

# myETF Benefits – Change WAMS ID information (email address, password, or user)

## General Information

### Special Notes

### Step-by-Step Instructions (Text Only)

#### General Information

These instructions provide the steps to change the email address that is used to send confirmation and approval status updates to the subscriber through the myETF Benefits Application.

This procedure assumes that the subscriber has previously established a WAMS ID.

#### Special Notes

- The individual accessing the system must have enrolled in a health benefit plan through the State of Wisconsin.
- The application requires Internet Explorer 7 (or higher) or Fire Fox 3.0 (or higher) to display properly.
- The application requires your Web browser to have cookies enabled and JavaScript on.

### Step-by-Step Instructions (Text Only)

- 1) Open the On line Network for Members portal (a.k.a. ONM) <http://myETF.wi.gov/ONM.html>
- 2) Click on the myETF Benefits link
- 3) Click on the “Edit My Profile” link below the sign in boxes.
  - a) The WAMS log in page appears.
- 4) Type your WAMS ID and password in the corresponding fields.
- 5) Click “Login”
  - a) The WAMS profile page will appear
- 6) Update the email address, password, user name, or other available fields.
- 7) Type your password to authorize the change
- 8) Click “Submit”
  - a) The profile management screen appears
- 9) Click “LogOut”