## How to Change your Email Address in MMB

Go to PEIA.wv.gov on your internet browser.

West Virginia West Virginia West Virginia Public Er	nployees Insuranc	Change Text Size <b>f</b> Search this site <b>Q</b>
Members Health Plans	Partners Forms & Downloads	Wellness Tools FAQ Contact PEIA
		Manage My Benefits Make changes without filling out a paper formclick here
Click on the green Manage	My Benefits button.	
Benefits Admin (BAS) Web App	stration System lication	
Please login		
Username: Usernames are	ot case-sensitive	Password:
I hereby certify that I am the authorized spouses and/or dependents and/or Age	Member User whose credentials are being use nts, or the use of another person's User ID and Torot your usena Don't have a Username?	ed to access this account. I understand that unauthorized access, including access by d password to gain ccess is a violation of the security provisions for this site.
Enter your Username and Then click on the Login but	password and click on the ton.	box to certify that you are the authorized user.
Log into your Manage My	Benefits Account and click	on "My Account"
Policyholder Menu Shopper's Guide 2018 Shopper	's Guide 2019	My Account Leg
Benefits (BAS) V Your Coverage	e as of 08/09/2018	Printer Friendy
Scroll down to the "Contac and type it in again to veri	t Information" section. Ty fy the information.	ype in your new email address and then tab over

How to change your email address

ITIOIT	1311011		
This is what you will use to log into the Benefits Administration Web Application.			
Username:			
1	At least 4 characters in length, but not longer than 20 characters.		
	We suggest <u>not</u> using your email address.		
Check Availability			
'assword Strength			
Password:	Verity Password:		
	******		
Must contain at least 1 letter & 1 number.			
Must be 6-15 characters in length.			
• Gase-sensitive.			
	_		
Contact Information			
• Email addresses can not be shared between accounts (e.g., between a bushand and	wife who are both DEIA policyholdere)		
<ul> <li>If you do not have an email address, check with your Internet Service Provider (ISP)</li> </ul>	as many provide free email accounts to the provide		
Email Address:	Verify Email:		
susan.j.beaty@wv.gov	susan.j.beaty@wv.gov		
E Delivery			
E-Delivery			
By selection 5 Delivery you are chosen to have all communications from DEIA and protected by UI	DAA cost to the entrol address assigned to your Manage My Departite account. Also, by calculate this		
By selecting E-Delivery, you are choosing to have all communications from PEIA not protected by HIPAA sent to the email address assigned to your Manage My Benefits account. Also, by selecting this checkbox, you agree that you have read and understand the Terms of Use.			
Opt-in for E-Delivery			
Security Questions			
If you forget your password, we will ask for the answer to your security questions.			
<ul> <li>Enter an answer that is memorable, but not easy to guess.</li> <li>Answers should be a minimum of 4 characters long but not more than 30 characters.</li> </ul>			
<ul> <li>Enter answers that are not likely to change over time.</li> </ul>	_		
In what city or town was your first job?			
What is the middle name of your youngest child?			
Where were you when you had your first kiss?			
× Cancel	✓ Save		

Then click Save. Your email address is update with PEIA is now completed.