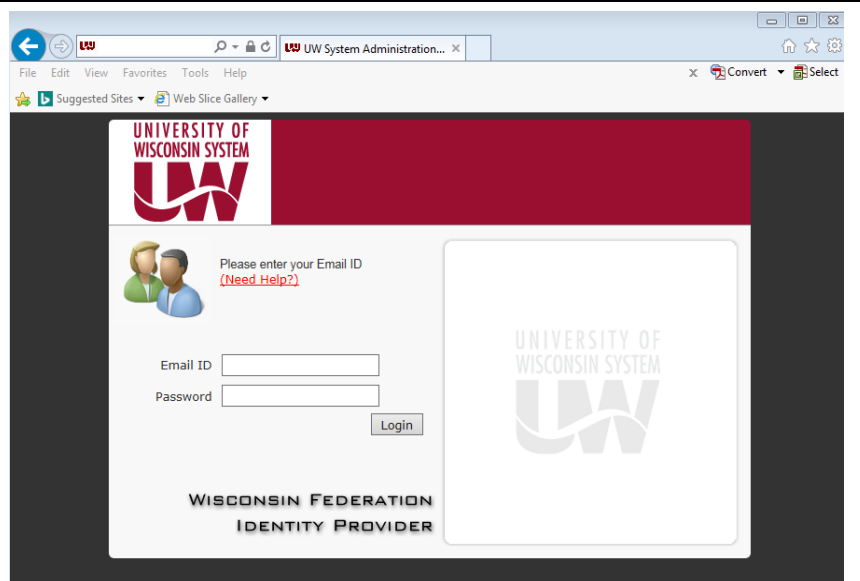



## Updating your Coordination of Benefits information in the Personal Information module on the My UW System portal

### Step 1:

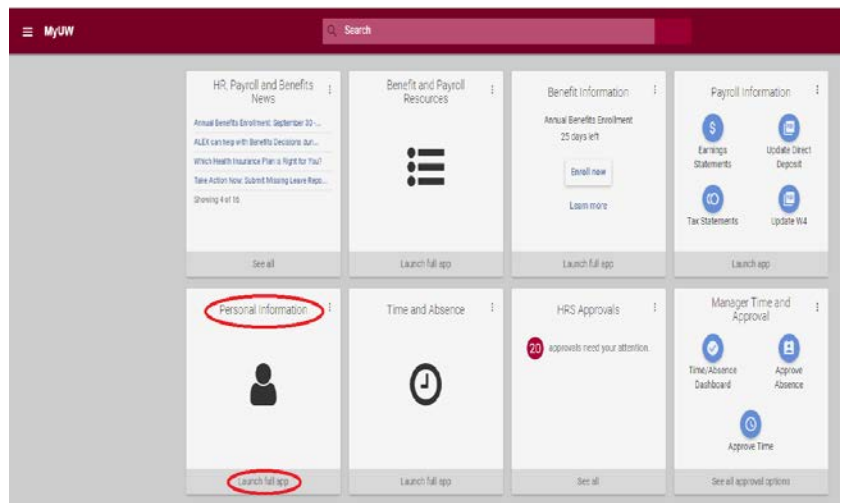
Log into My UW System portal using your network username and password:  
<https://my.wisconsin.edu>



### Step 2:

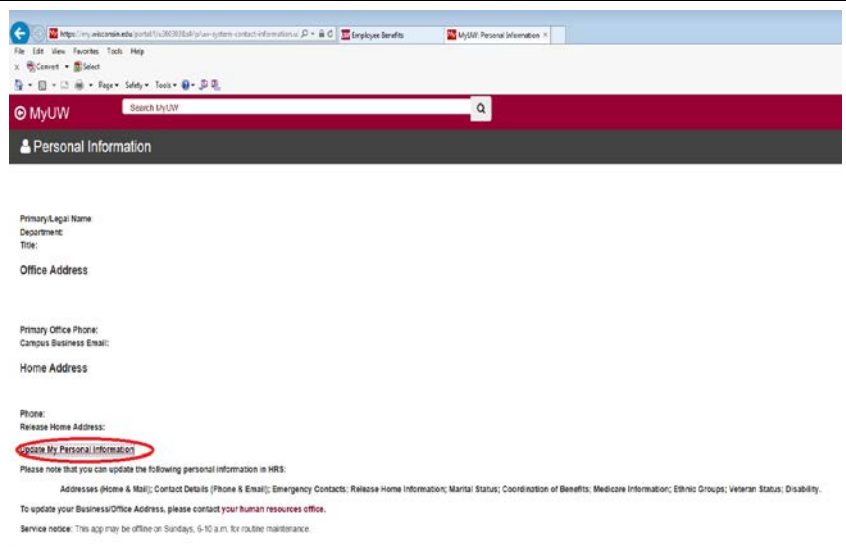
Once you have logged in find the Personal Information module  and click on *Launch full app*.

Note: Your modules may be in a different order on the screen than shown.



### Step 3:

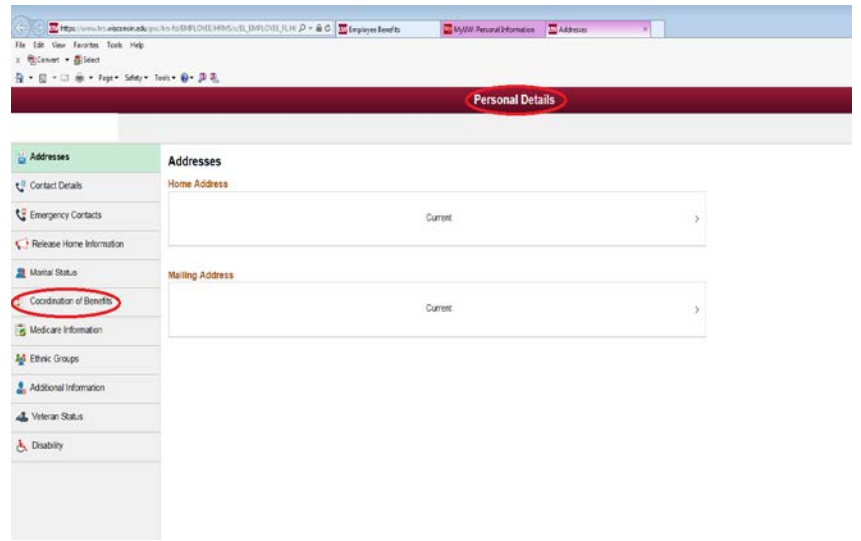
Once you are in the Personal Information module click on the *Update my personal information* link.



**Step 4:**

After you click on the *Update My Personal Information* link in the My UW System portal you will be taken to the Personal Details section of Self Service in the Human Resource System (HRS).

In the left hand navigation select *Coordination of Benefits*.



**Step 5:**

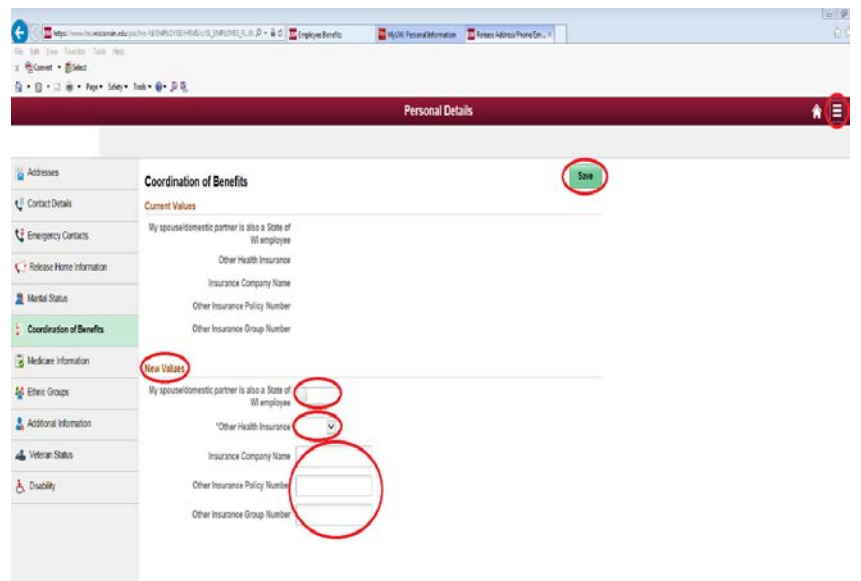
If you are covered under any other health insurance plan (such as through your spouse or a parent) provide their coverage information in the New Values section on this screen.

The information you need will be located on your spouse or parent’s health insurance card.

After you have entered the information click the *Save* button.

If your spouse does not have Medicare coverage and you have no other updates to your Personal Information (i.e. Home Address, Phone Number, Emergency Contacts) you have completed providing your Coordination of Benefits information. Thank you. Log out of the Human Resource System by clicking the Sign Out button in the upper right hand corner of the screen.

If your spouse has Medicare coverage proceed to the next step.



**Step 6:**

If your spouse is covered under Medicare Part A or Medicare Part B provide this coverage information in the New Values section on this screen.

The information you need will be located on your spouse's Medicare card.

After you have entered the information click the *Save* button.

After you have entered and saved this information and if you have no other updates to your Personal Information (i.e. Home Address, Phone Number, Emergency Contacts) you have completed providing your Medicare. Thank you.

Log out of the Human Resource System by clicking the Sign Out button in the upper right hand corner of the screen.

The screenshot shows a web browser window with the URL [https://uwcampuspath.com/HR/NEWVALUES/HR/LE\\_SPL/COB\\_C](https://uwcampuspath.com/HR/NEWVALUES/HR/LE_SPL/COB_C). The page title is "Personal Details". On the left is a navigation menu with items: Address, Contact Details, Emergency Contacts, Release Home Information, Marital Status, Coordination of Benefits, Medicare Information (highlighted in green), Ethnic Groups, Additional Information, Veteran Status, and Disability. The main content area is titled "Medicare Information" and has a "Save" button circled in green in the top right. Below the title is a "Current Values" section with fields for "As Of", "Medicare Number", "Medicare A Indicator" (set to "No"), and "Medicare B Indicator" (set to "No"), each with a "Reason" dropdown. Below this is a "New Values" section with a "New Values" button circled in red. It contains fields for "As Of", "Medicare Number", "Medicare A Indicator", and "Medicare B Indicator", each with a "Reason" dropdown. The "Medicare A" and "Medicare B" sections are also visible below the "New Values" section.