myETF Benefits – Widowed

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General Information

These instructions provide the steps to report that the subscriber is a widow 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 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 "Widowed"
3) Change the "Marital Status Date" field to the death 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) If you had family coverage with your previous spouse/Domestic Partner, or if there are dependents on your family coverage, continue with the following steps.
9) Click the “Health” tab located along the top navigation ribbon.
   a) The “Health Insurance Coverage Summary” screen will appear.
10) Click the “Edit” button located to the left of active health insurance listing.
    a) The “Report Change” page will appear.
11) Click the radio button (i.e. circle) in front of “Remove Dependent” to select this option.
12) Click the “Continue” button.
    a) The “Remove Dependent” selection page will appear.
13) Select “DEATH OF A DEPENDENT” from reason for removing the dependent drop down box.
    a) The Spouse/Domestic Partner and any stepchildren or Domestic Partner’s children will automatically be selected.
14) Select the box to the left of each dependent (if any) you would like to remove.
15) Click the “Submit” button at the bottom of the page.
    a) The “Remove Dependent” confirmation page will appear.
16) Review the information and check that the changes you are submitting are correct.
17) Click the square next to the confirmation statement at the bottom of the page.
18) Click the square acknowledging that documentation is required.
19) 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.
20) You will receive an email confirmation of this request.
21) To see the status of your request, click the “myRequests” button at the bottom of the myInfo page.
22) Log off myETF Benefits by clicking on the “Logoff” tab located at the top right of the navigation ribbon.