

myETF Benefits – Domestic Partner – ADD

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General Information

These instructions provide the steps to report a domestic partnership and add any dependents through the myETF Benefits Application.

These instructions make the assumption that member has successfully logged into the myETF Benefits and has been automatically directed to the myInfo. Please see the myETF Benefits login instructions for more details.

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) 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
- 2) Change the “Marital Status” field to “Domestic Partner”
- 3) Change the “Marital Status Date” field to the affidavit certification date.

- a) To clear all fields, click the “Undo Changes” button.
- 4) Click the “Submit” button when finished making changes.
- 5) The “myInfo Changes” confirmation page will appear.
 - a) Review the information in red and check that the changes you are submitting are correct.
- 6) 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 in the upper left corner of the page.
- 7) You will receive an email confirmation of this request.
- 8) Click the “Health” tab located along the top navigation ribbon.
 - a) The “Health Insurance Coverage Summary” screen will appear.
- 9) Click the “Edit” button located to the left of active health insurance listing.
 - a) The “Report Change” page will appear.
- 10) Click the radio button (i.e. circle) in front of “Add Dependent” to select this option.
- 11) Click the “Continue” button.
 - a) The “Add Dependent” page will appear.
- 12) Select “CREATION OF A DOMESTIC PARTNERSHIP” for the reason for adding the dependent drop down box.
- 13) Continue by filling in all relevant information boxes.
- 14) 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.
- 15) Review the information and check that the changes you are submitting are correct.
- 16) Click the square next to the confirmation statement at the bottom of the page.
- 17) 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.
- 18) If there additional dependents to add, return the next business day, and submit the dependents using the Add dependents process.
- 19) You will receive an email confirmation of this request.
- 20) To see the status of your request, click the “myRequests” button at the bottom of the myInfo page.
- 21) Log off myETF Benefits by clicking on the “Logoff” tab located at the top right of the navigation ribbon.

