Annual Benefit Enrollment Appeals eForm

Appeals for Annual Benefit Enrollments must be submitted prior to January 1st. A single form can be used to appeal multiple enrollments. Employees will be notified by Employee Trust Funds if an appeal has been approved or denied.

Complete the Appeals eForm

1. 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/

2. Click on Launch Full App on the Benefit Information tile.

3. Scroll to the bottom of the page and click on View Benefits Summary Detail.

4. Click on Enrollment Appeal in the left navigation.

5. Click on Add a Benefits Appeal.

6. 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.

7. 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.

8. Using the drop-down options, choose the Benefit Plan and Coverage Level.

9. Verify that all dependents are listed in the Dependents section.
   **NOTE:** You will be able to add dependents as needed in this section.

10. 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 as needed.

11. Add New Dependents that you wish to add to your insurance plan(s).

12. Read the Acknowledgement section, review the Enrollment Terms and Conditions, and then switch the toggle from No to Yes to indicate that you agree.

13. Click the Submit button to submit your appeal. Employees will receive written notification by Employee Trust Funds of approval or denial of any appeal.