

myETF Benefits – Domestic Partnership to Marriage

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General Information

These instructions provide the steps to report a change from a domestic partnership to a 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. Also, the assumption is that family coverage is already in effect. If adding coverage, please see the “Reporting a Marriage” instructions. For login issues, 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 “Married”

- 3) Change the “Marital Status Date” field to the marriage 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) To see the status of your request, click the “myRequests” button at the bottom of the myInfo page.
- 9) Log off myETF Benefits by clicking on the “Logoff” tab located at the top right of the navigation ribbon.