myETF Benefits – New Enrollment

General Information

These instructions provide the steps to report a divorce and change health insurance coverage 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 NOT have active coverage in a health benefit plan through the State of Wisconsin. If an employee has active coverage, they must first cancel their active coverage before enrolling for coverage under their new employer. Please see the canceling coverage procedure for more information.
- 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) Review the “MyInfo” screen to insure that the information is correct.
    a) If changes are needed, click the “Edit” button located at the bottom of the page.
        i) The following fields will display text entry boxes:
            (1) Name
            (2) Marital Status
            (3) Marital Date
            (4) Country
            (5) Address Line 1
            (6) Address Line 2
            (7) City, State, Zip
            (8) Care of
            (9) Primary Phone

ii) If the email address is incorrect, please see the procedure for updating WAMS information.

iii) To clear all fields, click the “Undo Changes” button.

iv) Click the “Submit” button when finished making changes.

v) The “myInfo Changes” confirmation page will appear.

vi) Review the information in red and check that the changes you are submitting are correct.

b) Click the “Confirm” button.

i) The confirmation page will appear.

ii) To print a copy of this change for your records, click the green print button in the upper left corner of the page.

c) You will receive an email confirmation of this request.

2) Click the “Health” tab located along the top navigation ribbon.

a) The “Health Insurance Coverage Summary” screen will appear.

i) If you have had previous coverage, a historical summary will appear.

ii) If you have not had any previous coverage, the summary will be blank and a message will display at the top of the page indicating that no enrollment information was found.

3) Click the “Add Coverage” button.

a) The “Health Insurance Add Coverage” page will appear.

4) Complete all fields.

a) If you are selecting family coverage, click the plus sign to the right of your information on the bottom of the page to add rows to enter additional dependents (i.e. spouse, domestic partner, and /or children).

5) Click the “Submit” button at the bottom of the page.

a) The “Report Change” confirmation page will appear.

6) Review the information and check that the changes you are submitting are correct.

7) Click the square next to the confirmation statement at the bottom of the page.

8) 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.

9) You will receive an email confirmation of this request.

10) To see the status of your request, click the “myRequests” button at the bottom of the myInfo page.

11) Log off myETF Benefits by clicking on the “Logoff” tab located at the top right of the navigation ribbon.