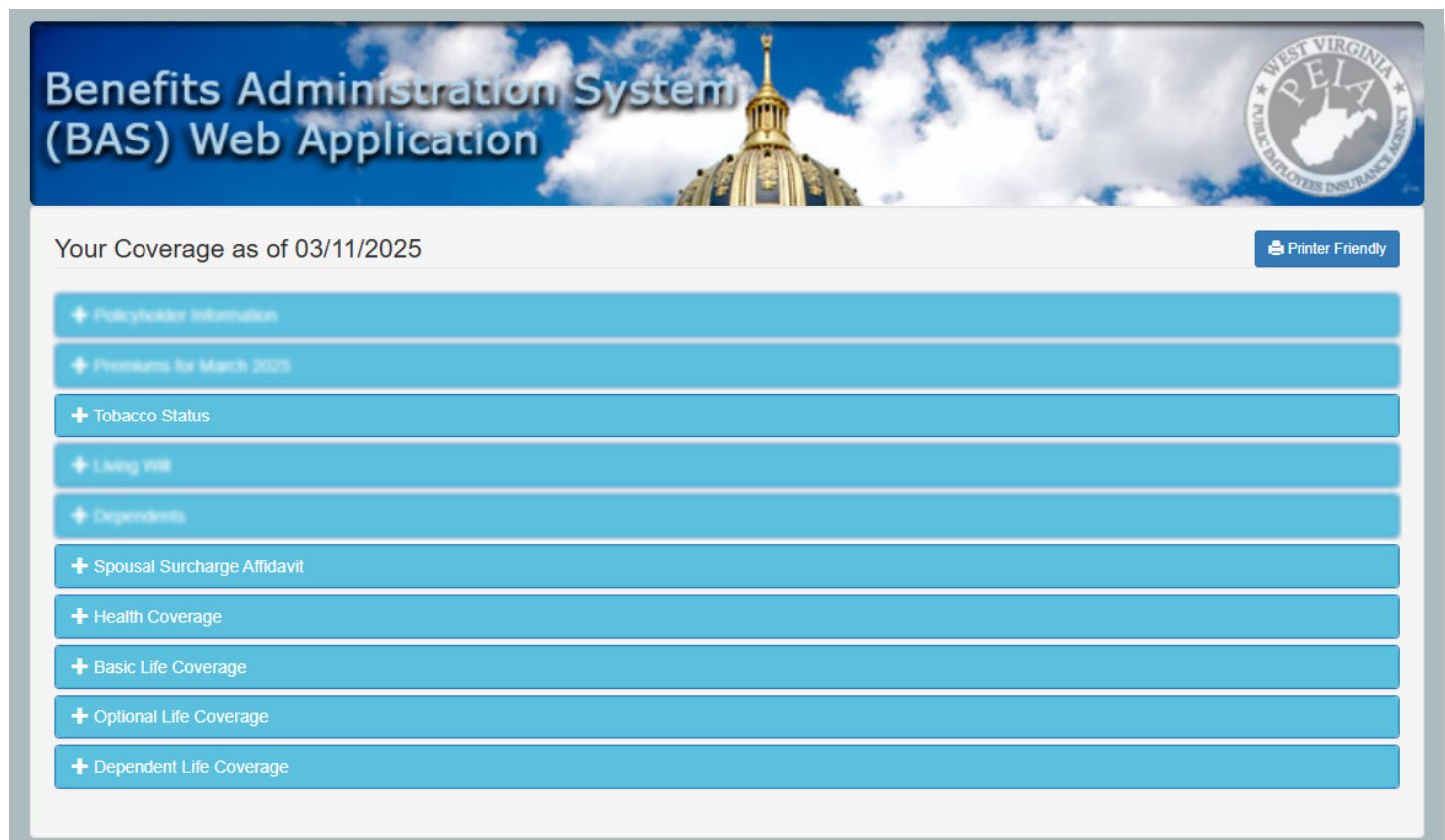


REVIEW YOUR PEIA BENEFITS IN THE BENEFITS ADMINISTRATION SYSTEM (BAS)

Use the PEIA BAS system to review and manage your PEIA administered benefits.

Be sure to:

- 1 Verify your [Tobacco Status](#) and update if necessary.
- 2 Complete or update the [Spousal Surcharge Affidavit](#) if you have 'Family' coverage.
- 3 Review your [Health Coverage](#) and make changes if needed.
- 4 Review your [Life Coverages](#) and update if necessary.



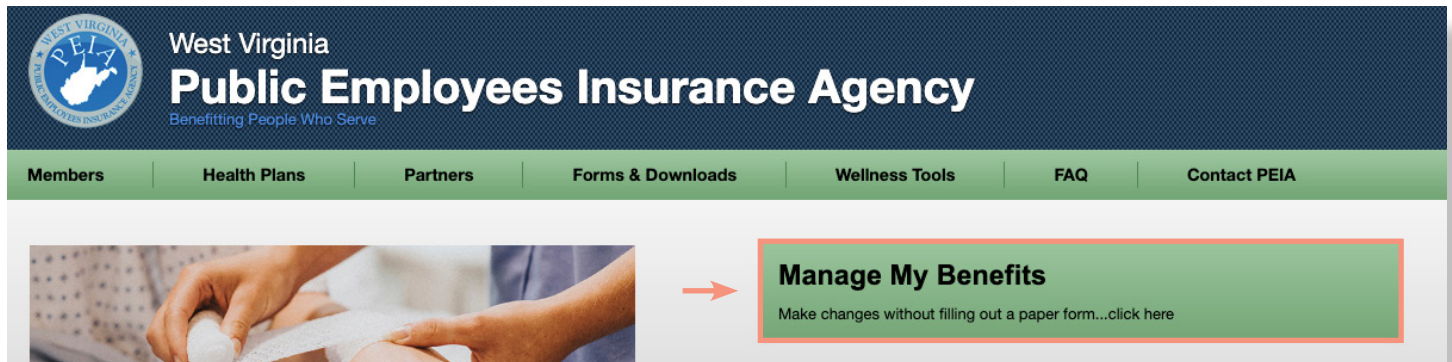
Benefits Administration System (BAS) Web Application

Your Coverage as of 03/11/2025 Printer Friendly

- + Policyholder Information
- + Premiums for March 2025
- + Tobacco Status
- + Living Will
- + Dependents
- + Spousal Surcharge Affidavit
- + Health Coverage
- + Basic Life Coverage
- + Optional Life Coverage
- + Dependent Life Coverage

Log In to the PEIA BAS System

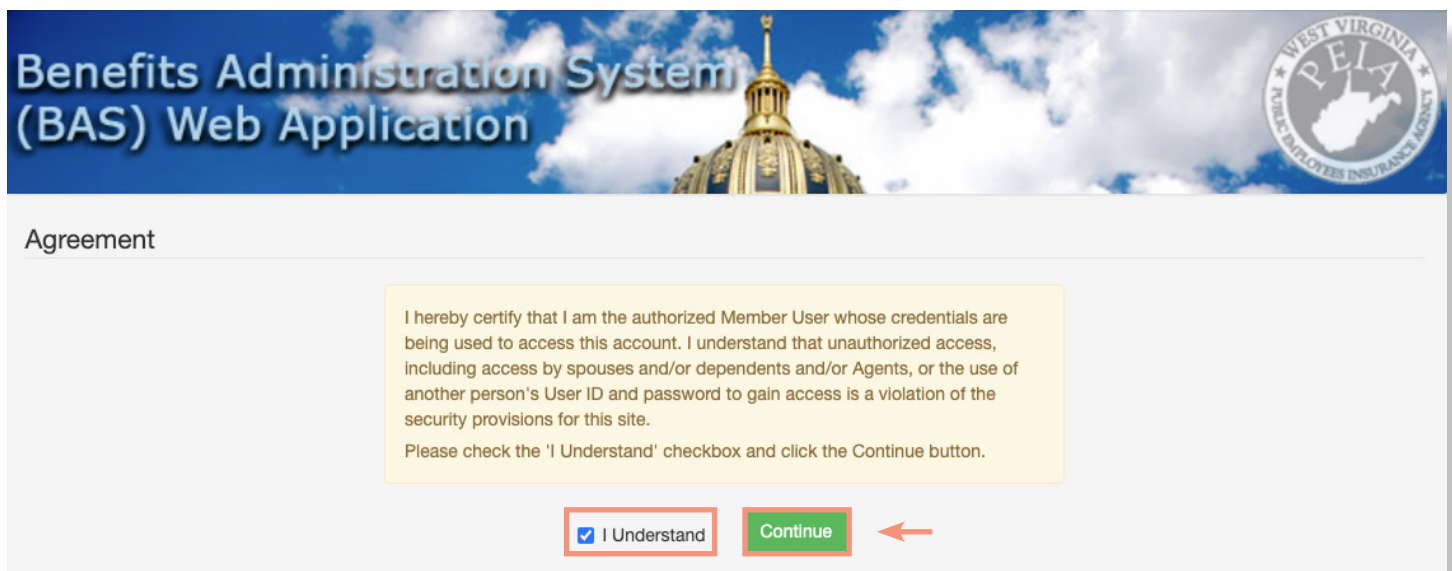
- 1 Go to peia.wv.gov and click **Manage My Benefits**.



- 2 Enter your **username** and **password** for the BAS system and click **Login**.



- 3 Review the agreement, check the **'I Understand'** box and click **Continue**.



Review your Tobacco Status

- 1 From the main menu, click **Tobacco Status** to expand the section.
- 2 Click **Edit My Tobacco Affidavit**.

+ Policyholder Information

+ Premiums for March 2025

- Tobacco Status

Tobacco Affidavit:
Tobacco Free Effective: 02/01/2017

→ [Edit My Tobacco Affidavit](#)

+ Living Will

+ Dependents

+ Health Coverage

+ Basic Life Coverage

+ Optional Life Coverage

+ Dependent Life Coverage

- 3 If your status has changed, make a new selection. Otherwise, click **Finalize**.

If none of the dependents enrolled on your PEIA coverage uses tobacco, you will receive the discount on your health coverage, if any, and on your Optional Life insurance premiums, if any. Tobacco use is defined as smoking cigarettes, cigars or pipes, or using electronic cigarettes (e-cigarettes) or any form of smokeless tobacco, including snuff and chewing tobacco.

Need more information? [Click here.](#)

Tobacco Status:

Tobacco Free Policyholder Uses Tobacco Dependent Uses Tobacco Family Uses Tobacco

By clicking the "Finalize" button below, I agree to the following:

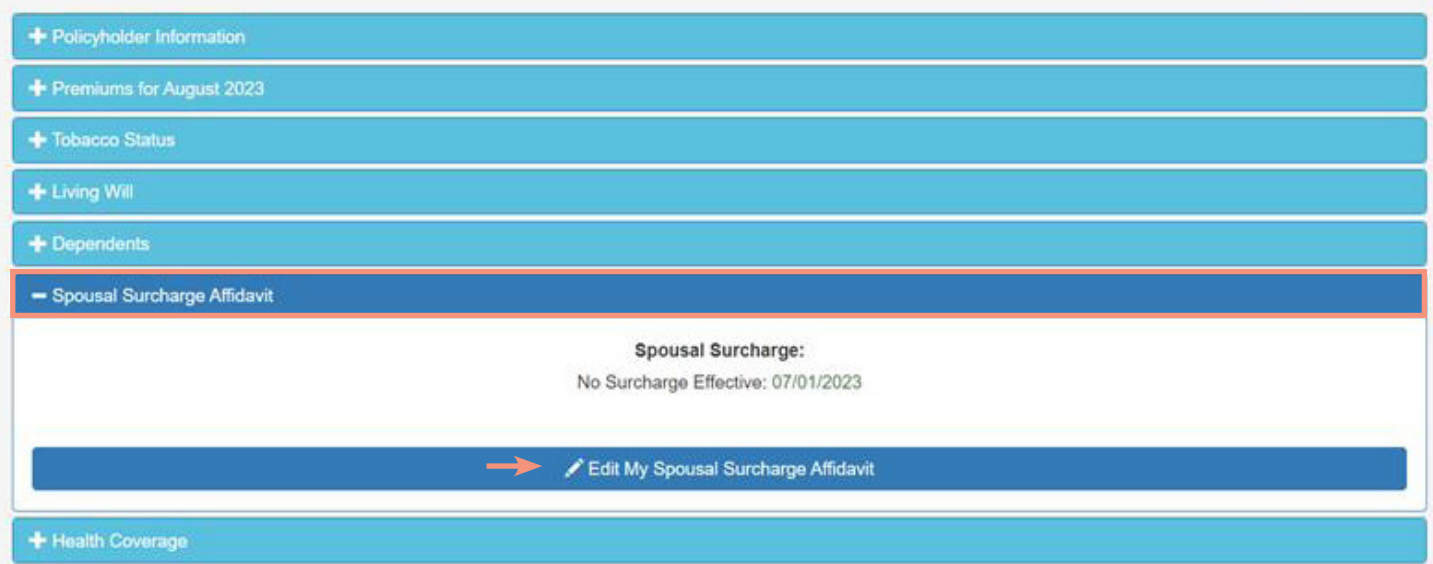
- I acknowledge by making my selection on this website and finalizing my eligibility transaction on this website that PEIA or its agents have access to my medical records to check my tobacco use status.
- I agree that if my tobacco status changes, I will notify PEIA of such change in writing.
- I certify that the information I have supplied or accepted here is true and correct and understand that providing false information on this website is illegal and that those who provide false information may be prosecuted.

← Back → Finalize

Complete the Spousal Surcharge Affidavit

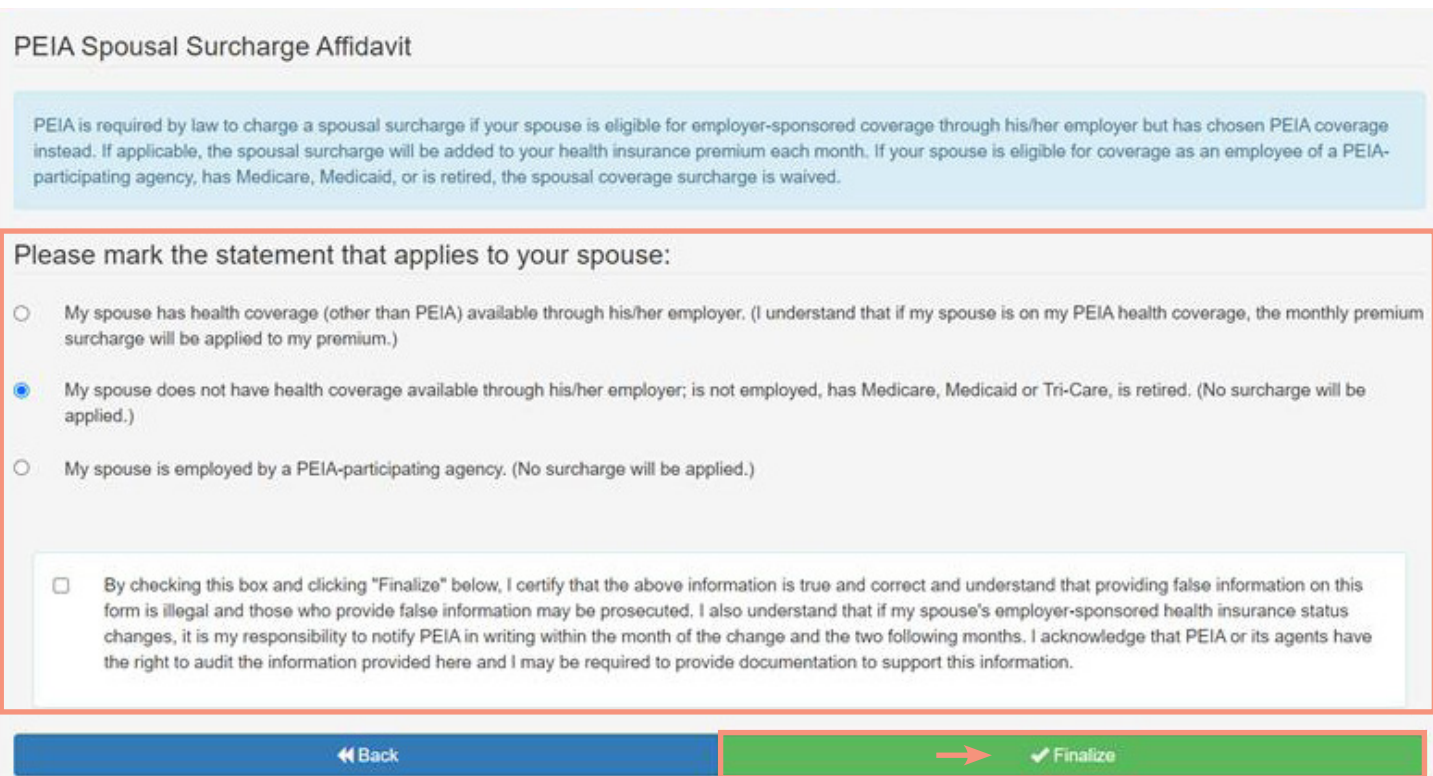
If you have 'Family' coverage, complete the Spousal Surcharge Affidavit.

- 1 From the main menu, click **Spousal Surcharge Affidavit** to expand the section.
- 2 Click **Edit My Spousal Surcharge Affidavit**.



The screenshot shows a vertical list of menu items. The items are: Policyholder Information, Premiums for August 2023, Tobacco Status, Living Will, Dependents, Spousal Surcharge Affidavit (highlighted in blue), and Health Coverage. The Spousal Surcharge Affidavit section is expanded, showing the text: Spousal Surcharge: No Surcharge Effective: 07/01/2023. Below this text is a blue button with a pencil icon and the text 'Edit My Spousal Surcharge Affidavit'.

- 3 Ensure your selection is correct, then click **Finalize**.



The screenshot shows the 'PEIA Spousal Surcharge Affidavit' form. At the top, there is a light blue box with the following text: 'PEIA is required by law to charge a spousal surcharge if your spouse is eligible for employer-sponsored coverage through his/her employer but has chosen PEIA coverage instead. If applicable, the spousal surcharge will be added to your health insurance premium each month. If your spouse is eligible for coverage as an employee of a PEIA-participating agency, has Medicare, Medicaid, or is retired, the spousal coverage surcharge is waived.'

Below this is a section titled 'Please mark the statement that applies to your spouse:' with three radio button options:

- My spouse has health coverage (other than PEIA) available through his/her employer. (I understand that if my spouse is on my PEIA health coverage, the monthly premium surcharge will be applied to my premium.)
- My spouse does not have health coverage available through his/her employer; is not employed, has Medicare, Medicaid or Tri-Care, is retired. (No surcharge will be applied.)
- My spouse is employed by a PEIA-participating agency. (No surcharge will be applied.)

At the bottom of the form, there is a checkbox with the following text: 'By checking this box and clicking "Finalize" below, I certify that the above information is true and correct and understand that providing false information on this form is illegal and those who provide false information may be prosecuted. I also understand that if my spouse's employer-sponsored health insurance status changes, it is my responsibility to notify PEIA in writing within the month of the change and the two following months. I acknowledge that PEIA or its agents have the right to audit the information provided here and I may be required to provide documentation to support this information.'

At the bottom of the form, there are two buttons: a blue button with a left arrow and the text 'Back', and a green button with a right arrow and a checkmark and the text 'Finalize'.

View Health Coverage

- 1 From the main menu, click **Health Coverage** to expand the section.
- 2 Your current health insurance details, including dependent coverage, will display.
- 3 To make changes, click **Edit My Health & Dependent Health Benefits**.

The screenshot displays a user interface for viewing health coverage. It features a vertical list of expandable sections: Policyholder Information, Premiums for March 2025, Tobacco Status, Living Will, Dependents, Health Coverage, Basic Life Coverage, and Optional Life Coverage. The 'Health Coverage' section is expanded, revealing a message: 'Other Insurance Information must be updated with UMR, annually at UMR.com or by calling 1-888-440-7342.' Below this, the 'PEIA PPB PLAN B' is shown with two rows of information: 'Effective 07/01/2023' and '(Spouse): Effective 07/01/2023'. A red box highlights the 'Edit My Health & Dependent Health Benefits' button, which is indicated by a red arrow.

View Life Insurance Coverages

- 1 From the main menu, expand the sections for **Basic Life Coverage**, **Optional Life Coverage** and **Dependent Life Coverage**.
- 2 Review your selections and make updates as needed.

+ Policyholder Information

+ Premiums for March 2025

+ Tobacco Status

+ Living Will

+ Dependents

+ Health Coverage

- Basic Life Coverage

Beneficiary information must be entered through MetLife.
Adding Beneficiary information can not be done before coverage is active.
Please wait until then to visit their website at mybenefits.metlife.com to update online or to send in a form for beneficiary changes.

\$10,000
Effective: 02/01/2017

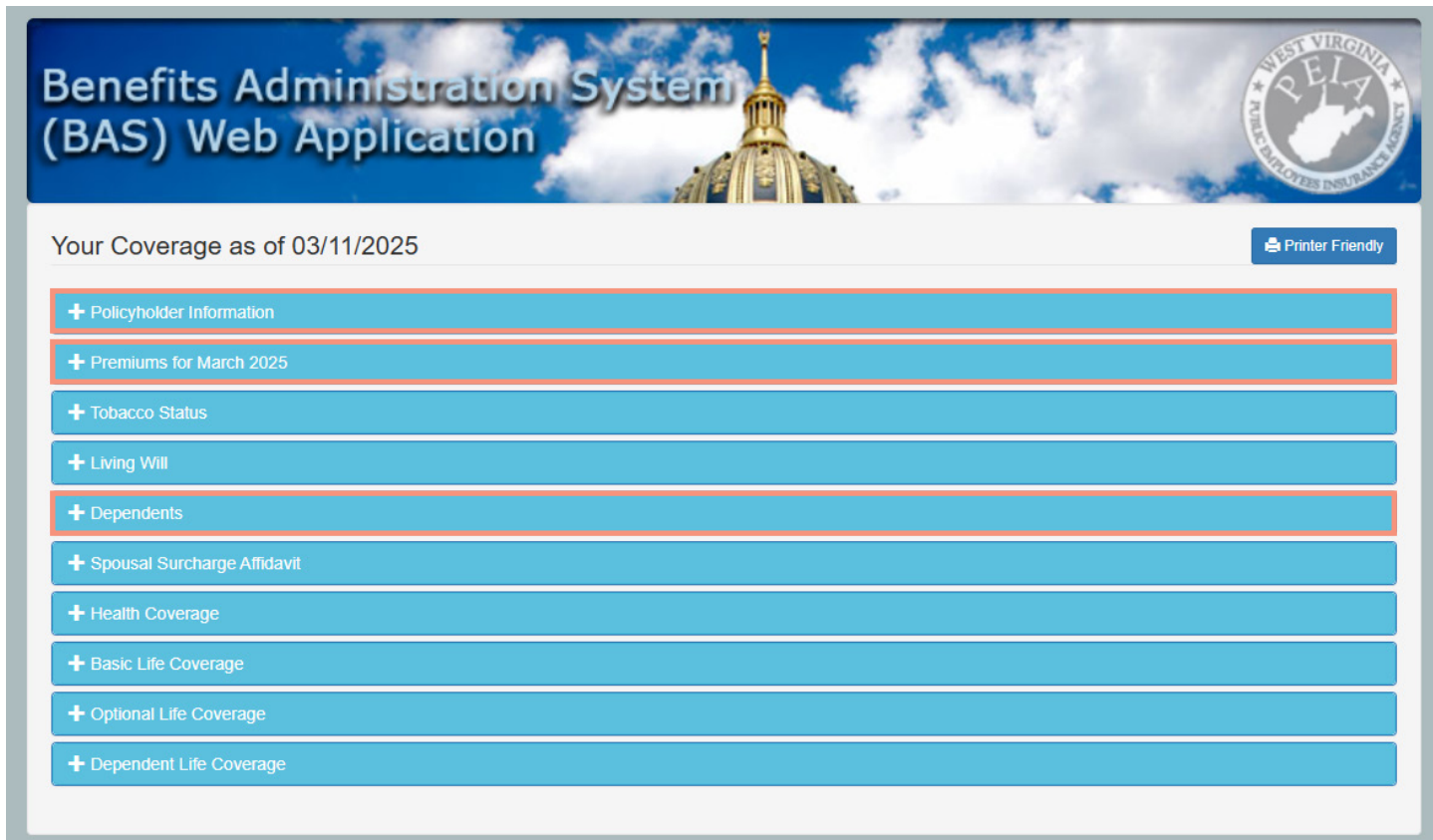
+ Optional Life Coverage

+ Dependent Life Coverage

Additional Information to Review

In addition to the sections mentioned above, you should also review these sections in the PEIA BAS system:

- / **Policyholder Information**
- / **Premiums**
- / **Dependents**



The screenshot shows the 'Benefits Administration System (BAS) Web Application' interface. The header features the title 'Benefits Administration System (BAS) Web Application' and the PEIA logo (Public Employees Insurance Agency, West Virginia). Below the header, the main content area displays 'Your Coverage as of 03/11/2025' and a 'Printer Friendly' button. A list of menu items is shown, each with a plus sign icon:

- + Policyholder Information
- + Premiums for March 2025
- + Tobacco Status
- + Living Will
- + Dependents
- + Spousal Surcharge Affidavit
- + Health Coverage
- + Basic Life Coverage
- + Optional Life Coverage
- + Dependent Life Coverage