

# myETF Benefits – account set up, authentication and inquiry functions

## General Information

### Special Notes

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

### Step-by-Step Instructions with Visuals

## General Information

The application provides state and local employees that participate in health care benefits with a web-based application to view their contact information and health insurance plan details.

## Special Notes

- The individual accessing the system must have enrolled in a health benefit plan through the State of Wisconsin.
- 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
  - a) A WAMS Id is required to access the myETF Benefits application. To establish a WAMS Id please follow the steps below.
    - i) CREATING A WAMS ID**
      - (1) Click on the “Register Now” button. A WAMS Registration page will appear. This page has an overview of the registration process.
      - (2) Click the “Continue Registration” button. This will link you to the Department of Administration WAMS User Agreement page.
      - (3) After reading the User Agreement, click the “Accept” button at the bottom of the page to continue.
      - (4) The Self-Registration page will appear.
      - (5) Fill in the fields on the Self-Registration page. Fields marked with a red asterisk are mandatory.
        - (a) The email address you use may be either a personal or work address.
          - (i) It is critical that the email address is valid, and one that you check regularly. WAMS will use this address to confirm your enrollment.
          - (ii) ETF will be using this email address to communicate updates to you.

- (b) The password must be 7-20 digits long and contain a combination of letters and a special character or a number.
  - (6) Click on the "Submit" button to continue.
    - (a) If there are any errors in the password/user id, or a mandatory field was missed, you will be prompted to correct the error(s) before continuing. Once you have corrected any errors, click the "Submit" button again to continue.
  - (7) A confirmation page will appear giving instructions to continue to step 2 in the process.
    - (a) A confirmation email with the title, "State of Wisconsin self-registration" will be sent to the email address that you provided with further instructions to activate your account.
  - (8) Click the "Logout" link located at the top right of the page.
  - (9) Open the email account that you associated with your WAMS ID during the registration process.
  - (10) Locate and open the email with the title, "State of Wisconsin self-registration".
    - (a) If you do not see this email, please check your spam folder. Certain security setting may identify this as spam. To avoid future messages being misdirected to your spam folder, change your spam filter settings accordingly. See your email providers help section for more details.
    - (b) If the email is not opened and acted upon within 4 days, the WAMS ID registration process will need to be repeated before you can continue to myETF Benefits.
  - (11) Click the link within the email to be taken to the final step of the WAMS ID registration process.
    - (a) Once you click on this link, you will have five minutes to complete the login step.
    - (b) If you do not complete the login within that time limit, you must return to the email, and click on the link again.
  - (12) The Account Activation page will appear. Type your User ID (WAMS ID) and password.
  - (13) Click the "Login" button.
  - (14) A confirmation page will appear indicating that you have successfully completed the registration process.
  - (15) Click on the "Previous Application" link at the bottom of the page to return to the WAMS Registration Summary page.
  - (16) Click on the "Previous Application" button on the bottom of the page.
  - (17) Click on the "Return to Login" button on the bottom of the page.
- 3) Type your Wisconsin Web Access Management System user name (a.k.a. WAMS Id) and password in the corresponding fields. Click the "Login" button
- 4) The myIdentity Verification page will appear.
- a) Type your ETF Member ID.
    - i) This is most commonly found on your Navitus Card . It is also printed on your Statement of Benefits.

- ii) You can also click the “Help” button for more information on how to obtain your ETF Member ID.
- b) Type your birth date (Including slash marks).
- c) Click the “Verify” button.
  - i) If there is an error, click the link to return to this page. Click the check box above the Member ID field to see the values you are typing into the Member ID and Password fields and then click the “Verify” button.
- 5) **FIRST TIME LOGIN ONLY** - A page prompting you to enter your social security number will appear.
  - i) This is a one-time event. For security purposes, we ask for this the first time you have logged in to myETF Benefits. If this is NOT your first time logging in, you will not see this page.
  - ii) Type your social security number (no dashes) and click the “Continue” button.
- 6) The myInfo page will appear showing your demographic information.
  - a) This information is populated from the Health Insurance Database at ETF. If you are enrolled in other State of Wisconsin benefits, there may be a difference in the contact information for those programs.
  - b) To view historical changes, click the “History of Changes” button at the bottom of the page.
- 7) Navigate by clicking the tabs across the top of the page.
  - a) myInfo – Returns you to the demographic information page.
  - b) Health –Used to view your health insurance summary, covered individual summary, and covered individual details.
  - c) Life – Provides general information and other links relating to this benefit.
  - d) Disability – Provides general information and other links relating to this benefit.
  - e) WRS – Provides general information and other links relating to this benefit.
  - f) Other Benefits – Provides general information and other links relating to these benefits.
  - g) Help – Provides contact information and documentation relating to the use of the myETF Benefits system including a Frequently Asked Questions (a.k.a. FAQ) section.
  - h) Log Off – Securely closes the current myETF Benefits session.

## **Step-by-Step Instructions with Visuals**



[home](#)

## Employee Trust Funds (ETF) On-line Network for Members (ONM)

Click "myETF Benefits" to begin

Welcome to the Department of Employee Trust Funds On-line Network for Members (ONM) portal. To retrieve historical data, keep your information current, and request information regarding ETF administered benefits. ONM is an interactive Internet application that is easy and convenient to use.

### Applications

[myETF Benefits](#)  
Description: Provides employees the ability to submit changes to their current coverage including address/name changes, new enrollments, and qualifying event changes to their existing coverage.

### 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.



## myETF Benefits

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

**User ID:**

**Password:**

[Forgot password](#)  
[Edit your profile](#)  
[Change your password](#)

**Wisconsin User ID (WAMS ID)**

**New Users**  
If you have not yet registered for online access, click the Register Now button. You will be guided through the registration process.

**Create a Wisconsin User ID**

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.

This system is for authorized users only. System access is monitored. By using this system, you expressly consent to system monitoring. Evidence of unauthorized access will be provided to the appropriate law enforcement agencies for prosecution.

# STEPS TO CREATE A WISCONSIN USER ID (WAMS ID)



## myETF Benefits

### Summary of Registration Process

This screen provides a summary of the steps involved in the registration process. To return to the Login screen, click the 'Return to Login' button at the bottom of the page. To continue the registration process, click the 'Continue Registration' button.

#### Step 1 - Read and accept the access agreement

To use the myETF Benefits online services, you must read and accept the Wisconsin Web Access Management User Acceptance Agreement.

#### Step 2 - Establish your login profile

To login to the myETF Benefits online services, you need a Wisconsin user ID and password. You will select your own user ID and password.

#### Step 3 - Account Confirmation

Once you have completed Steps 1 and 2, you will receive a confirmation email to activate your Wisconsin Access Management (WAMS) account. Once activated you will be able to access your Wisconsin

#### Step 4 - Validate your identity

To access your personal account information, we need to verify who you are. You must provide your Social Security Number, Member id, and your date of birth. The information entered must match the information in our records for you to gain access.

[Return to Login](#)

[Continue Registration](#)

Click to  
continue to the  
DOA WAMS  
Registration  
Page.



## Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

### OVERVIEW

The self-registration process consists of two parts:

**Important!:** We highly recommend that you complete Parts One and Two at the same time. You **must** complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

- **Part One: Requesting a Wisconsin User ID and Password**

In Part One, you will submit your contact and account information. You will be sent a confirmation e-mail immediately, containing a Web link to the Account Activation page.

**Note:** You must have an accessible, valid, and unique e-mail address to complete the self-registration process.

- **Part Two: Activating your account**

In Part Two, you will click the Web link that we send you to the Account Activation page. On this page, you will enter your Wisconsin User ID and Password to activate your account.

Click the  
"Accept" button  
at the bottom  
of the page.

### STARTING THE SELF-REGISTRATION PROCESS

To begin, you must read the User Acceptance Agreement below and click **Accept** at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click **Decline** to end the registration process.



## Self-Registration

\* Indicates Required Field

Profile Information	
First Name	<input type="text"/> *
Middle Initial	<input type="text"/>
Last Name	<input type="text"/> *
Suffix	<input type="text" value="v"/> e.g., JR, SR, I, II, III
E-Mail	<input type="text"/> * e.g., username@host.domain

Complete all fields with a red astrisk (\*) and click the "Submit" button

Account Information	
Your User ID must be between 5-20 characters and <b>CAN</b> be a combination of letters and numbers. Your Password must be between 7-20 characters and <b>MUST</b> contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.	
User ID	<input type="text"/> *
Password	<input type="password"/> *
Re-enter Password	<input type="password"/> *

Account Recovery	
Compose a question and answer for account recovery purposes. <a href="#">Click here for Guidelines.</a>	
Secret Question	<input type="text"/> *
Answer to Secret Question	<input type="text"/> *



## Self-Registration

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You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

**Follow the Web link in the e-mail to activate your Wisconsin Login Account.**

**Important!** We highly recommend that you continue with Part Two at this time. You **must** complete Part Two within four (4) days.

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your **Wisconsin User ID, Password and Secret Answer**. They are your key to access the State of Wisconsin over the Internet.

**Logout, open your email account and follow the confirmation email instructions.**

Development Test Image

For assistance send an e-mail to [WAMS Development Support](#)



State of W I S C O N S I N



## Account Activation Step

Type your WAMS ID and password. Click on "Login"

**ATTENTION:** You have approximately 5 minutes to enter your WAMS ID and Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:

Password:

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[WAMS Home](#) [Wisconsin Portal Home](#)



## Self-Registration

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to check your e-mail messages for a confirmation message.

For your protection, you will be logged out at the end of each session.

Clicking on the link below will take you to Self-Registration

**Click on "Previous Application" to return to the WAMS Registration Overview.**

[Previous Application](#)



## Summary of Registration Process

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### Step 2 - Establish your login profile

To login to the myETF Benefits online services, you need a Wisconsin user ID and password. You will select your own user ID and password.

### Step 3 - Account Confirmation

Once you have completed Steps 1 and 2, you will receive an activation email to activate your Wisconsin Access Management (WAMS) account. Once you receive the activation email, you will be ready to continue.

### Step 4 - Validate your identity

To access your personal account information, you need to verify who you are. You must provide your Social Security Number, Member id, and your date of birth. The information entered must match the information in our records for you to gain access.

Click to  
continue to  
return to the  
Login page.

[Return to Login](#)

[Continue Registration](#)

# STEPS TO LOG IN



## myETF Benefits

**Type your WAMS ID and password. Then click "Login".**

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

User ID:

Password:

[Login](#)

[Forgot password](#)  
[Edit your profile](#)  
[Change your password](#)

**New Users**  
If you have not yet registered for online access, click the Register Now button. You will be guided through the registration process.

[Register Now](#)

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This system is for authorized users only. System access is monitored. By using this system, you expressly consent to system monitoring. Evidence of unauthorized access will be provided to the appropriate law enforcement agencies for prosecution.



# myETF Benefits

## myIdentity Verification

Use this screen to verify who you are. You must provide your ETF Member ID and Date of Birth. The information you enter must match the information on file.

Type your ETF Member ID (found on your Navitus Card or Statement of Benefits) and your date of birth. Click "Verify" to continue.

**I have an ETF Member ID**

If you already have a Member ID, enter your Member ID and Date of Birth and then click the Verify button.

Display my Member ID and Date of Birth on my account:

Member ID:

Date of Birth:  MM/DD/YYYY

[Verify](#)

**I don't have an ETF Member ID or I'm not sure if I have an ID**

If you do not have a Member ID or you don't know if you have one, click the Help button.

[Help](#)

**NAVITUS**  
HEALTH SOLUTIONS



Pharmacy Benefit Manager  
RxBIN 610602  
RxPCN ETF  
RxGrp 83359

**SUBSCRIBER J SAMPLE**  
**ID: 12345678**

23456789  
SPOUSE SAMPLE  
34567891  
CHILD SAMPLE

**\*\*Required, first time login only\*\***



## myETF Benefits

### myIdentity Verification - SSN Needed

Our records indicate this is your first time logging into myETF. To complete your verification measure please enter your Social Security Number for additional verification.

Please enter your Social Security Number and press Continue

Social Security Number:

999999999

Type your Social Security Number and click "Continue". This is a one-time event only.

[Continue](#)

[Return to Verification](#)



# myETF Benefits

myInfo

myInfo

Health

Life

Disability

WRS

Other Benefits

Help

Log Off

Click this tab to view your health insurance information.

When finished viewing your information, click "Log Off" to end your session.

Member Information	Spouse Information
Member ID: 1000	Member ID: 1000
SSN: XXX	SSN: XXX
Name: LOI	Name: LOI
Date of Birth: 09/2	Date of Birth: 09/2
Gender: FEM	Gender: FEM
Marital Status: MARRIED	
Marital Status Date: 10/11/1996	

## Contact Information

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

Superman@etf.state.wi.us  
(608) 524 - 2141

Click this button to view changes to your demographic information.

Please note: The demographic information listed above is from your most recent application and may differ from other addresses on file at ETF. ETF is working to consolidate demographic information.

[Edit](#) [History of Changes](#) [myRequests](#)