



Manage My Benefits

Open Enrollment 2025

Open Enrollment Instructions (PEIA)

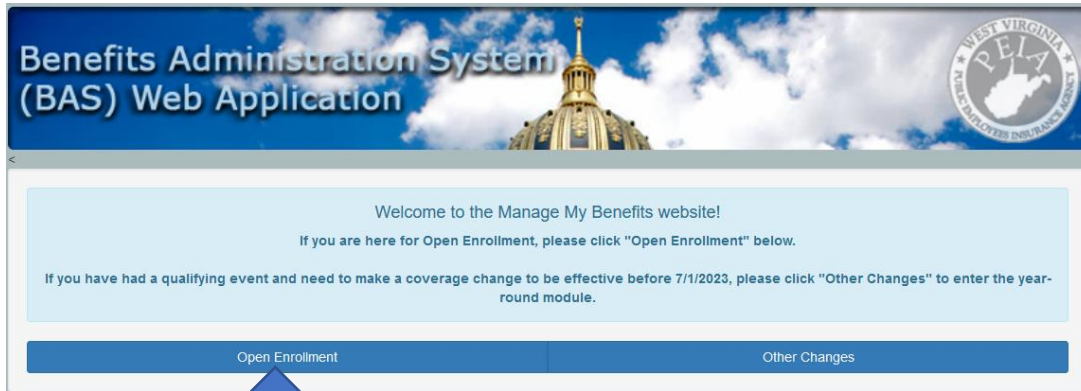


Visit the [PEIA Site](#)

This screenshot shows the login page of the Benefits Administration System (BAS) Web Application. The header includes the title 'Benefits Administration System (BAS) Web Application' and the PEIA logo. Below the header, it says 'Please login'. There are two input fields: 'Username:' and 'Password:'. A tooltip above the Username field states 'Usernames are not case-sensitive'. A 'Login' button is positioned below the fields. At the bottom, there are links for 'Forgot your username or password?' and 'Don't have a Username? Register to get started!'.

This screenshot shows the 'Agreement' and 'Active Roles' sections of the BAS Web Application. The 'Agreement' section contains a text box with the following text: 'I hereby certify that I am the authorized Member User whose credentials are being used to access this account. I understand that unauthorized access, including access by spouses and/or dependents and/or Agents, or the use of another person's User ID and password to gain access is a violation of the security provisions for this site. Please check the 'I Understand' checkbox and click the Continue button.' Below this text is a checked checkbox labeled 'I Understand' and a green 'Continue' button. The 'Active Roles' section below shows 'Your Current Roles' with the instruction 'Click the Log In button to log in as that role.' There are three buttons: 'Member' (with a blue arrow pointing to it), 'Benefit Coordinator', and 'Web Contributions', each with a small information icon.

Open Enrollment Instructions (PEIA)



Benefits Administration System (BAS) Web Application

Welcome to the Manage My Benefits website!
If you are here for Open Enrollment, please click "Open Enrollment" below.

If you have had a qualifying event and need to make a coverage change to be effective before 7/1/2023, please click "Other Changes" to enter the year-round module.

Open Enrollment Other Changes



Benefits Administration System (BAS) Web Application

It's Open Enrollment Time!

From 04/02/2023 through 05/15/2023 you can make changes to your existing coverage without a qualifying event (such as marriage or the birth of a new dependent). Don't worry if you do not have time to go through all of Open Enrollment on this visit. We'll save your progress. Just return on or before 05/15/2023 to finalize your changes.

Begin Open Enrollment



All changes made during Open Enrollment must be finalized by May 15, 2024.

Open Enrollment Instructions (PEIA)

This screenshot shows the 'Your Policyholder Information' form in the BAS Web Application. The form includes fields for Date of Birth (Month: 03, Day: 18, Year: 1973), First Name (KIMBERLY), Middle Initial (A), Last Name (THOMAS), Gender (Female), Home Phone, Work Phone, and Cell Phone. There is a checkbox for 'Yes, I would like to receive text messages'. A detailed disclaimer about text messaging services is provided below the form. The 'Policyholder Address' section includes fields for Address Line 1, Address Line 2, City (HUNTINGTON), State (WV - West Virginia), County (WV - Cabell), Country (United States), Zip Code, and Zip Code Plus 4. An Effective Date section shows Month (11), Day (01), and Year (2014). At the bottom, there is a checkbox for 'Check which dependents also live at this address' and a list of dependents including RONALD H. THOMAS and ELIZABETH A. THOMAS.

Make sure that your information is correct. If you have dependents that live with you at the address on file, they will be listed at the bottom of the screen.

This screenshot shows the 'Your Tobacco Status' form in the BAS Web Application. It features a blue header with navigation buttons for 'Back', 'Summary', and 'Next'. Below the header is a navigation bar with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The main content area contains a text box explaining that if no dependents use tobacco, a discount on health and Optional Life insurance premiums will be received. A link for 'Need more information? Click here.' is provided. Below this, the 'Tobacco Status:' section has four radio button options: 'Tobacco Free', 'Policyholder Uses Tobacco', 'Dependent Uses Tobacco' (which is selected), and 'Family Uses Tobacco'. At the bottom, there are 'Back', 'Summary', and 'Next' navigation buttons.

Make sure your tobacco status is correct on the screen.

Please note: The screens you see will be personalized for each policyholder's coverage.

Open Enrollment Instructions (PEIA)



The screenshot shows the 'Your Health Coverage' page. At the top, there's a navigation bar with 'Back', 'Summary', and 'Next' buttons. Below that is a horizontal menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'Health' tab is selected. The main content area has a heading 'Your Health Coverage' and a light blue box with the text: 'Please see menu above for the **Shopper's Guide** for plan information.' Below this, there are six radio button options for different health plans: 'NO HEALTH COVERAGE', 'PEIA PPB PLAN A' (which is selected), 'PEIA PPB PLAN B', 'PEIA PPB PLAN C ¹', 'PEIA PPB PLAN D ²', and 'THE HEALTH PLAN HMO PLAN A'. At the bottom, there are two more radio button options: 'THE HEALTH PLAN HMO PLAN B' and 'THE HEALTH PLAN POS PLAN C'. Two footnotes are present: ¹This plan has a high deductible and different plan design from other PPB Plans, so be sure you understand the benefits before enrolling. and ²This plan has limited coverage outside the state of West Virginia, so be sure you understand the benefits before enrolling. At the bottom of the page, there is another navigation bar with 'Back', 'Summary', and 'Next' buttons.

The screen will show what coverage you currently have. You may choose to leave it the same or change the plan and click “Next”.

The screenshot shows the 'Your Dependents' page. It has the same navigation and menu structure as the previous page. The 'Dependents' tab is selected. The main content area has a heading 'Your Dependents' and displays two dependent entries. The first entry is for 'RONALD H THOMAS' with a 'Relation: SPOUSE' and an 'Edit' button. The second entry is for 'ELIZABETH A THOMAS' with a 'Relation: CHILD' and an 'Edit' button. Below these entries is a blue button labeled 'Add a Dependent'. Underneath, there is a section titled 'Dependent Health Coverage' with the question 'Besides yourself, which dependents do you want to be covered under your health insurance?'. There are two dropdown menus: one for 'RONALD THOMAS' and one for 'ELIZABETH THOMAS', both set to 'Yes'. At the bottom, there is a navigation bar with 'Back', 'Summary', and 'Next' buttons.

This screen shows your dependents. You may add or remove them here.

Open Enrollment Instructions (PEIA)



Spousal Surcharge

- If you completed the Spousal Surcharge Affidavit last year, you are not required to complete a new one for the coming plan year.

The screenshot shows the 'Benefits Administration System (BAS) Web Application' interface. At the top, there's a blue header with the text 'Benefits Administration System (BAS) Web Application' and a background image of a building dome. Below the header is a navigation bar with 'Back' and 'Summary' buttons. A horizontal menu below the navigation bar includes 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge' (highlighted in green), 'CCP', and 'Options'. The main content area is titled 'A Spousal Surcharge Affidavit'. It contains a light blue informational box stating: 'You are required by law to charge a spousal surcharge if your spouse is eligible for employer-sponsored coverage through his/her employer but you are not enrolled in PEIA. If applicable, the spousal surcharge will be added to your health insurance premium each month. If your spouse is eligible for employer-sponsored coverage through a PEIA-participating agency, has Medicare, Medicaid, or is retired, the spousal coverage surcharge is waived.' Below this, it asks the user to 'Please mark the statement that applies to your spouse:' and provides two 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 insurance, a premium surcharge will be applied to my premium.)' and 'My spouse does not have health coverage available through his/her employer; is not employed, has Medicare, Medicaid or Tri-Care, is retired, or is a participant in a PEIA-participating agency. (No surcharge will be applied.)' At the bottom, there is a checkbox for a certification statement: 'By checking this box and clicking "NEXT" 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 coverage 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 has the right to audit the information provided here and I may be required to provide documentation to support this information.' The bottom of the page features another navigation bar with 'Back' and 'Summary' buttons.

Open Enrollment Instructions (PEIA)



Comprehensive Care Partnership

For more information on the Comprehensive Care Partnership, please click [here](#).

Open Enrollment Instructions (PEIA)



Optional Life Insurance

Benefits Administration System (BAS) Web Application

Navigation: Back | Summary | Next

Policyholder | Tobacco | Health | Dependents | Spousal Surcharge | CCP | **Optional Life**

Your Optional Life

This is not Open Enrollment for Life Insurance. You may cancel or decrease your Optional Life Insurance here, but you cannot increase it or apply for Optional Life coverage if you are not currently enrolled.

If you want to add new coverage or increase your Optional Life or Dependent Optional Life Insurance, you must use our Year-Round Enrollment site and be approved by the life insurance carrier. Once you have completed and finalized your open enrollment, click Menu at the top of the page to navigate to Year-Round Enrollment

You currently have **\$100,000** of Optional Life Coverage.

Please Select One:

Keep my current coverage Cancel Optional Life Decrease My Coverage

Navigation: Back | Summary | Next

Benefits Administration System (BAS) Web Application

Review & Finalize

Please review your changes below. You can finalize now or return later. You must finalize your Open Enrollment changes on or before 03/15/2023.

Policyholder Information	Tobacco Affair
Current Information KIMBERLY A. THOMAS DOB: 03/15/1973 Female 42374888 (ext) 42374888 (ext) Tech Manager: Yes 3388 HORNWOOD RD HUNTINGTON, WV 25705 CABELL, UNITED STATES Address Effective Date: 11/01/2014 Has HealthCare? No	Current Information Dependent Uses Tobacco
Proposed Changes Work Phone: 42374888P	Proposed Changes No Change
Edit	Edit

Health Coverage	Dependents
Current Information Plan: PEIA #99 PLAN A KIMBERLY THOMAS (Policyholder) RONALD THOMAS ELIZABETH THOMAS Has other health insurance? No Has other prescription drug coverage? No	Current Information RONALD THOMAS ELIZABETH THOMAS
Proposed Changes No Coverage Change	Proposed Changes No Change
Edit	Edit

Primary Care Physician/PCP	Spousal Surcharge Affair
Current Information KIMBERLY A. THOMAS (Policyholder) Provider: PEIA ON-STRUC CLINICAL CENTER RONALD THOMAS Provider: VALLEY HEALTH EAST HUNTINGTON ELIZABETH THOMAS Provider: MARSHALL MED CNTR MED/OTICS	Current Information No current value
Proposed Changes No Change	Proposed Changes Monthly premium surcharge will be applied to monthly premium
Edit	Edit

Optional Life
Current Information \$100,000
Proposed Changes No Change
Edit

Review and Finalize

Make sure all changes have been made. When complete, click "I'm ready to finalize."

Open Enrollment Instructions (PEIA)



To complete enrollment, please read and review before finalizing enrollment.

Benefits Administration System (BAS) Web Application

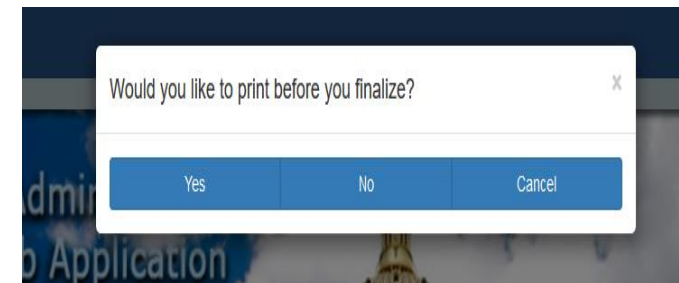
WEST VIRGINIA
PEIA
MARSHALL EMPLOYEES INSURANCE PLAN

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

- I accept the Health & Life Insurance plan enrollment choices indicated above effective through June 30, 2024, and authorize payroll deduction for my contribution.
- I understand that PEIA may change the number of plans offered or the types, levels or costs of benefits.
- I hereby authorize, for myself and my covered dependents, release to PEIA and to the plan I have selected all medical and prescription drug information needed to process claims, determine coverage, review utilization, investigate complaints, assess quality of care, evaluate plan performance or any other process involved in my treatment, payment of claims or health care operations.
- I understand that this change is binding through June 30, 2024, unless there is a qualifying event.
- I acknowledge by making my selection on this website and finalizing my open enrollment 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 before June 30, 2024, I will notify PEIA of such change.
- 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.
- I certify that the individuals enrolled for coverage on the previous pages are my legal dependents, and that they have not been made ineligible by an event such as divorce.

No, Don't Finalize Yet Yes, Finalize ✓

You also have the option to print before finalizing.



Open Enrollment Instructions (PEIA)



The screenshot shows the top header of the web application with a blue background. On the left, the text 'Benefits Administration System (BAS) Web Application' is displayed in white. In the center is a golden dome of a building against a blue sky with white clouds. On the right is the circular logo for the West Virginia Public Employees Insurance Agency (PEIA), which includes the text 'WEST VIRGINIA' at the top, 'PEIA' in the center, and 'PUBLIC EMPLOYEES INSURANCE AGENCY' at the bottom.

Thank you for using Open Enrollment!

Your changes have been submitted.

[Logout](#)

If you have questions about Open Enrollment, please contact benefits@marshall.edu.
