

## myETF BENEFITS SYSTEM INSTRUCTIONS

Employees and annuitants are encouraged to submit their It's Your Choice Open Enrollment changes via the myETF Benefits Online Health Insurance Enrollment System. Enrolling in a health insurance plan is a quick and easy process through our dedicated and secure website.

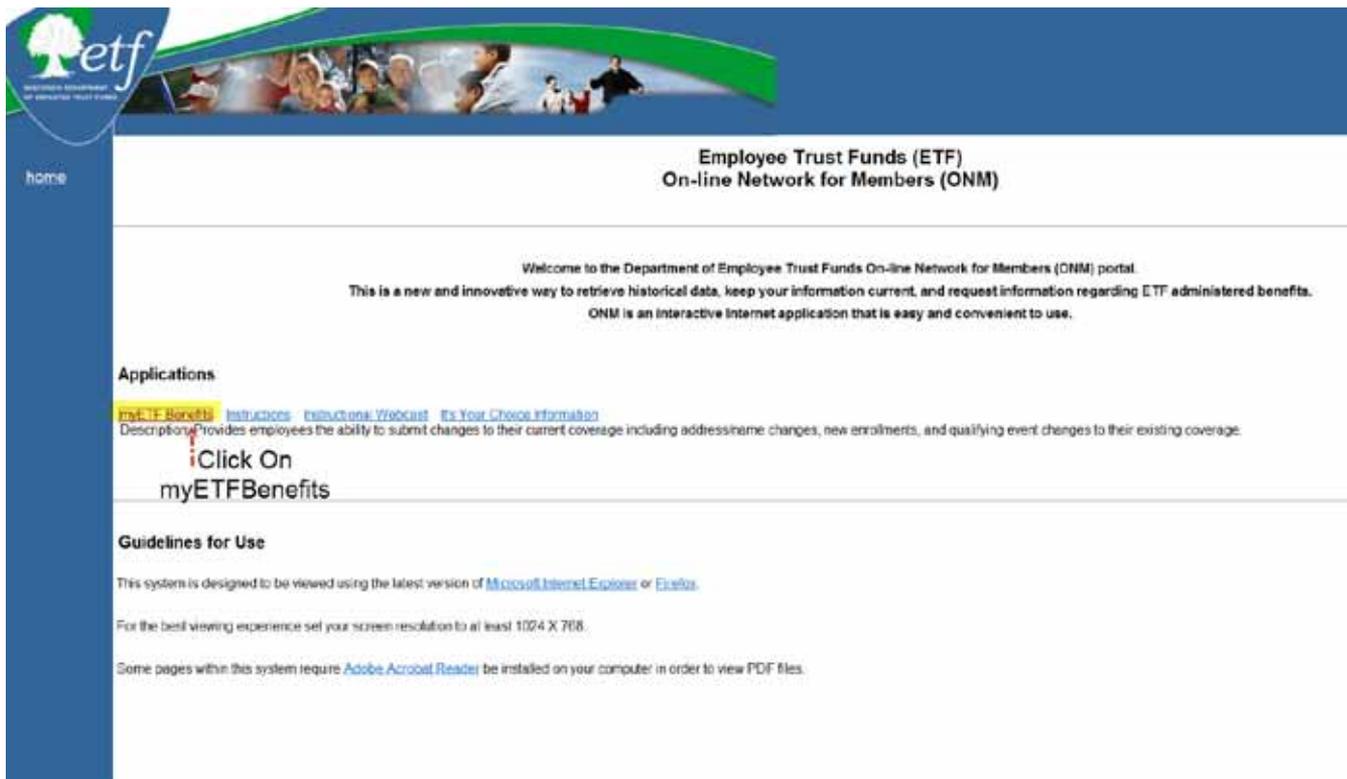
If you don't have access to a computer, you may submit your enrollment change on a paper application (on

Page 81). Employees should submit it to their benefits/payroll/personnel office. Initial enrollment must be established through your employer. Annuitants and continuants should send the form to ETF. The address appears on the back cover of this guide.

All changes must be entered online, submitted, faxed or postmarked no later than November 1, 2013.

### Step 1

Go to [myETF.wi.gov/ONM.html](http://myETF.wi.gov/ONM.html) (Online Network for Members). In order to login, you will need a Web Access Management System (WAMS) ID and your ETF Member ID (explained in Step 3). Click on the **myETF Benefits** link to begin the login steps.



The screenshot shows the myETF On-line Network for Members (ONM) portal. The header includes the ETF logo and a navigation bar with a "home" link. The main content area features a welcome message: "Welcome to the Department of Employee Trust Funds On-line Network for Members (ONM) portal. This is a new and innovative way to retrieve historical data, keep your information current, and request information regarding ETF administered benefits. ONM is an interactive Internet application that is easy and convenient to use." Below this, there is a section titled "Applications" with a link to "myETF Benefits" and a description: "Provides employees the ability to submit changes to their current coverage including address/name changes, new enrollments, and qualifying event changes to their existing coverage." A large red arrow points to the "myETF Benefits" link. There is also a section titled "Guidelines for Use" with instructions on browser requirements and screen resolution.

# myETF Benefits System Instructions

## Step 2—myIdentity Verification (WAMS ID)

Type your WAMS ID and password. Click **Login**. If you don't have a WAMS ID, click **Register Now**. You will be taken through the process to get one. If you need assistance registering please view the instructional webcast on the myETF Benefits home page at [myETF.wi.gov/ONM.html](http://myETF.wi.gov/ONM.html). Keep track of your WAMS ID and password, as you will need it in the future to view and change your coverage.

If you forgot your WAMS ID, click the appropriate **Go Here** link in the **Registered Users** section to recover your WAMS ID. If you need to change your WAMS ID e-mail address or password, click the appropriate **Go Here** link also in the **Registered Users** section.

**Existing User**

This site provides access to the online services developed by the Department of Employee Trust Funds (ETF) for members and retirees. You must be a Health Insurance Subscriber to use this system.

**Registered Users**

If you are already a registered user, enter your user ID and password, then click the login button.

User ID:  Password:

**WAMS**  
WISCONSIN  
EMPLOYEE TRUST FUNDS

Login

If you need help with myETF Benefits, please contact your employer for assistance. If your employer cannot help you and recommends that you contact ETF, call the ETF Call Center at 1.877.533.5020 or 608.266.3265, or [Contact Us](#).

• If you forgot your WAMS ID, go here  
• If you need to change your WAMS ID email address, go here  
• If you need to change your password, go here

**New User**

If you have not yet registered for online access, click the Register Now button. You will be guided through the registration process.

Register Now

**Guidelines for Use:**

- This system is designed to be viewed using the latest version of Microsoft Internet Explorer or Firefox.
- For the best viewing experience, set your screen resolution to at least 1280 X 760.
- Some pages within this system require that Adobe Acrobat Reader be installed on your computer in order to view PDF files.

This system is for authorized users only. System access is monitored. By using this system, you expressly consent to system monitoring. If absence of unauthorized access will be provided to the appropriate law enforcement agencies for prosecution.

# myETF Benefits System Instructions

## Step 3—myIdentity Verification (ETF Member ID)

Type your ETF Member ID (Employees: available on your Navitus Prescription Drug ID card, ETF Statement of Benefits or from your employer. Annuitants: find your Member ID on your ETF Annuity Payment Statement or from ETF) and birth date. Your birth date should be entered per the guidelines on the screen, for example, 02/01/1960. Click **Verify** to continue.

**myETF Benefits**

**myIdentity Verification**  
Use this screen to verify who you are. You must provide your ETF Member ID and Date of Birth. The information you enter must match the information on ETF records. All fields are required.

**I have an ETF Member ID**  
If you already have a Member ID, enter your Member ID and Date of Birth and then click the Verify button.  
Display my Member ID and Date of Birth on the screen:   
Member ID: [input field] [info icon]  
Date of Birth: [input field] [info icon]  
**Verify**

**I don't have an ETF Member ID or I am not sure if I have an ID**  
If you do not have a Member ID or you don't know if you have been assigned one, click the Help button.  
**Help**  
By clicking the **Help** Button, myETFBenefits will verify if you do or do not have a **Member ID**. To obtain your **Member ID** please contact your employer.

## Step 4—myIdentity Verification (Social Security Number)

Type your Social Security number without the dashes. This is a one-time event that only needs to be completed the first time you log in. After you are logged in, the **myInfo** page will appear.

**myETF Benefits**

**myIdentity Verification - SSN Needed**  
Our records indicate this is your first login to myETF Benefits. As a one-time security measure, please enter your Social Security Number for additional verification.

**Please enter your Social Security Number and click the Continue**  
Display my SSN on the screen:   
Social Security Number: [input field] [info icon]  
**Continue** **Return to Verification**

# myETF Benefits System Instructions

## Step 5—myInfo

The myInfo screen displays your demographic information. On the top of the screen, there are tabs that you can use to navigate. Click on the **Health** tab and the Health Insurance Summary will appear with your current and historic health insurance information.

To make an It's Your Choice Enrollment change, click the **Edit** button on the left toward the middle of the screen and complete the fields that appear. When complete, click the **Submit** button.

To log off of myETF Benefits click the **Log Off** tab.

The screenshot shows the myETF Benefits myInfo page. At the top left is the ETF logo. The page title is "myETF Benefits" with "myInfo" below it. A navigation bar contains tabs for "myInfo", "Health", "Life", "Disability", "WRS", "Other Benefits", "Help", and "Log Off".

The main content area is divided into three sections:

- Member Information:** Fields include Member ID, SSN, Name, Date of Birth, Gender, Marital Status, and Marital Status Date. A placeholder message states: "The subscriber's information will appear here."
- Spouse Information:** Fields include Member ID, SSN, Name, Date of Birth, and Gender. A placeholder message states: "The subscriber's spouse's information will appear here."
- Contact Information:** Fields include Home Address, Primary Email, and Primary Phone. A placeholder message states: "The subscriber's address will appear here." and "The subscriber's email and primary phone number will appear here."

A note at the bottom reads: "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."

At the bottom of the form are three buttons: "Edit", "History of Changes", and "myRequests".

Employees with questions should contact their employers. Annuitants and continuants should contact ETF at 1-877-533-5020.