

Personal Details – Coordination of Benefits

Employees can update their information about other health insurance coverages through Self-Service. Other insurance information must be entered into the system will help ensure claims are not denied or delayed.

Coordination of Benefits

1. Navigate to your Portal.
 - MyUW System portal at <https://my.wisconsin.edu/> for all campuses except UW Madison
 - MyUW Madison portal at <https://my.wisc.edu/> for UW Madison employees
2. Click the **Personal Information** Tile.
3. Click the **Update My Personal Information** hyperlink, found near the bottom of the page.
4. Select **Coordination of Benefits** on the left sidebar.
5. Update other health insurance information in the New Values section.
6. Click **Save**.