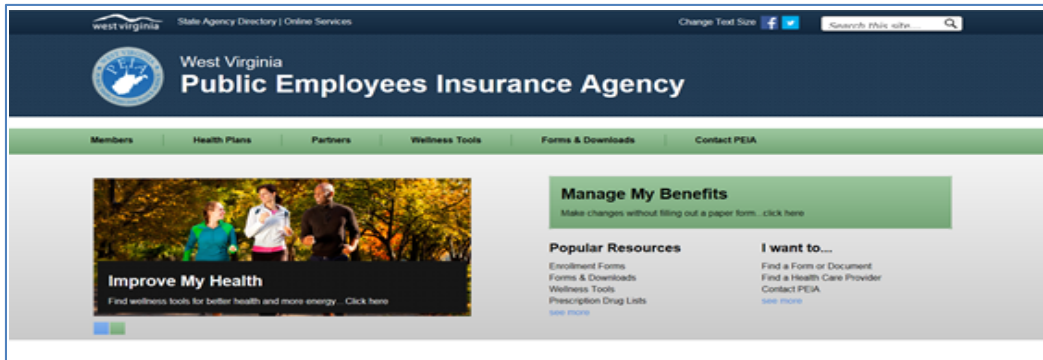


# How to use PEIA's "Manage My Benefits"

1. Go to: [www.peia.wv.gov](http://www.peia.wv.gov)
2. Click on "Manage My Benefits" (green button in top right corner)



## To Register a New Account\*

\*Note: Due to changes to the PEIA website, many employees will need to register their accounts again.

3. Click "Need to Register?"
4. Check "I currently have PEIA coverage (as a policyholder or dependent)."



5. Enter User Information, click "I Agree" beneath Web Usage Terms of Agreement, enter Verification Code and click "Continue."
6. Create a unique user name/password combination. Enter an e-mail address (either personal or business).
7. PEIA will send a link to the email provided. Log in to email and validate email address to complete the registration process.

## How to Make Changes for Open Enrollment

8. Log in to Manage My Benefits
9. "Is your visit to the site today for Open Enrollment?" Click "Yes"
10. Review your information on each screen. If you make any changes, be sure to click "Save Changes" and it should take you to the next page.
  - a. If you are NOT making changes to a particular screen, just click "Next."
11. **Finalize!** Your changes will not be submitted for processing until you finalize and submit your changes on the very last screen.

**Or call PEIA @ 1-877-676-5573 and request a "Transfer Form."**