

## Health Insurance Enrollment Inquiry Instructions

### General Information

### Special Considerations

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

### Step-by-Step Instructions with Visuals

### General Information

The Health Insurance Enrollment Inquiry application provides employers *quick and easy* access to health insurance eligibility data for verification. Health contract data from the ETF database can be **viewed** or **downloaded into Excel** to be reconciled with employers' internal payroll systems.

### Special Considerations

- The individual accessing the Health Insurance Enrollment Inquiry must have **security clearance** to "Insurance Eligibility" using the ET-8928 form.
- The application requires your **Web browser** to have cookies enabled and JavaScript on.
- Please use the **logout** feature at the top of the screen when done working with the application.
- Large employers may experience a **delay** as the application returns data. Please be patient.
- The Health Insurance Enrollment Inquiry provides real time, up-to-the-minute data. Be aware that the data you access is accurate at the time you access it, but is always **subject to change**—an application could be processed five minutes later, and the data previously downloaded would no longer be 100% accurate.
- When you perform an inquiry, you are provided with raw data exactly as it exists in ETF's data base. However, ETF cannot guarantee the accuracy of the data after it has been manipulated by an employer in Excel.

- For additional assistance, please call the Employer Communication Center:  
(608) 264-7900  
1 (888) 681-3952

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


- 1) Enter Employer Number
- 2) Choose Coverage Month and Year  
Choose Health Plan from dropdown, or leave blank for all plans  
Choose Coverage Type from dropdown, or leave blank for all coverages
- 3) Press Display to view contracts for chosen coverage month, health plan, and coverage type

OR

Press Save As to download data to an Excel spreadsheet

- 4) Press Clear to clear your selections and start over  
Press New EIN to switch employers (if you have access for multiple employers)

### **Step-by-Step Instructions with Visuals**



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

## Health Insurance Enrollment Inquiry

This Internet application is intended for use by employers to verify health insurance coverage for their employees.

Please enter your Employer Number and press enter.

Enter Employer Number →

Then, click Submit →



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## Health Insurance Enrollment Inquiry


Employer Number: XXXX-XXX

Employer Group:

Choose Coverage Month and Year →

OPTIONAL →

OPTIONAL →

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

### Health Insurance Enrollment Inquiry


Employer Number: XXXX-XXX

Employer Group:

Coverage Type:

To download data into an Excel spreadsheet, click Save As

To view data, click Display

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### Health Insurance

Employer Number

Employer Group

Coverage Month

Health Plan

Coverage Type:

If you have security clearance for multiple employers, click New EIN to switch employers

Click Clear to clear selections and start new inquiry