

To request access to the Department of Employee Trust Funds (ETF) web applications for Employers:

1. Complete the [ETF Online Access Security Agreement \(ET-8928\)](#) and email, fax or mail it to the UW-Shared Services, Service Operations (Attn: WRS Agent). Do *not* submit the completed form directly to ETF.

Email:	Fax:	Mail:
serviceoperations@uwss.wisconsin.edu	(608) 890-2327	UW-Shared Services, Service Operations Attn: WRS Agent 660 W. Washington Ave, Ste 201 Madison, WI 53703

2. Once the Online Access Security Agreement is reviewed, approved, and signed by the WRS Agent, UW-Shared Services, Service Operations will send the agreement to ETF. After ETF reviews and approves your access request you will receive your login credentials via mail from ETF.
 - a. Previous Service and Benefit Inquiry Application:
 - i. Once access is granted, go to the [ETF Web Applications for Employees](#).
 - ii. Click on the Previous Service and Benefit Inquiry application.
 - iii. Login with your credentials.
 - iv. Click State Employer.
 - v. Enter the employee’s Social Security Number or ETF Member ID.
 - vi. Click Submit.
 - b. myETF Benefits Administrator:
 - i. Once access is granted, go to [myETF Benefits Administrator](#).
 - ii. Login with your credentials.
 - iii. Enter the UW SystemEmployer number (0001131) and click Verify.
 - iv. Click on the Health menu tab at the top. Choose Accumulated Sick Leave.
 - v. Follow the steps through the AcSL Dashboard to complete and submit the employee’s Sick Leave Certification.

Additional resources:

- Online Training: [myETF Benefits: Gaining Access and Logging In](#)