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VIEW LIFE INSURANCE COVERAGE IN THE BENEFITS ADMINISTRATION SYSTEM

Go to peia.wv.gov and click Manage My Benefits.

E	West Virginia Public En Benefitting People Who Serv		s Insurance	e Agency		
Members	Health Plans	Partners	Forms & Downloads	Wellness Tools	FAQ	Contact PEIA
	AL			Manage My Benef Make changes without filling out a		c here

Enter your username and password for the Benefits Administration System and click **Login**.

Benefits Administration System (BAS) Web Application	The second
Please login	
Username:	Password:
username	·······
→ <u>·</u>	DLogin

Scroll down and click **Basic**, **Optional**, **or Dependent Life Coverage** to view your life insurance coverages.

	Beneficiary information must be entered through MetLife.	
Please wait until 1	Adding Beneficiary information can not be done before coverage is active. en to visit their website at mybenefits.metlife.com to update online or to send in a form for beneficiary changes.	
	\$10,000	
	Effective: 04/01/2022	
ptional Life Coverage		

QUESTIONS? Contact WVU Shared Services at 304-293-6006 or SharedServices@mail.wvu.edu.