

NEW Registration Procedures

for the PEIA

MANAGE MY BENEFITS Website

September 2011

Click "Need to Register?"

[Login](#)

Benefits Administration System (BAS) Web Application



Attention: Our Site Has Changed!
If this is your first visit to the site since September 15, 2011, you will need to [register](#) again.

— Please Log In —

[Need to Register?](#)
[Forgot your username or password?](#)

Username:

Password:

 [Login](#)

[Contact PEIA](#) | [Site Feedback](#) | [TESTING SITE](#)
This site was designed for IE 8.0 and above. Other web browsers may not be supported.

Select any options that apply to you and hit the “Continue” button.

[Login](#)

Benefits Administration System (BAS) Web Application



New User Registration

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](#)

[Contact PEIA](#) | [Site Feedback](#) | [TESTING SITE](#)
This site was designed for IE 8.0 and above. Other web browsers may not be supported.

Enter your information and hit the “Continue” button.

[Login](#)

Benefits Administration System (BAS) Web Application



New User Registration

— User Information —

First Name:

Last Name:

SSN:

Verify SSN:

Date of Birth:

Use Format: MMDDYYYY.

— 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



Suggested Sites
https://ieonline.microsoft.com/#ieslice 1980
Use Format: MMDDYYYY.

— Web Usage Terms of Agreement —

[\[Printer Friendly\]](#)

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:

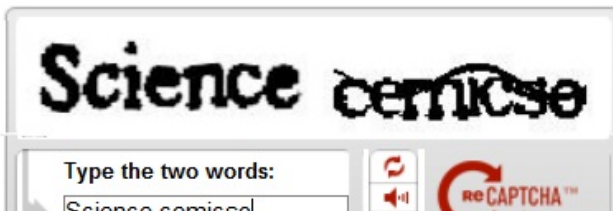
1. That I will not share with any other person(s) the password, code or other security key required for use of the mark;
2. That the use of the mark represents confirmation of a record;
3. To notify the PEIA immediately once I become aware that the security key is compromised; and
4. That I understand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

I hereby authorize the State of West Virginia hereinafter called STATE, to initiate health plan benefit changes for the policyholder named in the registration process as authorized by me, the user, via this

I have read and agree to the Terms of Agreement for Online Registration.

I Agree **Disagree**

— Verification —



Science cemiseo

Type the two words:

Science cemiseo

reCAPTCHA™



Verification

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service.

Create your Username & Password, enter your email address, and answer any of the available security questions. Hit "Continue" when finished.

[Login](#)

Benefits Administration System (BAS) Web Application




New User Registration

Username & Password

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

Username:

Password Strength



Password:

Verify Password:

Login Requirements

Username:

- At least 4 characters in length
- Can contain letters or numbers

Password:

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

Email Address



Password:

Verify Password:

Password:

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


— Email Address —

Your email address will be used for communication regarding your web account and/or PEIA Benefits. 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:

 **Email Address**

To verify your email address was entered correctly, you will be emailed a validation link that you must click before you will be able to use the website.

— 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 childhood nickname?

In what city did you meet your spouse/significant other?

What is the name of your favorite childhood friend?

What street did you live on in third grade?

What is your oldest sibling's birthday month and year? (e.g., January 1900)

In what city does your nearest sibling live?

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What was your childhood nickname?

What is the middle name of your youngest child?

What was the last name of your third grade teacher?

What was the last name of your third grade teacher?

What was the name of your first stuffed animal?

In what city or town did your mother and father meet?

Where were you when you had your first kiss?

What is the first name of the boy or girl that you first kissed?

In what city does your nearest sibling live?

What is your maternal grandmother's maiden name?

In what city or town was your first job?

What is your youngest sister's birthday month and year? (e.g., January 1900)

What is the name of the place your wedding reception was held?

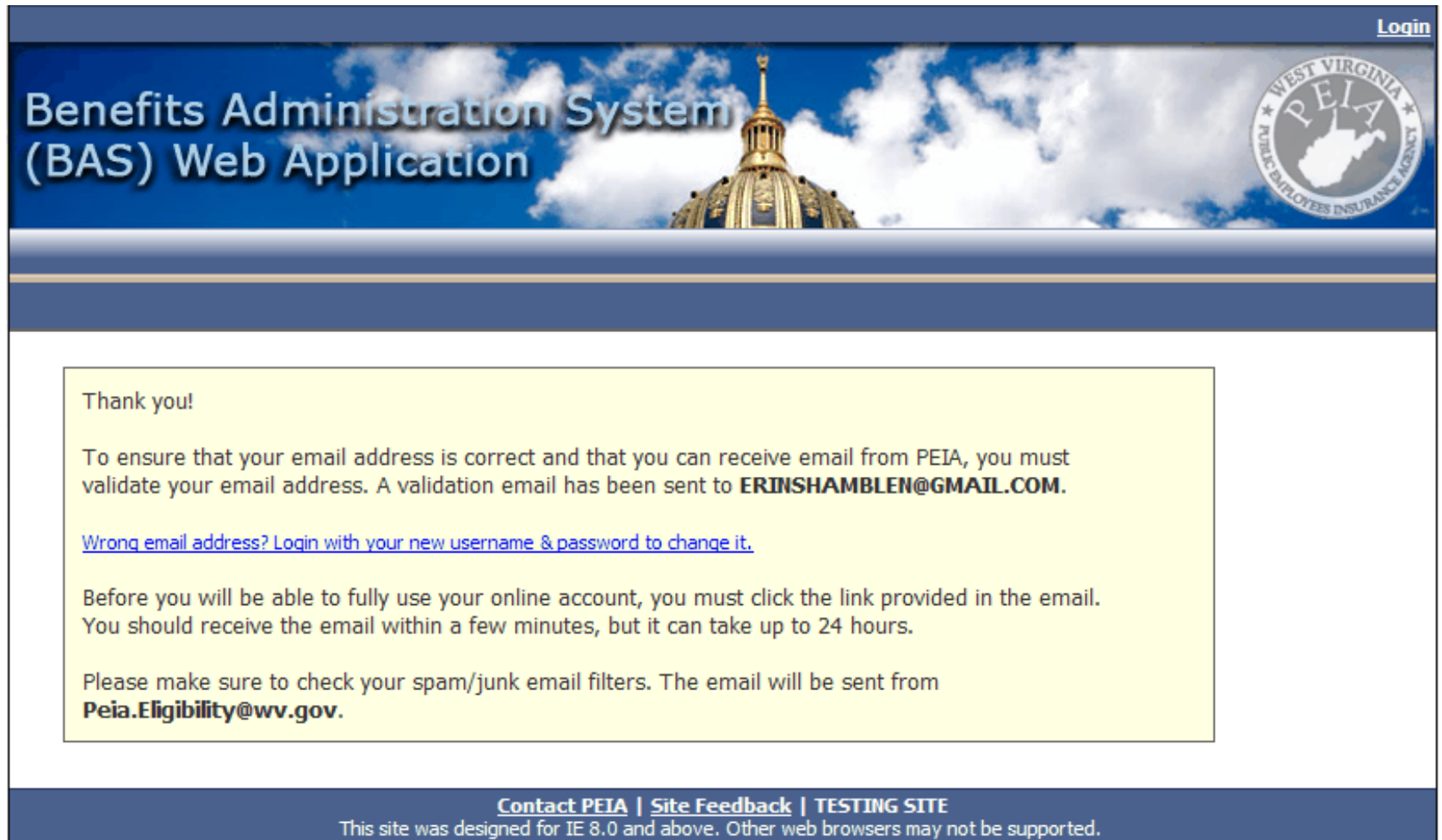
What are the last 5 digits of your driver's license number?

What month and day is your anniversary? (e.g., September 22)

SITE

ers may not be supported.

Once your account has been created, you should see a screen similar to the below.



The screenshot shows the login page for the Benefits Administration System (BAS) Web Application. The header features a blue background with a white cloud pattern and a golden dome of a building. The text "Benefits Administration System (BAS) Web Application" is displayed in white. A "Login" link is in the top right corner. The PEIA logo is on the right side of the header. The main content area is a yellow box with the following text:

Thank you!

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 **ERINSHAMBLEN@GMAIL.COM**.

[Wrong email address? Login with your new username & password to change it.](#)

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.

Please make sure to check your spam/junk email filters. The email will be sent from **Peia.Eligibility@wv.gov**.

[Contact PEIA](#) | [Site Feedback](#) | **TESTING SITE**

This site was designed for IE 8.0 and above. Other web browsers may not be supported.

Before continuing, you must click the link in your email from Peia.Eligibility.

From: Peia.Eligibility@wv.gov Sent: Sat 9/3/2011 9:34
To: Shamblen, Erin M
Cc:
Subject: Please validate your email address with PEIA!

Your registration on the PEIA Benefits Administration website is nearly complete. Please click the link below to validate your email address.

[Validate Your Email Address](#)

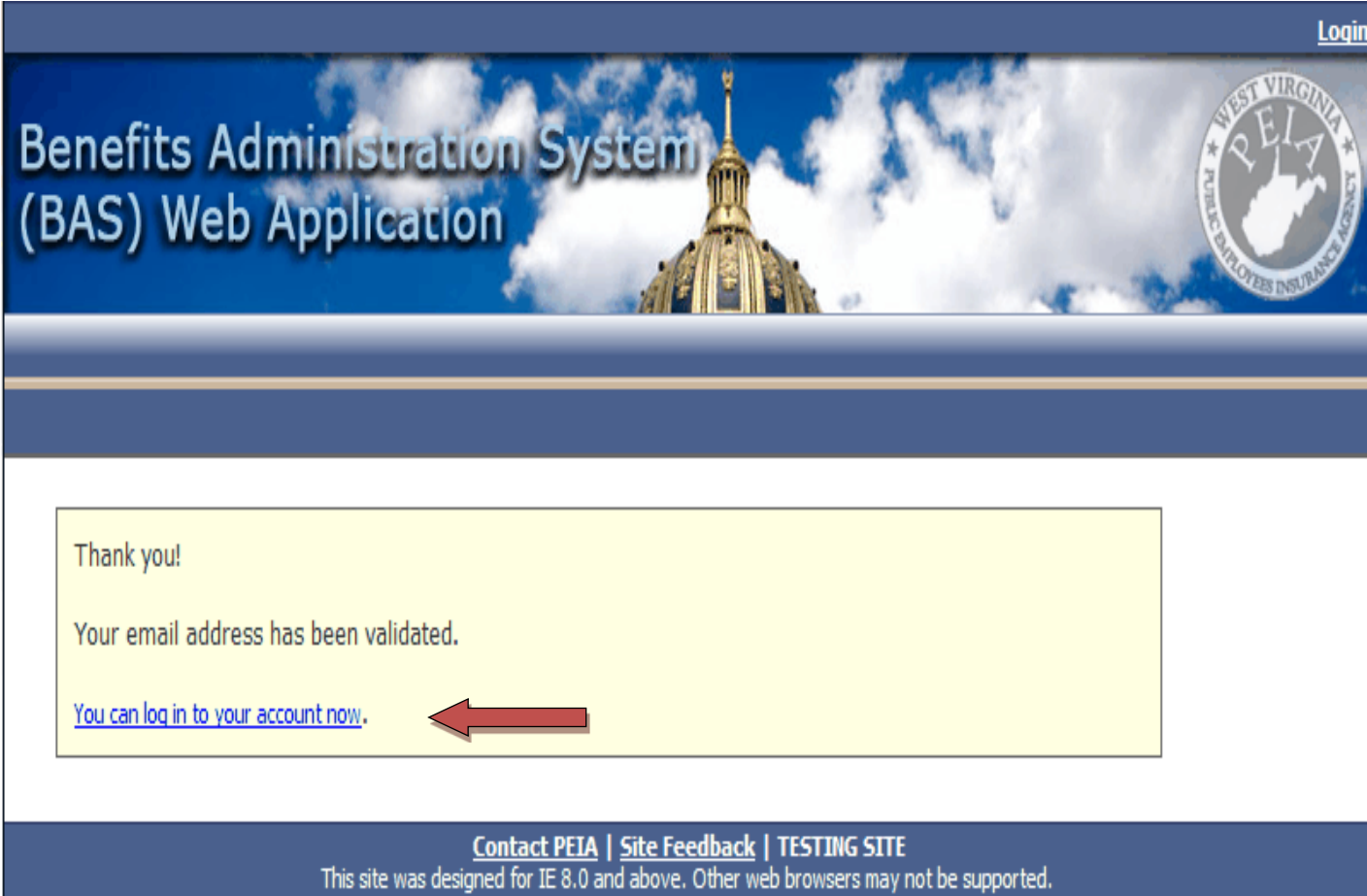


Unable to click the link? You can also copy and paste the link into your internet browser:

[www.stagingc.state.wv.us/peia/YREExternalQA/index.cfm?
fuseaction=Reg.ValEmail&v=79PJVXKfjS&u=0000644500](http://www.stagingc.state.wv.us/peia/YREExternalQA/index.cfm?fuseaction=Reg.ValEmail&v=79PJVXKfjS&u=0000644500)

[PLEASE DO NOT RESPOND TO THIS EMAIL. THIS IS A TEST AND REQUIRES NO ACTION ON YOUR PART.]

After validating your account, click the link to log in.



The screenshot shows the interface of the Benefits Administration System (BAS) Web Application. At the top right, there is a [Login](#) link. The main header features the text "Benefits Administration System (BAS) Web Application" in a large, bold font, set against a background of a blue sky with white clouds and the golden dome of the West Virginia State Capitol. To the right of the header is the PEIA logo, which is a circular seal containing the text "WEST VIRGINIA PEIA PUBLIC EMPLOYEES INSURANCE AGENCY".

In the center of the page, a yellow rectangular box contains the following text:

Thank you!

Your email address has been validated.

[You can log in to your account now.](#) ←

At the bottom of the page, a dark blue footer contains the text: [Contact PEIA](#) | [Site Feedback](#) | **TESTING SITE**
This site was designed for IE 8.0 and above. Other web browsers may not be supported.

Log in to your account with the username & password you created.

[Login](#)

Benefits Administration System (BAS) Web Application



Attention: Our Site Has Changed!

If this is your first visit to the site since September 15, 2011, you will need to [register](#) again.

— Please Log In —

[Need to Register?](#)

[Forgot your username or password?](#)

Username:

Password:



Login





[Contact PEIA](#) | [Site Feedback](#) | TESTING SITE

This site was designed for IE 8.0 and above. Other web browsers may not be supported.

If you previously had an account on the site, you may see something similar to the snapshot below, allowing you to transfer your old roles to your new account. Select any roles you wish to keep and hit the “Continue” button.

Select Role Welcome, Olivia! (Logout)

Benefits Administration System (BAS) Web Application



Menu [My Account](#) [Shopper's Guide](#)

Previous Roles Found

You were previously activated as a Benefit Coordinator, Web Contributions Coordinator, or PEIA Admin/Staff. Please select the roles you would like to keep and they will be immediately activated. If you would like to add additional roles, that can be done on the next step of this process.

[What do I do if some of my previous roles are missing from this list?](#)

Agency	Role	Keep	Remove
PEIA STAFF	PEIA Staff	<input type="radio"/>	<input type="radio"/>
PEIA ADMIN	PEIA Admin	<input type="radio"/>	<input type="radio"/>

Instructions

- Select **Keep** for any roles you would like to migrate to your new Benefits Administration System account.
- Select **Remove** for any roles that you would not like to have migrated to your new Benefits Administration System account.

Reset Continue

Check the boxes as appropriate to add Role(s) to your account, and then hit the “Continue” button.

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

Select Role(s) to Add:

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



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.




Continue

[Contact PEIA](#) | [Site Feedback](#) | **TESTING SITE**

This site was designed for IE 8.0 and above. Other web browsers may not be supported.

If your policyholder information is not found (as the example below), click the “Select My Employer” button. If the site is able to locate your policyholder information, you will only see a “Save & Continue” button.



The screenshot shows a web interface with a dark blue header bar containing the text "Menu My Account Shopper's Guide". Below this is a lighter blue bar with the text "Select Agencies". The main content area has a heading "Policyholder: Your Employer" and a paragraph of text: "Only one employer can be associated with your Policyholder account. If you are unable to locate your Agency's name, please contact your Benefit Coordinator for assistance." Below the text is a button labeled "Select My Employer" with a magnifying glass icon. A red arrow points to the button, and a mouse cursor is visible on the page.

Menu My Account Shopper's Guide

Select Agencies

Policyholder: Your Employer

Only one employer can be associated with your Policyholder account. If you are unable to locate your Agency's name, please contact your Benefit Coordinator for assistance.

Select My Employer

Click the link for the first letter of your agency name, then select your agency.

Policyholder's Employer

— All Agencies/Employers —

Search Names:



Search

-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



Instructions

You can search by Agency Name using the search box, or by clicking the starting letter to view the alphabetical list of Agencies.

Once you find the correct agency, click the agency name.

Search Results:

ABC COMMISSION

ACCOUNTANCY, BOARD OF

ADDISON (WEBSTER SPRINGS), TOWN OF

ADJUTANT GENERAL

ADMINISTRATION, DEPT OF

Policyholder: Your Employer

Only one employer can be associated with your Policyholder account. If you are unable to locate your Agency's name, please contact your Benefit Coordinator for assistance.

ADMINISTRATION, DEPT OF

Benefit Coordinator(s) for this agency:

JANICE POWELL, MICKIANNE HENKELS, & SHERRA PERDUE

Phone Number:

(304)558-3482

 [Remove & Start Over](#)

 [Save & Continue](#)



You see an additional screen asking for your Policyholder information if you are not a current Policyholder in MMB. Please complete the information requested and save.

Menu My Account Shopper's Guide

Policyholder Details

Please enter the required information below to continue establishing your New Employee/Policyholder account. **Bold** fields are required.

Employee Information

Hire Date:
Use format: MM/DD/YYYY (e.g. 09/09/2011)

First Name: John

Middle Initial:

Last Name: Deere

Date of Birth: 09/15/1981

Gender

Female Male

Contact Information

Address:

Address Continued:

City:

State: ▼


County: ▼

Zip/Postal Code: -

Everyone should then see a screen similar to the one below:

Select Role Welcome, Olivia! (Logout)




Benefits Administration System (BAS) Web Application



Menu My Account Shopper's Guide

Role Management

— Active Roles —

<input type="button" value="Log In"/> PEIA Admin		<p> Your Current Roles</p> <hr/> <p>Click the Log In button to log in as that role.</p>
<input type="button" value="Log In"/> Policyholder		<p> Information</p> <hr/> <p>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.</p>

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

Select Role(s) to Add:

- Benefit Coordinator
- Web Contributions Coordinator

New policyholders will see a screen like this when they log in for the first time.

The screenshot shows a web browser window with the following elements:

- Browser tabs: Trav..., Sugg..., web ..., PEIA..., WV P..., IMICF...
- Browser address bar: Page, Safety, Tools
- Page header: Logged In As: **Policyholder** | Welcome, John! (**Logout**)
- Main banner: **Benefits Administration System (BAS) Web Application** with a background image of the West Virginia State Capitol dome and the PEIA logo (Public Employees Insurance Agency).
- Navigation menu: **Enrollment Selection Menu** | **My Account** | **Shopper's Guide**
- Section header: **Coverage Options**
- Text: Our records indicate that you currently do not have Basic Life Insurance coverage. You must have Basic Life Insurance to enroll for health insurance or Optional/Dependent Life Insurance coverage.
- Text: Would you like to enroll in Basic Life Insurance coverage?
- Table:

Employee Ages	Coverage Amount
Under 65	\$10,000.00
- Form: Yes: No:
- Buttons: **Save** | **Cancel**
- Page footer: [Contact PEIA](#) | [Site Feedback](#) | **DEVELOPMENT SITE**
This site was designed for IE 8.0 and above. Other web browsers may not be supported.

And the policyholder is warned regarding declining Basic Life.

The screenshot shows a web browser window displaying the 'Benefits Administration System (BAS) Web Application'. The user is logged in as 'Policyholder' and is on the 'Coverage Options' page. A warning message is displayed, stating: 'Our records indicate that you currently do not have Basic Life Insurance coverage. You must have Basic Life Insurance to enroll for health insurance or Optional/Dependent Life Insurance coverage.' Below this message, a dialog box titled 'Message from webpage' is open, containing the text: 'If you decline Basic Life Insurance you are ineligible for Health Insurance and Optional Life Insurance coverage. If this is your final choice click OK, otherwise click cancel.' The dialog box has 'OK' and 'Cancel' buttons. The main page also has 'Save' and 'Cancel' buttons. The footer of the page includes links for 'Contact PEIA', 'Site Feedback', and 'DEVELOPMENT SITE', along with a note: 'This site was designed for IE 8.0 and above. Other web browsers may not be supported.'

The system then leads new policyholders through a series of screens to register as a policyholder as it did during Open Enrollment.

PLEASE NOTE:

**The system WILL NOT allow a
User Name or E-Mail Address
to be used more than once.**

**You MUST have UNIQUE e-mail address
for EACH policyholder!**