

Income Continuation Insurance (ICI) ACH Payment Process

[General Information](#)

[Special Notes](#)

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

[Step-by-Step Instructions with Visuals](#)

General Information

This portal will provide employers with the ability to transmit ICI Reports to ETF and make payment through the Automated Clearing House (ACH) method. If an employer uses WISMART, you will continue to make your premium payment using that process.

Special Notes

- The individual accessing the Income Continuation Insurance Payment system must obtain security clearance by submitting the **Online Network for Employers Security Agreement**, form ET-8928.
- The application requires your **Web browser** to have cookies enabled and JavaScript on.
- For additional assistance, please call the Employer Communication Center: (608) 264-7900 or 1 (888) 681-3952

Step-by-Step Instructions (Text Only)

- 1) Enter the Online Network for Employers (ONE) Portal
- 2) Select the "Income Continuation Insurance Payment" 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 "Group Income Continuation Insurance Monthly Premium Report" screen will appear.
- 11) Complete the following fields for the Regular ICI row:
 - a) Contracts
 - b) Total Premium
 - c) Employee Paid
- 12) Complete the following fields for the Supplemental ICI row:
 - a) Contracts
 - b) Employee Paid
- 13) Click the "Calculate" button to populate the "Premium Due" field.
 - a) Proof the entries on the screen
 - b) A correction can be made by clicking the "clear" button and repeating steps 11 and 12 if needed
- 14) Click the "Make Payment" button.
 - a) Click the "Confirm" button to submit the premium report and go to the USBank web site to complete the payment process.
- 15) The "Electronic Payment System" screen includes three options:
 - a) Registered User Log In – Use this if you have gone through the steps to register your payment information.
 - b) Register – If you would prefer that the system retain the payment method and source to use for future payment, this will create a user name and password for future access.
 - c) Pay Without Registering – This process does not retain the payment source and contact information.
NOTE: The steps below follow the "Payment Without Registering" option as it encompasses all of the information that would be entered to register a new account.
- 16) Click the "Pay Without Registering" button.
- 17) The "Make a Payment" screen will appear showing the payment amount due and due date.

- 18) The "Scheduled Payment Date" field will default to the first available pay date.
 - a) Change the "Scheduled Payment Date" to the date you want the payment to be made.
 - b) **IMPORTANT:** If you select a payment date after the due date, interest will be assessed due to the late payment.
- 19) Click "Continue".
- 20) The electronic payment (Bank Account Information) screen has five mandatory fields:
 - a) Bank Routing Number: Enter the nine-digit routing number located on the bottom of the check.
 - b) Bank Account Number: Enter the six-digit account number located to the left of the routing number.
 - c) Re-Enter the Bank Account Number: Enter the six-digit account number located to the left of the routing number. This information is re-entered for verification and accuracy.
 - d) Bank Account Type: Select the correct type of account by clicking on the circle to the left of "Checking" or "Savings".
 - e) Is this a business account?: Click on the circle to the left of "Yes".
- 21) Click "Continue".
- 22) The "Contact Information" screen has nine mandatory contact fields. Type your contact information in each mandatory field.
- 23) If you would like the payment system to retain your payment method and contact information, complete the "Become a registered user" section.
- 24) Click "Continue".
- 25) The "Verify Payment" screen will show the payment and contact information to verify it is correct before processing the payment and has one mandatory field:
 - a) Terms of use – click the box to accept the terms.
- 26) Click "Continue".
- 27) The "Electronic Insurance Payment" screen will appear to confirm that the payment has been processed.
- 28) Click on "Back to ETF" to return to the ONE Portal.

Step-by-Step Instructions with Visuals



[home](#)

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

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
Employer Communications Center (608) 264-7900

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 Enrollment Update](#) [Instructions](#)
Description: Provides employers with the ability to process terminations and reinstatements directly into ETF's health insurance database. In addition, this provides employers a secure view of employee's dependent health insurance enrollment information.

[Health Insurance Invoice System](#)
Description: Provides employers with the ability to view, accept, and pay monthly health insurance invoices.

[Income Continuation Insurance Payment](#) ← **Click here to begin.**
Description: Provides employers with the ability to transmit ICI R payment through the State of Wisconsin E-Payment Services.

Other Resources

[Online Network for Employers Manual \(ONE\)](#)
(entire manual) (by chapter)



ETF Web Applications Logon

Type your User ID and Password



User ID:

Password:

Login

Reset



Group Income Continuation Insurance Monthly Premium Report

[Instructions](#) [Logout](#) [Payment Inquiry](#)

This Internet application is intended for use by employers to use ACH to submit their monthly insurance payments.

Please enter your Employer Number and press enter.

Employer No:

**Type your employer number
and click the Submit button**



Group Income Continuation Insurance Monthly Premium Report

[Instructions](#) [Logout](#) [Payment Inquiry](#)

Employer No:

Employer Name:

Coverage Month/Year:

Payment Due Date:

Complete these fields and click the "Calculate" button below.

| | Contracts | Total Premium | Employee Paid |
|------------------|----------------------|----------------------|----------------------|
| Regular ICI | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Supplemental ICI | <input type="text"/> | | <input type="text"/> |

Premium Due

Click here to continue to the ACH payment screens through USBank.

Make Payment

 [PRIVACY](#)

 [CUSTOMER SERVICE](#)

 [HELP](#)

 [EXIT](#)

Welcome to the Electronic Payment System

REGISTERED USER LOG IN

If registered, type your **User ID and Password**

Pa:

[forgot password](#)

User ID:

Password:

[Log In](#)

Register

If you have not yet registered with the payment system, you may do so now. Registering lets you make payments, view payment history, and securely store your account information. Registration is easy and secure and you only need to do it once. To get started, click **Register**.

Pay Without Registering

If you wish to pay without registering, you may click **Pay without Registering** to continue.

If not registered, click here to make a payment

Pay Without Registering

 **PRIVACY**

 **CUSTOMER SERVICE**

 **HELP**

 **EXIT**

Make a Payment - Group Insurance Premiums

***Required Field**

PAYMENT INFORMATION

Payment Amount: **\$7,419.60**

Payment Method: **eCheck**

Due Date: **May-20-2009**

Scheduled Payment Date:*

06 ▼ 02 ▼ 2009 ▼

Change to the payment date you would prefer to make the payment.



PAYMENT DETAILS

WRS Employer Number: **0652000**

Employer Name: **PLAINS, TOWN OF (DANE)**

Coverage Month (MM/CCYY): **04/2009**

Click to continue to the "Bank Account Information" screen

Continue

Cancel

Continue

PRIVACY CUSTOMER SERVICE HELP EXIT

Make a Payment - Group Insurance Premiums

*Required Field

BANK ACCOUNT INFORMATION

| | | |
|---------------------|---------------------|-----------------------------|
| 1234567890 | 1234567 | 101 |
| Bank Routing Number | Bank Account Number | Check Number (not required) |

Bank Routing Number:*

Type the 9-digit routing number

Bank Account Number:*

Type the 6-digit account number (must match)

Re-Enter Bank Account Number:*

Bank Account Type:*

Checking Savings

Click on type of account

Is this a business account?:*

Yes No

Click on Yes

Click to continue to the Contact Information screen

Continue

Cancel

Continue

PRIVACY CUSTOMER SERVICE HELP EXIT

Contact Information

*Required Field

CONTACT INFORMATION

First Name:*

Last Name:*

Company Name:

Phone Number:*

E-mail Address:*

Street Address 1:*

Street Address 2:

City/Town:*

State/Province/Region:*

Zip/Postal Code:*

Country:*

Complete all required fields (*) with contact information

BECOME A REGISTERED USER

User Id: 6-12 characters

Password: 6-12 characters, at least one letter and one number

Re-Enter Password:

Shared Secret Question: Select Question

Shared Secret Answer:

Save Registration?

OPTIONAL: To register, complete this section.

Click to continue to the Very Payment screen

Continue

Cancel

Continue

PRIVACY **CUSTOMER SERVICE** **HELP** **EXIT**

Verify Payment - Group Insurance Premiums

***Required Field**

This payment is scheduled to be made after the due date. This payment will be late.

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

Your Payment Detail

Payment Amount: **\$7,419.60**
Scheduled Payment Date: **June-02-2009**
Amount Due: **\$7,419.60**
Payment Due Date: **May-20-2009**
WRS Employer Number: **0652000**
Employer Name: **PLAINS, TOWN OF (DANE)**
Coverage Month (MM/CCYY): **06/2009**

Your Account Detail

Bank Routing Number: **071000000**
Bank Account Number: **XXXXXXXXXXXXXXXX2000**
Bank Account Type: **Checking**
Bank Account Category: **Business**

Send an email confirmation:

Terms And Conditions

PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and effect until I notify my bank or notify the payee of its termination by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a convenience fee is added to the transaction, I understand that the convenience

Verify that all the information is correct and click the "I Accept" box in the Terms and Conditions



Electronic Insurance Payment

Your premium payment authorization is complete. Payment will be deducted from your bank account on the date you selected.
Thank you for using the Employee Trust Funds E-Payment service.

[Back to ETF](#)



Click to return to the ONE Portal