

# TIPS FOR A SUCCESSFUL OPEN ENROLLMENT

## (Marshall University Employees only)

### PEIA Open Enrollment

1. Read through “What’s Important for 2018” to get a quick overview of the changes for the coming Plan Year. [http://www.peia.wv.gov/Forms-Downloads/Documents/shopper%27s\\_guides/Shoppers\\_Guide.pdf](http://www.peia.wv.gov/Forms-Downloads/Documents/shopper%27s_guides/Shoppers_Guide.pdf)
2. Review the side-by-side comparison of the plans in the “**Benefits At-A-Glance**” charts.
3. Check page 13 to be sure you’re eligible to enroll in the plan you want. The PEIA PPB Plans A, B and C are available in all areas. PEIA PPB Plan D is open to WV residents only and covers only services provided in WV. The Health Plan is available in all West Virginia counties. If you live out of state, remember you must live in one of the counties listed on page 13 to enroll in The Health Plan.
4. Check the premium table for your employer type (State agency, county board of education, non-State agency, retiree, etc.) and for the type of coverage you have (employee only, family, etc.) to find the premium, deductible and out-of-pocket maximum for the plan you want.
5. If you want to change plans, you have two choices: go to **www.wvpeia.com** and click on the “**Manage My Benefits**” button and follow the instructions (remember, your deadline is midnight on May 15, 2017) or call PEIA for a Transfer Form at **1-877-676-5573**. Make any changes or plan selections you wish and return it to your benefit coordinator no later than the close of business on May 15, 2017.

If you need to update your tobacco status, you may do so by using the options above or by calling **1-877-676-5573** and by following the prompts.

### Mountaineer Flexible Benefits Open Enrollment

1. Review the Reference Guide that is mailed to your home address and read the “What’s New for 2018” to see any plan changes that will affect your benefits.
2. If you want to make changes, you have two choices: go to [www.myfbmc.com](http://www.myfbmc.com) and log into your account and make your changes or complete the paper form that was mailed with the Reference Guide. Changes **must** be completed by the May 15, 2017 deadline. If you make no changes, all benefits will remain the same.