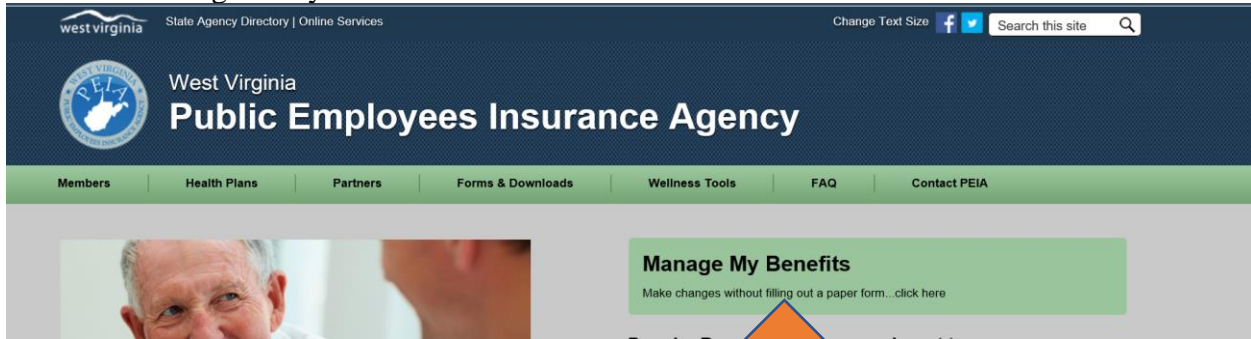


How to Register as a Benefit Coordinator

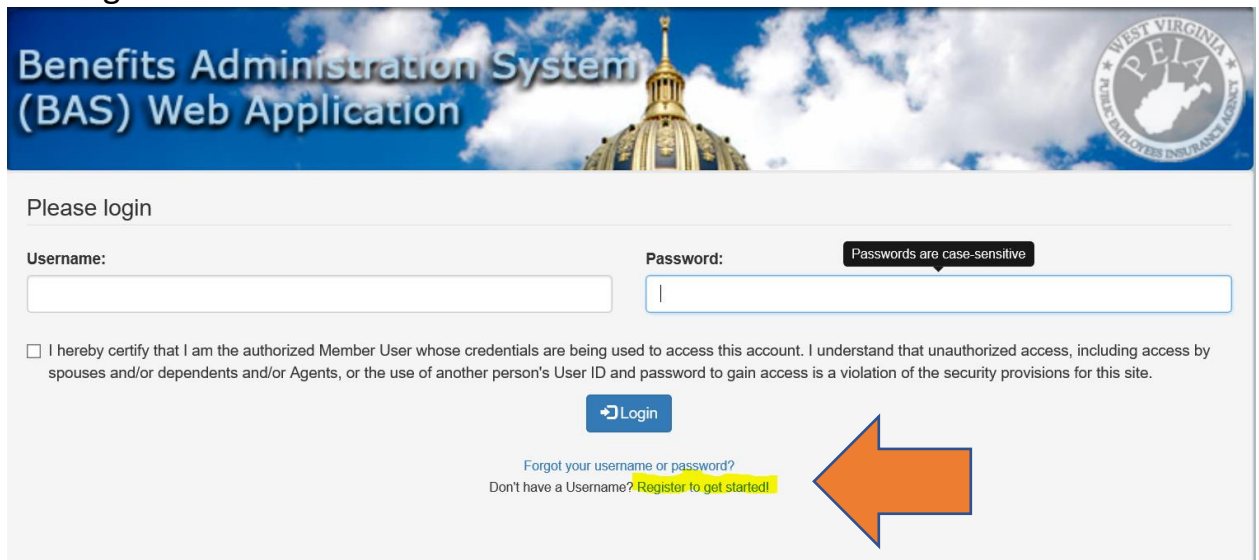
A Benefit Coordinator (BC) is the person in a PEIA-participating agency who handles enrollments and eligibility issues for the agency's employees. With the evolution of our Manage My Benefits enrollment system, eligibility transactions, with the exception of retirement should be completed online. There are two requirements to be a benefit coordinator.

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



Click on the green Manage My Benefits button.
If you already have a Manage My Benefits login,
Please jump to page 6 where you add the roles.

Click on Register to Get Started

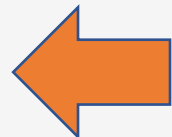




Please select all that apply:

- I am applying for PEIA coverage for the first time.
- I currently have PEIA coverage (as a policyholder or dependent).
- I have previously had PEIA coverage (as a policyholder or dependent).
- I am the Benefit Coordinator and/or Web Contributions Coordinator for an agency.
- I am a member of PEIA Staff.

Continue >>



Chose the box that applies to you and click continue.

User Information

First Name:		Last Name:	
Christopher		Robin	
SSN:			
...	
Verify SSN:			
...	
Date of Birth:			
10	12	1956	x

Use Format: MMDDYYYY

Type in your name, Social Security number and birthdate.
Start in the first box to the far left for you birthdate and Social Security number and it will tab over automatically.
Use format MMDDYYYY for your birthdate.

Web Usage Terms of Agreement

[Printer Friendly]

Registration for PEIA Benefit Administration System Web Application

Thank you for registering to use the PEIA Benefit Administration System Web Application. Your registration process is your agreement to the terms listed below.

Authorization to Conduct Electronic Transactions

By completing the registration process, I agree to be bound by the choices I make on the PEIA Online Enrollment System.

I further agree that by completing this registration process I am agreeing to use a digital mark in lieu of a written signature to authorize any and/or all additions, deletions, corrections and/or changes made by me via this portal.

I understand that this portal allows access to and/or may collect personally identifiable information (pii) in an electronic format and that PEIA has put safeguards in place to ensure the privacy, security, and integrity of the information accessed and/or collected via this portal. If you have any questions, comments, and/or concerns about the privacy, security, and/or integrity of your pii, please feel free to contact the PEIA Privacy Officer at 304-558-7850.

To use this digital mark I agree:

1. That I will not share with any other person(s) the password, code or other security key required for use of the mark;
2. That the use of the mark represents confirmation of a record;
3. To notify the PEIA immediately once I become aware that the security key is compromised; and
4. That I understand that the provisions of W. Va. Code §61-3C-10 prescribe the penalties for the unauthorized disclosure of a password, identifying code, personal information, or other confidential information. I have read and agree to the Terms of Agreement for Online Registration.

I Agree Disagree

Verification

I'm not a robot



I'm not a robot



✕ Reset

Continue ▶▶

Click on the I Agree circle and click on the box to confirm you are not a robot. The green check showed will appear and then click continue.

On the following page when you create your username and password, you will need to enter an email address. This email will need to be an address reflecting the identity of the person serving as the benefit coordinator/web contributions coordinator. The account you are creating is your personal account that access will be added to. cityofsomewhere@yahoo.com is not an acceptable email, however, jillcityofsomewhere@yahoo.com or jbcityofsomewhere@gmail.com would suffice.

Information

This is what you will use to log into the Benefits Administration Web Application.

Username:

- At least 4 characters in length, but not longer than 20 characters.
- We suggest not using your email address.

[Check Availability](#)

Password Strength

Weak

Password:

Verify Password:

- Must contain at least 1 letter & 1 number.
- Must be 6-15 characters in length.
- Case-sensitive.

Contact Information

- Email addresses can not be shared between accounts (e.g., between a husband and wife who are both PEIA policyholders).
- If you do not have an email address, check with your Internet Service Provider (ISP) as many provide free email accounts to their subscribers.

Email Address:

Verify Email:

Create a username and password for yourself. This account is for the policyholder only.

Enter an email address that you have access to. You will have to confirm your identity by a validation email at that address.

This account is owned by the policyholder and access to the agency information will be granted to you through your account.

Security Questions

If you forget your password, we will ask for the answer to your security questions.

- Enter an answer that is memorable, but not easy to guess.
- Answers should be a minimum of 4 characters long but not more than 30 characters.
- Enter answers that are not likely to change over time.

What was your childhood nickname?

What was your favorite place to visit as a child?

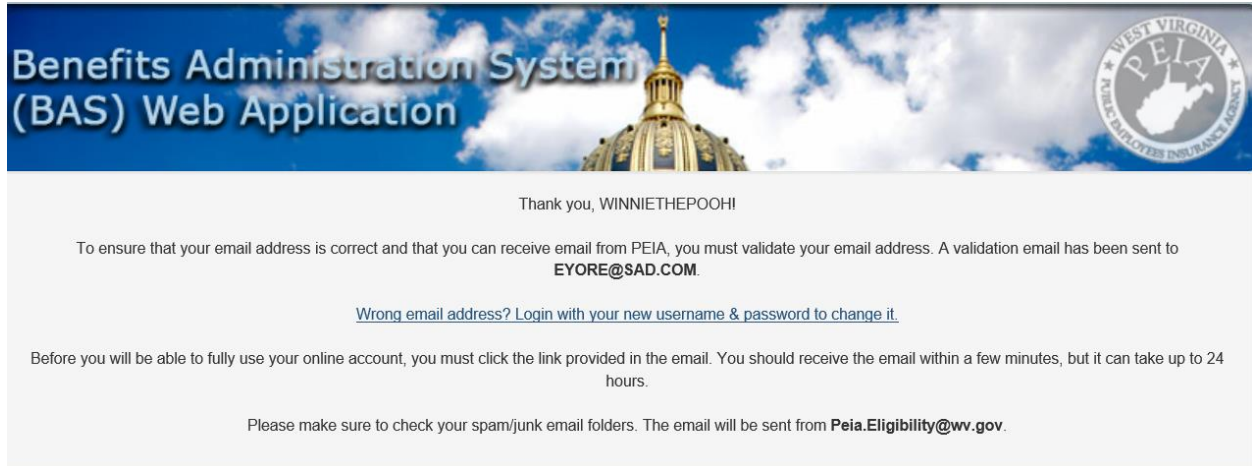
What was the name of your first stuffed animal?

[Continue ▶](#)

Answer the security questions. You can click on the drop-down arrows to change the questions.

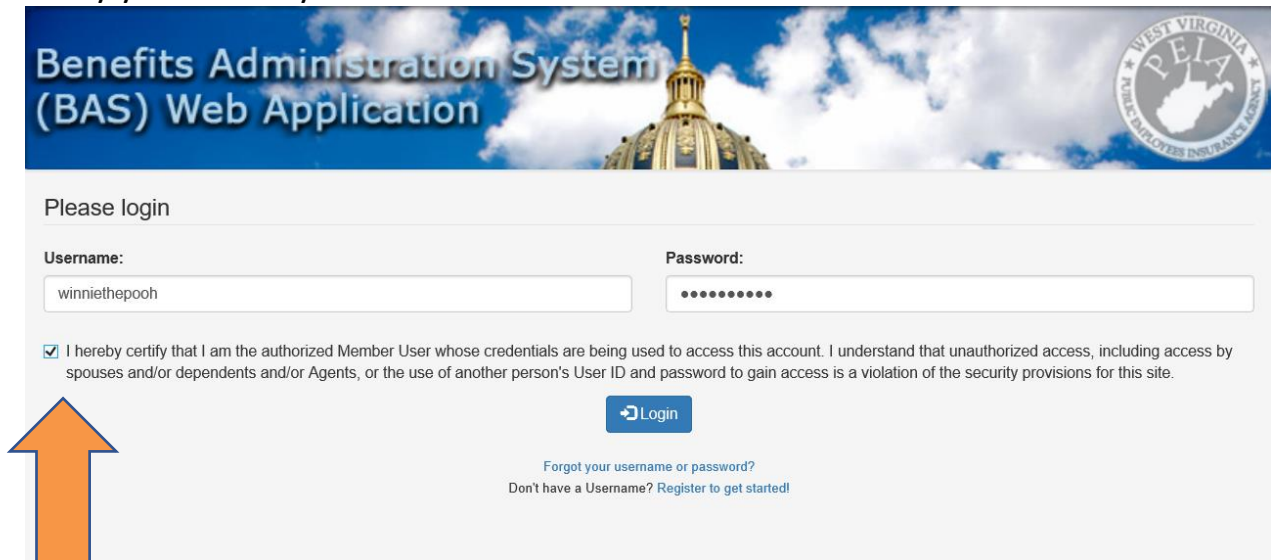
Be sure to choose questions you know the answers to and will remember the answers.

Click Continue.



The screenshot shows the top banner of the BAS Web Application with the title "Benefits Administration System (BAS) Web Application" and the PEIA logo. Below the banner, the text reads: "Thank you, WINNIETHEPOOHI". A message states: "To ensure that your email address is correct and that you can receive email from PEIA, you must validate your email address. A validation email has been sent to EYORE@SAD.COM." A link is provided: "Wrong email address? Login with your new username & password to change it." Further instructions state: "Before you will be able to fully use your online account, you must click the link provided in the email. You should receive the email within a few minutes, but it can take up to 24 hours." A final note says: "Please make sure to check your spam/junk email folders. The email will be sent from Peia.Eligibility@wv.gov."

At this point, you will need to log into your email address and click on the link to verify your identity.



The screenshot shows the login page of the BAS Web Application. It features the same banner as the previous screenshot. Below the banner, the text says "Please login". There are two input fields: "Username:" with the value "winniethepooh" and "Password:" with masked characters. A checkbox is checked, with the text: "I hereby certify that I am the authorized Member User whose credentials are being used to access this account. I understand that unauthorized access, including access by spouses and/or dependents and/or Agents, or the use of another person's User ID and password to gain access is a violation of the security provisions for this site." A blue "Login" button is present. Below the button are links: "Forgot your username or password?" and "Don't have a Username? Register to get started!". An orange arrow points upwards from the bottom left towards the checkbox.

The system will then require you to log back into the Manage my Benefits system with the username and password you just created.

You will need to check the box that certifies that you are the Policyholder before you click Login.

Benefits Administration System (BAS) Web Application



Please login

Username:

Names are not case-sensitive

Password:

.....

I hereby certify that I am the authorized Member User whose credentials are being used to access this account. I understand that unauthorized access, including access by spouses and/or dependents and/or Agents, or the use of another person's User ID and password to gain access is a violation of the security provisions for this site.

Login

Forgot your username or password?
Don't have a User ID? Click here to get started!



Select Role

Menu

Shopper's Guide 2018

Shopper's Guide 2019



Benefits Administration System (BAS) Web Application

You will need to click on Select Role in the top left-hand corner.

Select Role

Menu

Shopper's Guide 2018

Shopper's Guide 2019

Benefits Administration System (BAS) Web Application

Add a New Role / Add an Agency or Employer to an Existing Role

Information

You can add a new role to your existing roles at any time, but all changes are subject to PEIA approval before they can be activated.

Select Role(s) to Add:

- New Employee or Current Policyholder
- Benefit Coordinator
- Web Contributions Coordinator



Add Roles



Select New Employee or Policyholder and click on Add Roles.

Benefits Administration System (BAS) Web Application



Policyholder: Your Employer

If you are unable to locate your Agency's name, please contact your Benefit Coordinator for assistance.

[Select My Employer](#)



If your employer does not automatically show up, click on Select my Employer.

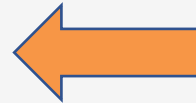
All Agencies/Employers

Instructions

You can search by Agency Name using the search box, or by clicking the starting letter to view the alphabetical list of Agencies. If you find the correct agency, click the agency name.



Search Names:



-OR-

Name Begins With:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Search Results:

[ABC COMMISSION](#)

[ACCOUNTANCY, BOARD OF](#)

[ADDISON \(WEBSTER SPRINGS\), TOWN OF](#)

Search for the first word in your new employer's name or choose a letter. Be sure to choose the correct agency.

Benefits Administration System (BAS) Web Application

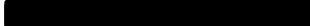


Policyholder: Your Employer

If you are unable to locate your Agency's name, please contact your Benefit Coordinator for assistance.

AGRICULTURE

Benefit Coordinator(s) for this agency:



[Remove & Start Over](#)

[Save & Continue](#)

Once you find the correct name, click the agency name and click Save & Continue. If you need to add an additional role, choose it.

Add a New Role / Add an Agency or Employer to an Existing Role

Information
You can add a new role to your existing roles at any time, but all changes are subject to PEIA approval before they can be activated.

Select Role(s) to Add:

Additional Agency for Benefit Coordinator
 Additional Agency for Web Contributions Coordinator

[+ Add Roles](#)

If the agency you want to add is listed, Choose Skip. Otherwise click on Search.

Benefit Coordinator: Agency Access

As a Benefit Coordinator, you will be responsible for reviewing coverage changes made by policyholders .

For every agency you add below, you must:

1. Complete an Authorization Form (you will have an opportunity to print the form)
2. Have the form signed by the head of your agency
3. Mail the completed form to PEIA

Once we receive the signed form and verify its authenticity, your account will be activated for that agency.

[Search](#) [Skip](#)

On the next page, you will see a Print button. Once you print the Designation form, you will need to sign and date it as the Authorized WCC. Your supervisor needs to sign and date it to confirm your role for the agency. The forms will need to be emailed to susan.j.beaty@wv.gov.

Active Roles

Your Current Roles
Click the Log In button to log in as that role.

Policyholder Benefit Coordinator Web Contributions PEIA Admin

User Account Manager Admin Account Manager

Inactive Roles

Mail signed forms to:
PEIA
601 57th St., SE
Suite 2
Charleston, WV 25304-2345

Or fax:
1-877-233-4295
(1-304-558-2470)

Before your applications can be reviewed, you must submit a signed Authorization form to PEIA. Click the Print link to print the individual form or use Print All to print every available form.

Print All

When we receive the designation form, we will verify it, and then activate you as a Benefit Coordinator.

If you are replacing a Web Contributions Coordinator or Benefit Coordinator who is no longer with the agency or doing that job, please be sure to fill out the [Authorization to Remove](#) form to remove their access from your agency's records.

You will also need to follow the instructions below to take PEIA 101 either in person or online. A certificate of passing will be emailed to the email address you list. This certificate will need to be emailed to susan.j.beaty@wv.gov.

1. Take and pass the PEIA 101 course in one of two ways:
 - a. in-person at the PEIA office in Charleston. The course is the first Thursday of most months throughout the year. You can sign up [here](#).
or
 - b. online, using the links and instructions included below.
 - i. [State agencies](#)
 - ii. [Colleges and Universities](#)
 - iii. [County Boards of Education](#)
 - iv. [Non-state Agencies](#)

2. Register on the Manage My Benefits portal as a Benefit Coordinator and submit the completed Benefit Coordinator Designation Form to PEIA.
 - a. If you're already registered as a policyholder, you can add the role of Benefit Coordinator and/or Web Contributions Coordinator from the Role Management screen to get registered.
 - i. To get to the Role Management screen, log in as a policyholder, then go to the upper left corner of your screen and click on Logged in as: **Policyholder**. At the bottom of the next screen you will see Add Roles. Choose Benefit Coordinator.
 - ii. Choose Additional Agency for Benefit Coordinator and then click Add Roles.