

Health Tab

Clicking on the **Health Tab** will provide you with a summary of your current, future and past health insurance enrollment.

The screenshot shows the 'myETF Benefits' interface with the 'Health Insurance Enrollment Summary' page selected. The page displays a table of health insurance plans with columns for Health Plan, Coverage Level, Begin Date, End Date, Status, and Employer. There are also 'View' and 'Edit' buttons for each row.

Health Plan	Coverage Level	Begin Date	End Date	Status	Employer
DEAN HEALTH PLAN	WELFARE - FAMILY 3	10/01/2007		ACTIVE	ETF SEATE AWAY (SICK LEAVE)
DEAN HEALTH PLAN	WELFARE - FAMILY 1	07/01/2006	09/30/2007	TERMINATED	ETF SEATE AWAY (SICK LEAVE)
DEAN HEALTH PLAN	FAMILY	04/01/2005	06/30/2006	TERMINATED	EMPLOYEE TRUST FUNDS, DEPT OF
DEAN HEALTH PLAN	FAMILY	01/01/2003	03/31/2005	TERMINATED	EMPLOYEE TRUST FUNDS, DEPT OF
STANDARD PLAN 2	FAMILY	01/01/1994	12/31/2002	TERMINATED	EMPLOYEE TRUST FUNDS, DEPT OF

Add/Change Update Information

There are two common places to make changes to your information. First on the **myInfo page**, there is an **Edit Button** at the bottom of the page. Use this button to make address and phone number changes. Second, on the **Health Insurance Summary page**, there is an **Edit Button** to the left of your active health insurance listing. Use this to change coverage, add a dependent (spouse or child) and report important life events that could change your health insurance coverage. For more information on how to complete specific changes, please use the **Help Tab** located at the top of the page.

The screenshot shows the 'myETF Benefits' interface with the 'Add/Change Update Information' page selected. The page displays a form with fields for 'ETF Member ID', 'Subscriber', 'Health Plan', and 'Coverage Level'. There are also 'Add' and 'Cancel' buttons at the bottom.



myETF Benefits Quick Start Guide

Welcome to the Department of Employee Trust Fund's (ETF) new online benefit system—**myETF Benefits**. Currently, the system provides you with the convenience of online tools to research, enroll and manage your health insurance benefits giving you the ability to complete each process from your home computer, or any other computer that has access to the Internet, through our secure Web site, the Online Network for Members (ONM).



Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931
Toll Free (877) 533-5020 — Local (608) 266-3285
etf.wi.gov

Enroll

To enroll in your myETF Benefits account online, go to ETF's Internet site (etf.wi.gov) and click on the **Member Tab** on the top of the screen, then scroll to the **Insurance** section and click on **myETF Benefits for Members** (or you can go to <http://myETF.wi.gov/ONM.html> directly and click on myETF Benefits).

Obtain A Wisconsin User ID (WAMS)

As part of the login process, you will be required to obtain a Wisconsin User ID and password. Complete this step by clicking on **Register Now**.

Read the User Acceptance Agreement and, if you agree to the terms, click on **Accept** to continue.

Enter required personal data fields and set up your User ID and Password. **Submit** the completed form for processing. An e-mail confirmation will be sent to the e-mail address you provided. This e-mail will direct you on how to activate your account before continuing to enter the myETF Benefits system.

The screenshot shows the 'Benefits' header and a 'New Users' section. The text reads: 'If you have not yet registered for online access, click the Register Now button. You will be guided through the registration process.' A blue 'Register Now' button is located at the bottom of the section.

The screenshot shows the 'Self-Registration' form with several sections:

- Profile Information:** Fields for First Name, Middle Initial, Last Name, Suffix (with examples like 'JR', 'SR', 'III'), and e-mail (with examples like 'jdoe@etf.wi.gov').
- Account Information:** A note stating 'Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.' Fields for User ID, Password, and Re-enter Password.
- Account Recovery:** A note: 'Compose a question and answer for account recovery purposes. Click here for Guidelines.' Fields for Secret Question, Answer to Secret Question, and another Secret Question.

Login

You will log in to myETF Benefits by entering your **Wisconsin User ID (WAMS)** and **password**, your **ETF Member ID** (provided by your employer) and **date of birth**. In addition, the first time you log in you will need enter your **Social Security number** (without dashes).

The screenshot shows the 'Registered Users' login section. It includes instructions: 'If you are already a registered user, enter your user ID and password, then click the login button.' There are input fields for 'User ID:' and 'Password:', a blue 'Login' button, and links for 'Forgot password', 'Edit your profile', and 'Change your password'.

The screenshot shows the 'myMember Verification' section. It includes instructions: 'Use this screen to verify who you are. You must provide: enter must match the information on ETF records. All fields.' There are input fields for 'Member ID:' and 'Date of Birth:', a blue 'Verify' button, and a 'password' label next to the date of birth field.

MyInfo

Once you are logged in, you will be brought to the **myInfo** page (pictured below). This page displays your demographic information. On the top of the screen, there will be several tabs that you can use to navigate the different benefit options.

The screenshot shows the 'myInfo' page with a navigation bar (myInfo, Health, Life, Disability, WFS, Other Benefits, WFO, Log Off) and two main sections:

Member Information		Spouse Information	
Member ID:	1034-4408	Member ID:	1028-8888
SSN:	XXX-XX-XXXX	SSN:	XXX-XX-XXXX
Name:	CLARK, JANE	Name:	LOVE, JANE HENT
Date of Birth:	05/03/1978	Date of Birth:	09/23/1981
Gender:	MALE	Gender:	FEMALE
Marital Status:	MARRIED		
Marital Status Date:	10/11/1988		

Contact Information			
Home Address:	344 CLINTON ST MADISON, WI 53711-1816 DAKE COUNTY 9461 per USPS	Primary Email:	Superman@etf.wi.gov
		Primary Phone:	608/124-2141

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

Buttons at the bottom: Edit, History of Changes, myRequests