

myETF Benefits – Edit myInfo

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General Information

These instructions provide the steps to change demographic (address, phone number, etc.) 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) Update the necessary fields with the new information.
 - a) To clear all fields, click the “Undo Changes” button.

- 3) Click the “Submit” button when finished making changes.
- 4) The “myInfo Changes” confirmation page will appear.
 - a) Review the information and check that the changes you are submitting are correct.
- 5) Click the square next to the confirmation statement.
- 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.

Step-by-Step Instructions with Visuals



myETF Benefits

myInfo

myInfo

Health

Life

Disability

WRS

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Log Off

Member Information

Member ID: 1234-5678
SSN: XXX-XX-X616
Name: CLARK J KENT
Date of Birth: 06/30/1978
Gender: MALE
Marital Status: MARRIED
Marital Status Date: 10/11/1996

Spouse Information

Member ID: 1009-5890
SSN: XXX-XX-X255
Name: LOIS LANE-KENT
Date of Birth: 09/23/1981
Gender: FEMALE

Contact Information

Home Address: 344 CLINTON ST
MADISON, WI 53717-1810, US
DANE COUNTY
Valid per USPS

Primary Email: Superman@etf.state.wi.us
Primary Phone: (608) 524 - 2141

Please note that the information displayed above is from your health insurance application and may differ from other addresses on file at ETF. ETF is working to consolidate demographic information.

Click here to
change myInfo
page information.

Edit

History of Changes

myRequests



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Member Information

Member ID: 1234-5678
SSN: XXX-XX-X220
Name (First/Middle/Last/Suffix): CLARK J KENT Select One
Date of Birth: 07/22/1941
Gender: MALE
Marital Status: MARRIED
Marital Status Date: 08/28/1965 (MM/DD/YYYY)
Employer: ETF-STATE ANNT (SICK LEAVE)

Spouse Information

Updating Social Security Numbers and Dates of Birth require additional documentation. Please work directly with your employer.

Contact Information

Home Address:
Country: UNITED STATES - US
Address Line 1: 344 CLINTON STREET
Address Line 2:
City, State: MADISON WISCONSIN - WI
Zip Code: 537171810 (only numbers are allowed)
Care of:

Primary Email: citori@ymail.com
Primary Phone: 6085242141 Ext. (only numbers are allowed)

Once you have finished
updating any
information in the blue
rectangles, click here.

Updating your e-mail address must be completed through the Wisconsin Self-Service account maintenance.

Submit

Clear

Return to myInfo



myETF Benefits

Edit myInfo Confirmation

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Your have made the following changes. If correct, please press the Confirm button, or press the Cancel button to return back to the Edit page.

Member Information		Spouse Information	
Member ID:	1234-5678	Member ID:	1009-5890
SSN:	XXX-XX-X616	SSN:	XXX-XX-X255
Name:	CLARK J KENT	Name:	LOIS LANE-KENT
Date of Birth:	06/30/1978	Date of Birth:	09/23/1981
Gender:	MALE	Gender:	FEMALE
Marital Status:	MARRIED		
Marital Status Date:	10/11/1996		

Contact Information	
Home Address:	344 CLINTON ST MADISON, WI 53717-1810, US DANE COUNTY
Primary Email:	Superman@etf.state.wi.us
Primary Phone:	6085242142

Changes you are submitting will show in red. Confirm the change by clicking here.

Confirm Cancel



myETF Benefits

Edit myInfo Confirmation

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Your updates have been sent to your employer for approval.
These changes will not be reflected on the myInfo page until the employer has approved the changes.
Upon Employer approval you will receive a confirmation email outlining the acceptance or denial of your request.
You may also view your pending requests on the myRequests screen.

Member Information		Spouse Information	
Member ID:	1234-5678	Member ID:	1009-5890
SSN:	XXX-XX-X616	SSN:	XXX-XX-X255
Name:	CLARK J KENT	Name:	LOIS LANE-KENT
Date of Birth:	06/30/1978	Date of Birth:	09/23/1981
Gender:	MALE	Gender:	FEMALE
Marital Status:	MARRIED		
Marital Status Date:	10/11/1996		

Contact Information	
Home Address:	344 CLINTON ST MADISON, WI 53717-1810, US DANE COUNTY MADISON, WI
Primary Email:	Superman@etf.state.wi.us
Primary Phone:	6085242141

Return to the myInfo page by clicking here.

Return to myInfo