

# Health Insurance Premium Inquiry Application – Employers

## [General Information](#)

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## [Step-by-Step Instructions \(Text Only\)](#)

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### **General Information**

The application provides Health Plans with a web-based application that is designed to provide a spreadsheet of the monthly gross premium data for verification. This will be used to supplement the enrollment inquiry. One specific Health Plan cannot view contracts that are with another Health Plan.

### **Special Notes**

- The individual accessing the system must obtain security clearance by submitting the Online Network for Employers Security Agreement, form ET-8937.
- The application requires your Web browser to have cookies enabled and JavaScript on.
- For additional assistance, please call: (608) 264-9182 or (608)266-7705.

## **Step-by-Step Instructions (Text Only)**

- 1) Enter the Online Network for Employers (ONE) Portal
- 2) Select the “Health Insurance Premium Inquiry” link.
- 3) The “ETF Web Application Logon” screen will appear.
- 4) Type your User ID.
- 5) Press the “Tab” key.
- 6) Type your password.
- 7) Click “Log In”
- 8) Type your seven-digit Employer Number.
- 9) Click the “Submit” button.
- 10) The “Health Insurance Premium Inquiry” search screen will appear.
  - a) NOTE: Due to the large amount of detailed information that is available, it is important that you filter the information as much as possible. The more you define the search, the more focused the search results will be to your needs.
  - b) “Coverage Month” field – Select the month and year
  - c) “Health Plan” field – Select the carrier to view. There is an option to select “All” carriers in the event that there is a need to view a complete listing.
  - d) “Coverage Type” – Select the type of coverage. There is an option to select “All” coverage types.
    - i) NOTE: Selecting “All” in both the Health Carrier and Coverage Type should be avoided. If both filters are set to “All”, the search results may be very large.
  - e) Click the “Display” button.
  - f) The search results will appear on the bottom portion of the screen.
  - g) “Clear” button – This will remove the current search criteria for this Health Plan query.
  - h) “Save as” button – Click this button to export the search results to as an Excel spreadsheet (Please note: ETF will only be maintaining a rolling year of data).
  - i) When finished, click the “log out” link directly below the ETF Logo in the upper right corner of the screen. This will return you to the ONE portal.

# Step-by-Step Instructions with Visuals



## Employee Trust Funds (ETF) On-line Network for Employers (ONE)

[home](#)

**Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE). This is a new and innovative way to retrieve historical data, keep employee information current and report monthly retirement contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.**

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)  
Employer Communications Center (608) 264-7900

### Account Maintenance

[WRS Employers - Reset Password](#)  
\*It is no longer necessary to contact ETF to reset your password.

[Email Contact Information Update](#)  
Description: Provides employers a secure view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agreement, ET-8928](#), Fax Number: (608) 266-5801

### Applications

[Previous Service and Benefit Inquiry](#)  
Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining Insurance program eligibility, WRS Eligibility Status and calculating supplemental sick leave credits (state agencies only).

[WRS Account Update](#)  
Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

[WRS Contribution Remittance Entry](#)  
Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through the banking ACH process.

[WRS Transaction Upload](#)  
Description: Allows employers to upload and submit WRS **annual** reports to ETF.

[Health Insurance Enrollment Inquiry](#) [Instructions](#) [Instructional Webcast](#)  
Description: Provides employers a secure view of employee health insurance enrollment information by coverage month.

[Health Insurance Premium Inquiry](#) [Instructions](#)  
Description: Provides employers a secure view of employee health insurance premium information by coverage month.

↑  
**Click here  
to begin**



# ETF Web Applications Logon

Type your User ID and Password



User ID:

Password:

Login

Reset



# Health Insurance Premium Inquiry

[Instructions](#) [Logout](#)

This Internet application is intended for use by employers to view their health insurance premium information by coverage month.

**Type your seven-digit  
Employer Number and  
click on the "Submit"  
button**

Please enter your Employer Number and press enter.

→



# Health Insurance Premium Inquiry

[Instructions](#) [Logout](#)

Select the search criteria from the drop down boxes. Avoid selecting "All" in both the Health Plan and Coverage type fields.



Employer Number: 0001-110

Employer Group:

Coverage Month:  Year:

Health Plan:

Coverage Type:



# Health Insurance Premium Inquiry

[Instructions](#) [Logout](#)

Employer Number: 0001-110

Employer Group: 83479 - EMPLOYE TRUST FUNDS, DEPT OF

Coverage Month: October  Year: 2009

Health Plan: 15 - DEAN HEALTH PLAN

Coverage Type: 02 - FAMILY

↑  
Click here to see  
the search  
results.



[Instructions](#) [Logout](#)

# Health Insurance Premium Inquiry

Employer Number: 0001-110

Employer Group: 83479 - EMPLOYE TRUST FUNDS, DEPT OF

Coverage Month: October Year: 2009

Health Plan: 15 - DEAN HEALTH PLAN

Coverage Type: 02 - FAMILY

**Click to save the results as an Excel spreadsheet.**

g Opt	Surchg	Carrier Code	Cov Type	Empe Type	SSN	Member ID	Last Name	First Name	Cov Eff Date	Cov Exp Date	Prev Cov Exp Date	Prev Yr Adj Months	Prev Yr Adj Premium	Cur Yr Adj Months	Cur Yr Adj Premium	Gross Premium	Gross Surg Amt	Total Amt
						<b>Grand Total:</b>						0	\$0.00	0	\$0.00	\$81,114.60	\$0.00	\$81,114.60
I	S01	15	02	02	107546761	10010011	KRAWD	LISA	1999-04-01			0	\$0.00	0	\$0.00	\$1,308.30	\$0.00	\$1,308.30
I	S01	15	02	02	834023402	10278383	ROBIN	ELI	2000-02-01			0	\$0.00	0	\$0.00	\$1,308.30	\$0.00	\$1,308.30
I	S01	15	02	02	888888885	10271027	ANGETH	BETH	2001-01-01			0	\$0.00	0	\$0.00	\$1,308.30	\$0.00	\$1,308.30
I	S01	15	02	02	320320320	10101010	DAVIS	JIM	2002-04-01			0	\$0.00	0	\$0.00	\$1,308.30	\$0.00	\$1,308.30



# Health Insurance Premium Inquiry

[Instructions](#)

[Logout](#)



**Click to logout  
and return to the  
ONE portal.**

Employer Number: 0001-110

Employer Group: 83479 - EMPLOYE TRUST FUNDS, DEPT OF

Coverage Month: October  Year: 2009

Health Plan: 15 - DEAN HEALTH PLAN

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