Health Tab

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

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.

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

ET-2167 (07/2012)

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.

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).

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.