



Manage My Benefits

Open Enrollment 2026

Open Enrollment Instructions (PEIA)



Visit the [PEIA Site](#)

Benefits Administration System (BAS) Web Application

Please login

Username: Password:

I Understand

[Forgot your username or password?](#)
[Don't have a Username? Register to get started!](#)

Usetnames are not case-sensitive

Benefits Administration System (BAS) Web Application

Agreement

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.

I Understand

Active Roles

Your Current Roles

Click the **Log In** button to log in as that role.

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

This screenshot shows the main navigation area of the BAS web application. It features a blue header with the title 'Benefits Administration System (BAS) Web Application' and a circular logo for the West Virginia PEIA. Below the header is a light blue message box with a welcome message and instructions for Open Enrollment and Other Changes. At the bottom, there are two blue buttons: 'Open Enrollment' and 'Other Changes'. A blue arrow points upwards from the 'Open Enrollment' button.



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

This screenshot shows the Open Enrollment page of the BAS web application. It features the same blue header as the previous screenshot. Below the header is a light blue message box with the heading 'It's Open Enrollment Time!' and a paragraph of text explaining the enrollment period and the process. At the bottom, there is a single blue button labeled 'Begin Open Enrollment'. A blue arrow points upwards from this button.

All changes made during Open Enrollment must be finalized by May 15, 2026.

Open Enrollment Instructions (PEIA)

A screenshot of the 'Benefits Administration System (BAS) Web Application' showing the 'Your Policyholder Information' screen. The page has a blue header with navigation buttons for 'Back', 'Summary', and 'Next'. Below the header is a horizontal menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'Policyholder' tab is selected. The main content area contains several form fields: 'Month' (03), 'Day' (18), and 'Year' (1973) for the date of birth; 'First Name', 'Middle Initial', and 'Last Name' fields; 'Home Phone' and 'Work Phone' fields; and a 'Cell Phone' field with a checkbox for 'Yes, I would like to receive text messages'. There is also a section for 'Policyholder Address' with fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Zip Code Plus 4', and an 'Effective Date' section with 'Month' (11), 'Day' (01), and 'Year' (2014) fields. At the bottom, there is a checkbox for 'Check which dependents also live at this address' and a list of names: 'RONALD H. THOMAS' and 'ELIZABETH A. THOMAS'. Navigation buttons for 'Back', 'Summary', and 'Next' are at the bottom of the page.

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.

A screenshot of the 'Benefits Administration System (BAS) Web Application' showing the 'Your Tobacco Status' screen. The page has a blue header with navigation buttons for 'Back', 'Summary', and 'Next'. Below the header is a horizontal menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'Tobacco' tab is selected. The main content area contains a section titled 'Your Tobacco Status' with a light blue background. Below this is a text box explaining that if none of the dependents enrolled on your PEIA coverage uses tobacco, you will receive a discount on your health coverage, if any, and on your Optional Life insurance premiums, if any. It defines tobacco use as smoking cigarettes, cigars or pipes, or using electronic cigarettes (e-cigarettes) or any form of smokeless tobacco. Below this is a link for 'Need more information? Click here.' Underneath is the 'Tobacco Status:' section with four radio button options: 'Tobacco Free', 'Policyholder Uses Tobacco', 'Dependent Uses Tobacco' (which is selected), and 'Family Uses Tobacco'. At the bottom, there are navigation buttons for 'Back', 'Summary', and 'Next'.

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 'Benefits Administration System (BAS) Web Application' interface. At the top, there's a navigation bar with 'Back', 'Summary', and 'Next' buttons. Below it 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 is titled 'Your Health Coverage' and contains 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 screen, there are 'Back', 'Summary', and 'Next' navigation 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 'Benefits Administration System (BAS) Web Application' interface. At the top, there's a navigation bar with 'Back', 'Summary', and 'Next' buttons. Below it is a horizontal menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'Dependents' tab is selected. The main content area is titled 'Your Dependents' and contains a black redaction bar. Below the redaction bar, there are two rows of information for dependents. The first row shows 'Relation: SPOUSE' with an 'Edit' button. The second row shows 'Relation: CHILD' with an 'Edit' button. Below these rows is a blue button labeled 'Add a Dependent'. The section is titled 'Dependent Health Coverage' and contains the text: 'Besides yourself, which dependents do you want to be covered under your health insurance?'. Below this text is a black redaction bar. At the bottom of the screen, there are 'Back', 'Summary', and 'Next' navigation 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' (which is 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's health insurance plan instead. 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, there's a section titled 'Please mark the statement that applies to your spouse:' with 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 plan, 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's a checkbox with the text: '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 health insurance 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

Benefits Administration System (BAS) Web Application

← Back Summary Next →

Policyholder Tobacco Health Dependents Spousal Surcharge CCP Optional Life

Comprehensive Care Partnership (CCP) Program Enrollment

PEIA offers a program that helps you save money on your primary care services. The Comprehensive Care Partnership is an intensive program that requires you to use your CCP provider for all services they are able to provide. CCP providers may offer a full range of health care services, including lab and pharmacy. Your CCP provider may act as a gatekeeper, providing referrals to other providers as needed. You pay discounted or no co-payments to use CCP providers for primary care services. You'll see them designated as "CCP" in the provider directory below. You may name a CCP for the policyholder and any dependents. Each person with a CCP named will receive an ID card with the CCP's name and will get the copay discounts. For more information about this program, see your [Summary Plan Description \(SPD\)](#)

Use the directory to locate your provider's 7-digit CCP ID number in this format: 0001001. Enter the CCP provider's ID number in the space below.

Click the "Next" button to complete the process.

Click here for [searchable online directory of CCPs](#)

*****To disenroll from the CCP program clear out the Physician's Id text box and click next.*****

← Back Summary Next →

Benefits Administration System (BAS) Web Application

← Back Summary Next →

We encountered errors in the information you submitted. Please check the fields marked below and try again.

Policyholder Tobacco Health Dependents Spousal Surcharge CCP Optional Life

Comprehensive Care Partnership (CCP) Program Enrollment

PEIA offers a program that helps you save money on your primary care services. The Comprehensive Care Partnership is an intensive program that requires you to use your CCP provider for all services they are able to provide. CCP providers may offer a full range of health care services, including lab and pharmacy. Your CCP provider may act as a gatekeeper, providing referrals to other providers as needed. You pay discounted or no co-payments to use CCP providers for primary care services. You'll see them designated as "CCP" in the provider directory below. You may name a CCP for the policyholder and any dependents. Each person with a CCP named will receive an ID card with the CCP's name and will get the copay discounts. For more information about this program, see your [Summary Plan Description \(SPD\)](#)

Use the directory to locate your provider's 7-digit CCP ID number in this format: 0001001. Enter the CCP provider's ID number in the space below.

Click the "Next" button to complete the process.

Click here for [searchable online directory of CCPs](#)

*****To disenroll from the CCP program clear out the Physician's Id text box and click next.*****

By choosing a CCP Provider, you are enrolling in the Comprehensive Care Partnership (CCP) program. The CCP program is available to PEIA, FPB Plan A, B and D insureds. Any member who joins the CCP chooses to receive his or her primary care services from the chosen CCP provider. The CCP provider is responsible for preventive services, routine sick care, and coordination of care with specialists when needed. Members who enroll in the CCP Program will have reduced or NO copayments or coinsurance for specified services at their CCP provider.

The participating member agrees to:

- Use the chosen CCP provider for all health care services available at the designated CCP location;
- Contact the CCP provider before receiving medical care, except in an emergency;
- Participate in an initial health assessment and follow-up assessments at least every two years.

Please accept the CCP Participation Terms.

I agree to participate in the CCP program with the chosen health care provider. I agree that I will abide by the rules, policies and restrictions of the CCP program (the member agreement is available on-line or by calling customer service). I understand that if I do not abide by the rules, policies and restrictions of the CCP program, I may be disenrolled from the program by the CCP.

← Back Summary Next →

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

Open Enrollment Instructions (PEIA)



Optional Life Insurance

The screenshot shows the 'Optional Life' section of the BAS Web Application. At the top, there are navigation buttons: 'Back', 'Summary', and 'Next'. Below this is a horizontal menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'Optional Life' tab is selected. The main content area is titled 'Your Optional Life' and contains a yellow warning box stating: '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.' Below this is a blue informational box: '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.' At the bottom, there is a 'Please Select One:' section with three radio button options: 'Keep my current coverage' (which is selected), 'Cancel Optional Life', and 'Decrease My Coverage'. Navigation buttons 'Back', 'Summary', and 'Next' are at the very bottom.

The screenshot shows the 'Review & Finalize' section of the BAS Web Application. At the top, there are navigation buttons: 'Back', 'Summary', and 'Next'. Below this is a horizontal menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'Optional Life' tab is selected. The main content area is titled 'Review & Finalize' and contains a pink warning box: '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.' Below this are four panels: 'Proposer Information', 'Tobacco Affair', 'Health Coverage', and 'Dependents'. Each panel has a 'Finalize' button. The 'Current Information' section shows: 'KIMBERLY A. THOMAS (PROPOSER)', 'ROBERT BRUNSON (SPOUSAL SURCHARGE)', 'RONALD THOMAS', 'PROPOSER: VALLEY HEALTH EAST HUNTINGTON', 'ELIZABETH THOMAS', and 'PROPOSER: MARSHALL MED CENTER PEDIATRICS'. The 'Proposed Changes' section shows 'No Change'. At the bottom, there is a 'Current Information' section showing '\$100,000' and a 'Proposed Changes' section showing 'No Change'. Navigation buttons 'Back', 'Summary', and 'Next' are at the very bottom.

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 interface of the Benefits Administration System (BAS) Web Application. At the top, there is a blue banner with the text "Benefits Administration System (BAS) Web Application" on the left and the PEIA logo on the right. The background of the banner features a golden dome against a blue sky with white clouds. Below the banner, the text "Thank you for using Open Enrollment!" is displayed. A light green message box contains the text "Your changes have been submitted." At the bottom center, there is a blue button with a white arrow icon and the text "Logout".

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