

# Annual Benefit Enrollment Appeals eForm

Appeals for Annual Benefit Enrollments (ABE) must be submitted as soon after ABE as you find an issue with your elections. A single form can be used to appeal multiple enrollments. Employees will be notified if an appeal has been approved or denied.

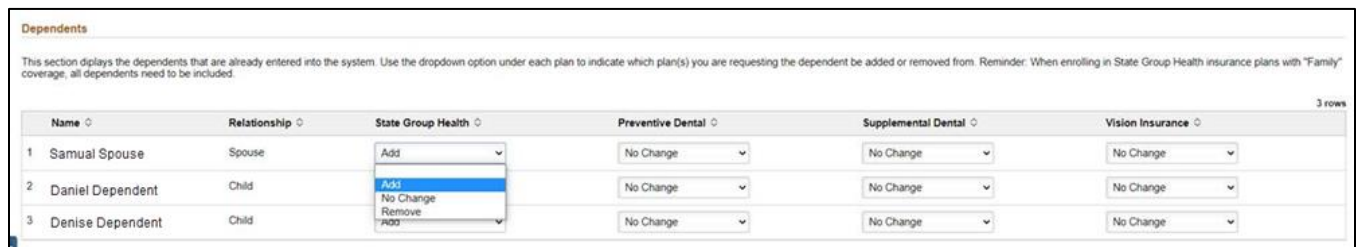
## Complete the Appeals eForm

- Click on the **Benefit Information** tile from the MyUW portal.
  - All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
  - UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
- Click on **Launch Full App** on the Benefit Information tile.
- Scroll to the bottom of the page and click on **View Benefits Summary Detail**.
- Click on **Enrollment Appeal** in the left navigation
- Click on **Add a Benefits Appeal**
- Enter the reason for the appeal and any supporting information in the Employee Statement field.
 

**NOTE:** Do not include Social Security Numbers, dates of birth or other identifiers in this field.
- Choose the **Election Action** from the drop-down menu for the benefit plan you want to appeal. There are four **Election Actions** that can be taken: **New Enrollment, Rescind Annual Election, Cancel Coverage, or Update Current Enrollment.**
- Using the drop-down options, choose the **Benefit Plan** and **Coverage Level**.
- Verify that all dependents are listed in the **Dependents** section.
 

**NOTE:** You will be able to add dependents as needed in this section.
- Choose Add, No Change, or Remove for each dependent listed for each benefit plan you are appealing.
 

**NOTE:** You will be able to add dependents as needed in the following section.



Name	Relationship	State Group Health	Preventive Dental	Supplemental Dental	Vision Insurance
1 Samuel Spouse	Spouse	Add	No Change	No Change	No Change
2 Daniel Dependent	Child	Add	No Change	No Change	No Change
3 Denise Dependent	Child	No Change	No Change	No Change	No Change

- Add **New Dependents** that you wish to add to your insurance plan(s).
- Read the **Acknowledgement** section, review the Enrollment Terms and Conditions, and then switch the toggle from No to Yes to indicate that you agree.
- Click the **Submit** button to submit your appeal. Employees will receive written notification by Employee Trust Funds of approval or denial of any appeal.