myETF Benefits - Remove Dependent

General Information
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Step-by-Step Instructions with Visuals

General Information

These instructions provide the steps to remove a dependent (child, spouse or domestic partner) 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

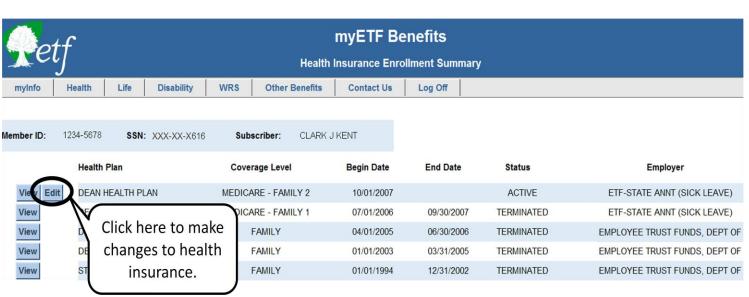
- The individual accessing the system must have enrolled in a health benefit plan through the State of Wisconsin.
- The application requires Internet Explorer 7 (or higher) or Fire Fox 3.0 (or higher) to display properly.
- The application requires your Web browser to have cookies enabled and JavaScript on.

Step-by-Step Instructions (Text Only)

- 1) Click the "Health" tab located along the top navigation ribbon.
 - a) The "Health Insurance Coverage Summary" screen will appear.
- 2) Click the "Edit" button located to the left of active health insurance listing.
 - a) The "Report Change" page will appear.
- 3) Click the radio button (i.e. circle) in front of "Remove Dependent" to select this option.
- 4) Click the "Continue" button.
 - a) The "Remove Dependent" selection page will appear.
- 5) Select the reason for removing the dependent from the drop down box.
- 6) Enter the date that the removal will be effective.
- 7) Select the box to the left of each dependent you would like to remove.
- 8) Click the "Submit" button at the bottom of the page.
 - a) The "Remove Dependent" confirmation page will appear.
- 9) Review the information and check that the changes you are submitting are correct.

- 10) Click the square next to the confirmation statement at the bottom of the page.
- 11) 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.
- 12) You will receive an email confirmation of this request.
- 13) To see the status of your request, click the "myRequests" button at the bottom of the myInfo page.
- 14) Log off myETF Benefits by clicking on the "Logoff" tab located at the top right of the navigation ribbon.



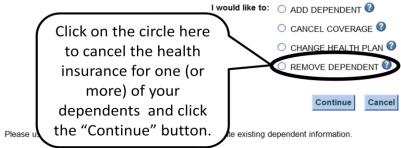


 ETF Member ID:
 12345678
 SSN:
 XXX-XX-X616
 Subscriber:
 CLARK J KENT

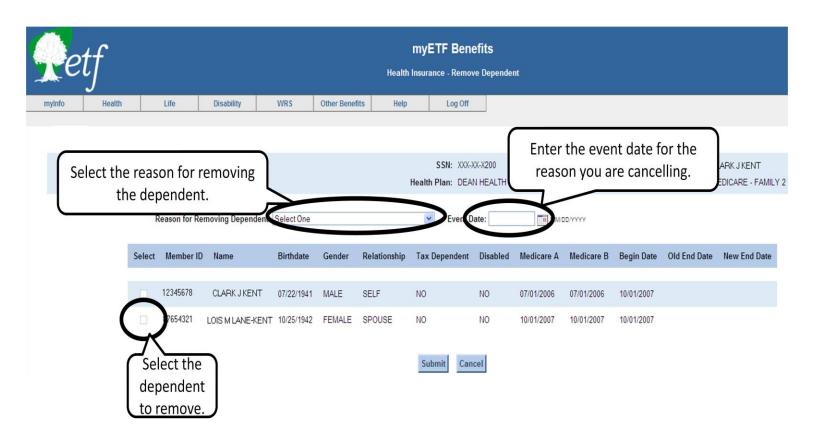
 Employer:
 ETF-STATE ANNT (SICK LAVE)
 Health Plan:
 DEAN HEALTH PLAN
 Coverage Level:
 MEDICARE - FAMILY 2

Please select the change you would like to make from the options listed below. If the reason for your change is not listed, please contact your employer.

If you have experienced more than one change, choose the one that occurred first. When you have finished reporting the first change, select additional changes as needed.



Please use the mylnfo screen and press Edit to update your demographic, address and phone information.





Reason for Removing Dependent: DEATH OF DEPENDENT

Select	Member ID	Name	Birthdate	Gender	Relationship	Tax Dependent	Disabled	Medicare A	Medicare B	Begin Date	Old End Date	New End Date
	12345678	CLARK J KENT	07/22/1941	MALE	SELF	NO	NO	07/01/2006	07/01/2006	10/01/2007		
V	87654321	LOIS M LANE-KENT	10/25/1942	FEMALE	SPOUSE	NO	NO	10/01/2007	10/01/2007	10/01/2007		07/31/2010

Your Reason for Removing Dependent will terminate all eligible dependents and requires a change in coverage level. By confirming this change, your coverage level will be updated to single coverage. Please remember to update any other benefit information that may be effected by this change outside of your health benefits.

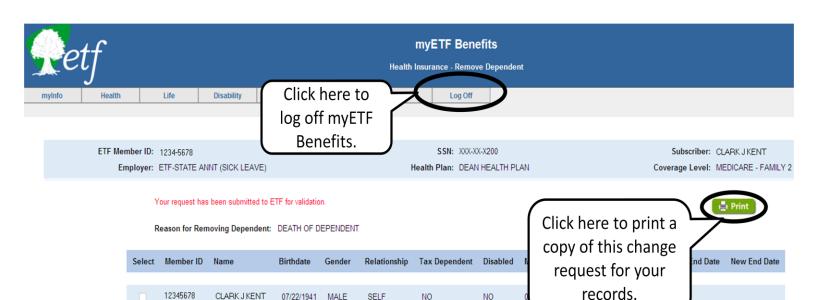
By confirming this request, I apply for or am ending the insurance under the indicated health insurance contract made available to me through the State of Wisconsin and have read and account the TERMS AND CONDITIONS.

best of my knowledge, all statements and answers are completed and true. All information is furnished under penalty of Wis. Stat. § 943.395.

Click here to agree to the terms and conditions.

87654321

Confirm



Your Reason for Removing Dependent will terminate all eligible dependents and requires a change in coverage level. By confirming this change, your coverage level will be updated to single coverage. Please remember to update any other benefit information that may be effected by this change outside of your health benefits.

NO

NO

Return to Report Enrollment Change

LOIS M LANE-KENT 10/25/1942 FEMALE SPOUSE

Return to Enrollment Summary

07/31/2010