ETFSMREmployerSecurityAccess@etf.wi.gov. Do not mail. If you cannot email, please fax to: 608-266-5801.

Please note the following:

Manager will contact new users directly with their username and temporary password. requiring a change in access, contact information, or a name change will be notified by email once complete.

existing user's last name will result in a new username. The existing password and security questions

automatically subscribed to ETF E-mail Updates, an ETF email service providing employers with benefits administration information. **It is the user's responsibility to read, forward to others in your necessary, and take the necessary action related to information in each ETF E-mail Update.** Add etf@etf.wi.gov to your email address book to prevent news from ETF from ending up in a SPAM folder.

user account is not used over a six-month period, the account will be disabled and deleted. An Online Access

Request

Select one. Please complete a new form for additional requests.

- Add access for new employee/third-party vendor
- Delete access for existing employee/third-party vendor
- Change access for existing employee/third-party vendor
- Name/Contact Information change for existing employee/third-party vendor Former name:

Employee/Vendor Information All fields are required for all request types.

Employee name (first, middle, last)

Vendor name (if applicable)

Work Address Work telephone ()

IAM Username Check here if you do not currently have an IAM Username Work email address

Employee/Vendor Online Access Security Agreement Required for add access or change access requests only.

By signing and dating below, you are agreeing to the following terms and conditions:

- Security measures are required to provide inquiry and update abilities for the Wisconsin Retirement System (WRS) and other Department of Employee Trust Funds (ETF)-administered benefit programs.
- I will not share my username and password with any other person.
- I agree to maintain the confidentiality of all information that I obtain through online access to participant accounts.
- Information in these accounts is not a public record and disclosure to any person or organization is prohibited.
- ETF Web Applications, myETF Benefits, and Access Management (IAM) is intended for use by employers and vendors to administer WRS and other ETF-administered benefit programs. It is not intended to provide information to members or to assist members in making retirement or other benefit decisions.
- I understand Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my online access to member accounts and/or termination of my employer's online access to member accounts.

Employee or vendor signature Date (MM/DD/YYYY)

Employer Agent must complete Page 2.

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Employer Agent: Select Access Required for add access or change access requests only.

Check all applications this individual is authorized to use.

If this is a change access request, check systems this employee previously had (and should continue to have) access to.

The Insurance section is for employers participating in ETF-administered health and/or ICI programs.

WRS (ETF Web Applications for Employers) <input type="checkbox"/> WRS Previous Service & Benefit Inquiry <input type="checkbox"/> WRS Contribution Remittance <input type="checkbox"/> WRS Account Update *Also includes access to: WRS Transaction Upload, WRS Earnings Reports (On-going), and WRS Earnings Reconciliation Reports (Final).	Insurance (myETF Benefits) <input type="checkbox"/> ICI premium payment <input type="checkbox"/> Health Eligibility (check one) <input type="checkbox"/> read only <input type="checkbox"/> full access <input type="checkbox"/> Health Premium (check one) <input type="checkbox"/> read only <input type="checkbox"/> full access
SFTP Server (for FTP users only) <input type="checkbox"/> Access to SFTP server	STAR Agencies only (check one) <input type="checkbox"/> Health full access (STAR superuser) <input type="checkbox"/> Health read only access (STAR agency HR)
Accumulated Sick Leave State agencies, UW System, and <input type="checkbox"/> full-submit to ETF <input type="checkbox"/> restricted-submit for review	

Employer Information All fields are required for all request types.

Employer name

ETF Employer ID Number (0001999 for STAR superusers)

State of Wisconsin STAR Agencies Check Here:

Employer Signature Required for all requests.

This section must be completed by the designated employer agent or alternate agent.

By signing and dating below, you are agreeing to the following terms and conditions:

- I certify that I am responsible for reporting information to the Wisconsin Retirement System, and the above employee/vendor is authorized to gain access to online accounts.
- I understand it is the employer's responsibility to notify ETF immediately if a user terminates employment or loses authorization.
- I understand Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

Employer agent name Telephone ()

Employer agent signature Date (MM/DD/YYYY)

ETF Use Only: Security Administrator


Logon ID ETF security administrator signature Date (MM/DD/YYYY)

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Employer's ETF ID number

Only Agent can fill out

Only Check Applicable Boxes



**Online Access
Security Agreement**
Wis. Stat. § 40.07 (1)

Wisconsin Department
of Employee Trust Funds

1-877-533-5020 (toll free)
Fax 608-266-5801
etf.wi.gov

Both pages of this form must be completed, and an agent signature is required. Please email the completed, signed form to ETFSMBEmployerSecurityAccess@etf.wi.gov. Do not mail. If you cannot email, please fax to: 608-266-5801.

Please note the following:

- A WRS Case Manager will contact new users directly with their username and temporary password.
- Existing users requiring a change in access, contact information, or a name change will be notified by email once the request is complete.
- Updating an existing user's last name will result in a new username. The existing password and security questions will not change.
- New users are automatically subscribed to ETF E-mail Updates, an ETF email service providing employers with important ETF benefits administration information. **It is the user's responsibility to read, forward to others in your agency as necessary, and take the necessary action related to information in each ETF E-mail Update.** Add etfwi@public.govdelivery.com to your email address book to prevent news from ETF from ending up in a SPAM folder.
- If a user account is not used over a six-month period, the account will be disabled and deleted. An Online Access Security Agreement will need to be resubmitted if the impacted user needs to regain access.

Request Type
Select one. Please complete a new form for additional requests.

Add access for new employee/third-party vendor

Delete access for existing employee/third-party vendor

Change access for existing employee/third-party vendor

Name/Contact Information change for existing employee/third-party vendor Former name: _____

Employee/Vendor Information *All fields are required for all request types.*

Employee name (first, middle, last) _____

Vendor name (if applicable) _____

Work Address _____ Work telephone _____

IAM Username Check here if you do not have an IAM Username _____


Employee/Vendor Online Access *Employers and vendors complete this section. Vendors complete requests only.*

By signing and dating below, you are certifying that:

- Security measures are required for WRS and other Department of Employee Trust Funds Information System.
- I will not share my username and password with any other person.
- I agree to maintain the confidentiality of all information that I obtain through online access to participant accounts.
- Information in these accounts is not a public record and disclosure to any person or organization is prohibited.
- ETF Web Applications, myETF Benefits, and Access Management (IAM) is intended for use by employers and vendors to administer WRS and other ETF-administered benefit programs. It is not intended to provide information to members or to assist members in making retirement or other benefit decisions.
- I understand Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my online access to member accounts and/or termination of my employer's online access to member accounts.

Employee or vendor signature _____ Date (MM/DD/YYYY) _____

Employer Agent must complete Page 2.

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Request Type
Select one. Please complete a new form for additional requests.

Add access for new employee/third-party vendor

Delete access for existing employee/third-party vendor

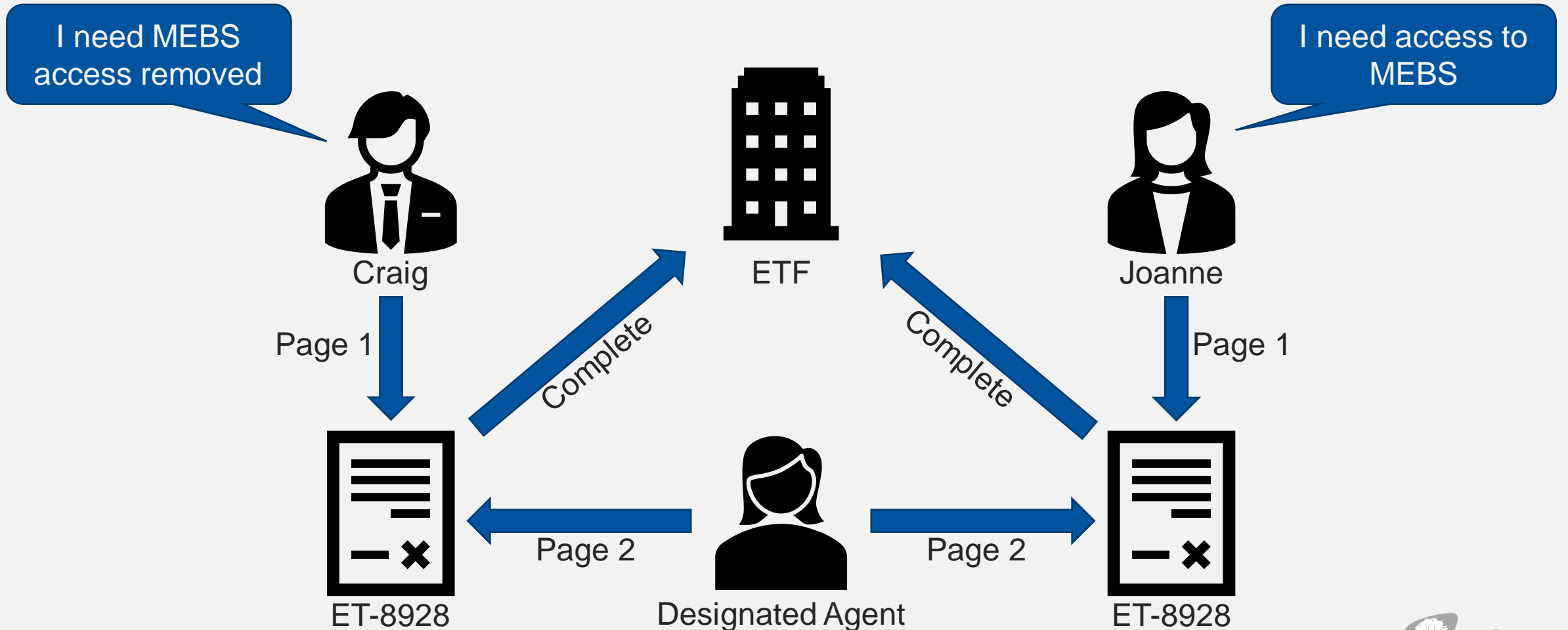
Change access for existing employee/third-party vendor

Name/Contact Information change for existing employee/third-party vendor Former name: _____

Only check applicable boxes



Example ET-8928 Submission





Navigate MEBS

Navigate ETF Home Page

The screenshot shows the top navigation bar of the ETF website. The 'Employers' menu item is highlighted with a blue box. A blue callout bubble labeled 'Hover mouse' points to the 'Employers' menu. A second blue callout bubble labeled 'Select Insurance Programs' points to the 'Insurance Programs' option in the dropdown menu. The dropdown menu includes the following items: Department and Employer News, Wisconsin Retirement System, Insurance Programs (highlighted), Employer Training, Wisconsin Deferred Compensation Program, Financial Information for Employers, How to Become a Participating Employer, and Employer Forms, Brochures and Publications. The main content area features the title 'Wisconsin Department of Employee Trust Funds' and a sub-header 'Retirement, insurance, disability, and other Wisconsin benefits for current and former public employees, and beneficiaries'.

MyETF Benefits Admin. Button

The screenshot shows the MyETF website interface. At the top left is the MyETF logo, which consists of a tree icon and the lowercase letters 'etf'. To the right of the logo is a navigation menu with the following items: Benefits, Health, Retirement, WRS Performance, News, and Member Education. Below the navigation menu is a breadcrumb trail: Home / Employers / Insurance Programs. The main heading of the page is 'Insurance Programs' in a large, bold, white font. Below this heading is a sub-heading: 'General and administrative information for employers about insurance benefits'. The main content area has a white background. It features a section titled 'myETF Benefits Administrator' in a bold, black font. Below this title is a paragraph of text: 'The myETF Benefits Administrator (mEBS) Application for Employers allows you to manage employee benefits transactions. These include, but are not limited to, viewing and updating insurance information, adding and deleting dependents and domestic partners, and updating health insurance enrollment data and personal contact information.' A blue callout box with white text points to a red button labeled 'MyETF Benefits Administrator'. The button is highlighted with a blue border and a white hand cursor icon pointing to it.

etf

Benefits Health Retirement WRS Performance News Member Education

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 you to manage employee benefits transactions. These include, but are not limited to, viewing and updating insurance information, adding and deleting dependents and domestic partners, and updating health insurance enrollment data and personal contact information.

Select myETF Benefits Adm.

MyETF Benefits Administrator

MEBS Log In – User ID



myETF Benefits Admin

Administrator Log In

This site provides access to the online services developed by the Department of Employee Trust Funds (ETF) for administrators.

Registered Users

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

User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Enter User ID
ETF provides

New Users

If you have not yet registered for online access, click the Register Now button. You will be directed to an electronic Security Agreement (ER-8928) to complete. Fax completed form to 608-266-5801.

Logon and Password Support (608) 266-3285 / 1-877-533-5020.

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.

MEBS Log In – Employer ID



myETF Benefits Admin

Employer Verification

Employer Verification - Employer Number Required

Use this screen to verify you are authorized for this specific employer. You must provide your employer's seven digit employer number. The information you enter must match the information on our records.

Please enter your seven digit Employer Number and click Verify

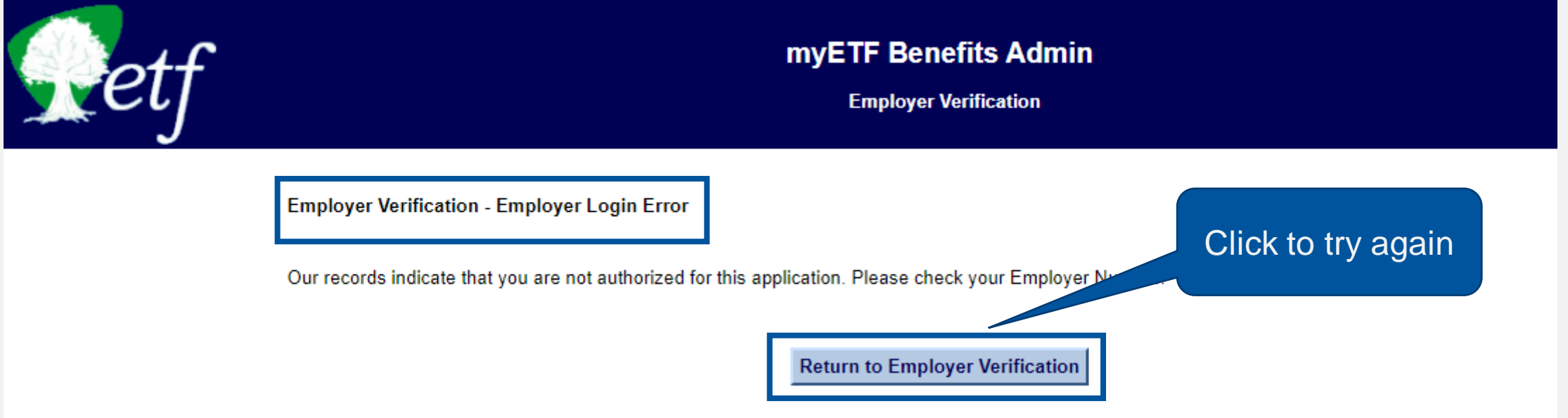
Employer Number: ?

Enter ETF Employer #

Verify Log Off



MEBS Log In – Error



The screenshot shows the myETF Benefits Admin interface. At the top left is the myETF logo, and at the top right is the text "myETF Benefits Admin" and "Employer Verification". The main content area displays an error message: "Employer Verification - Employer Login Error" in a blue-bordered box. Below this, a message states: "Our records indicate that you are not authorized for this application. Please check your Employer Number." A blue callout bubble with the text "Click to try again" points to a "Return to Employer Verification" button, which is also highlighted with a blue-bordered box.

MEBS Log In – Success!

The screenshot displays the 'myETF Benefits Admin - Employer' interface. At the top left is the 'etf' logo. The main header reads 'myETF Benefits Admin - Employer' and 'myEmployer Info'. A navigation bar includes links for 'myEmployerInfo', 'myMembers', 'Health', 'Life', 'Disability', 'WRS', 'Other Benefits', 'Reports', 'Test Support', 'Help', and 'Log Off'. A blue callout box labeled 'MEBS functions' points to the 'myEmployerInfo' link. The main content area is titled 'Employer Number:' and 'Employer Name:'. Below this is a sub-navigation bar with 'Contact Info', 'Health Insurance', 'ICI', and 'Life Insurance'. The 'Contact Info' section is divided into four tabs: 'Agent Contact', 'Insurance Contact', 'Retirement Contact', and 'Address Information'. Each tab contains fields for 'Name:' and 'Telephone:'. The 'Address Information' tab also includes an 'Address:' field and an 'Agent Email:' field with a 'More' dropdown menu and a 'Clear' button. A note at the bottom of the contact section states: 'Note: if the contact or address information listed above is not correct for your employer please submit a Designation of Agent Form, ET-1313 to correct the information.' At the bottom of the page are buttons for 'Edit', 'myMembers Requests', and 'New EIN'.



Summary



Define MEBS

- My ETF Benefits System
- Self Service



Obtain access

- Complete ET-8928



Navigate MEBS

- ETF Website
- User ID
- ETF Employer ID

Thank you



[wi_etf](#)



[etf.wi.gov](#)



ETF E-mail Updates



608-266-3285
1-877-533-5020