

How to Register as a Benefit Coordinator

A benefit coordinator 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, more and more eligibility transactions are completed online, and soon, the majority of them will be completed this way. There are two requirements to be a benefit coordinator.

1. Take and pass the PEIA 101 course in one of two ways:
 - a. in-person at the PEIA office in Charleston, 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 website 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**"
 - b. If you're not registered as a policyholder
 - ii. go to www.wvpeia.com,
 - iii. click on the green **Manage My Benefits** button at the top right of the page, and
 - iv. use the **Need to Register** link above the log-in boxes.

This will allow you to register and give you the option of adding the roles of Benefit Coordinator and/or Web Contributions Coordinator.

Once you have completed the registration process, print out the Designation Form, sign it, and get the signature of the agency head. Email it to me at Susan.j.bevins@wv.gov.

Please note that I need you to take the PEIA 101 course and send me the passing certificate to me before you can be approved as a Benefit Coordinator. Here is the link to sign up for the online course or I am teach the class in our Charleston offices. You can sign up for that as well at this link.

http://www.peia.wv.gov/customers/benefit_coordinators/Pages/peia_101.aspx

Also, 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 attached form to remove their access from your agency's records.

When we receive the designation form, we will verify that you have passed the PEIA 101 class, and then activate you as a benefit coordinator.