



Manage My Benefits

Open Enrollment Plan Year 2027

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.

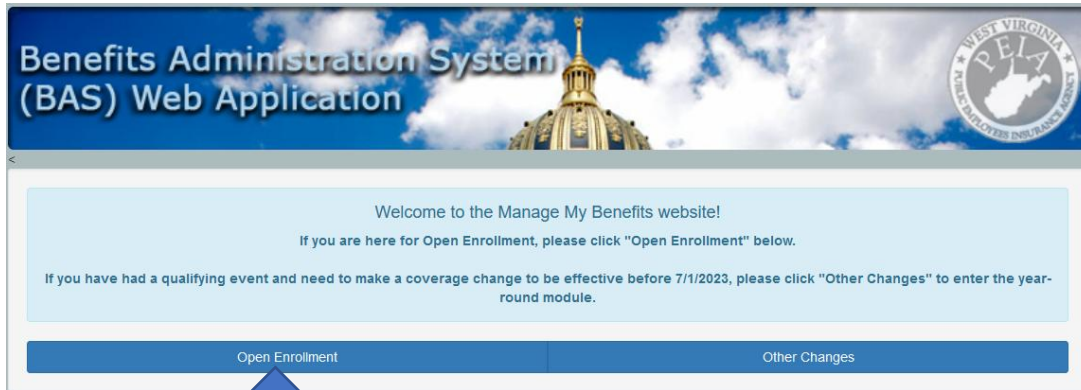
I Understand

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



Benefits Administration System (BAS) Web Application

It's Open Enrollment Time!

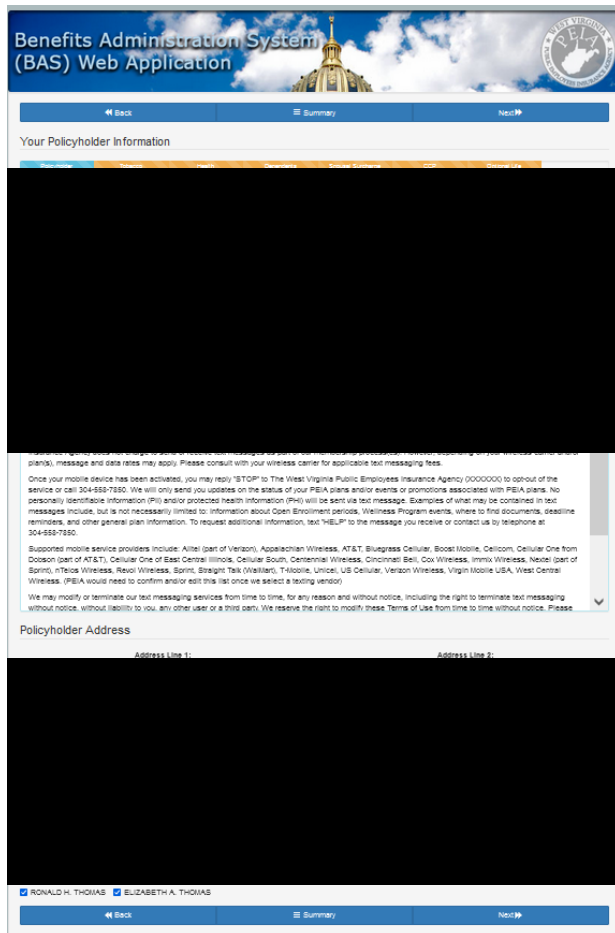
From 04/02/2023 through 05/15/2023 you can make changes to your existing coverage without a qualifying event (such as marriage or the birth of a new dependent). Don't worry if you do not have time to go through all of Open Enrollment on this visit. We'll save your progress. Just return on or before 05/15/2023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

Begin Open Enrollment

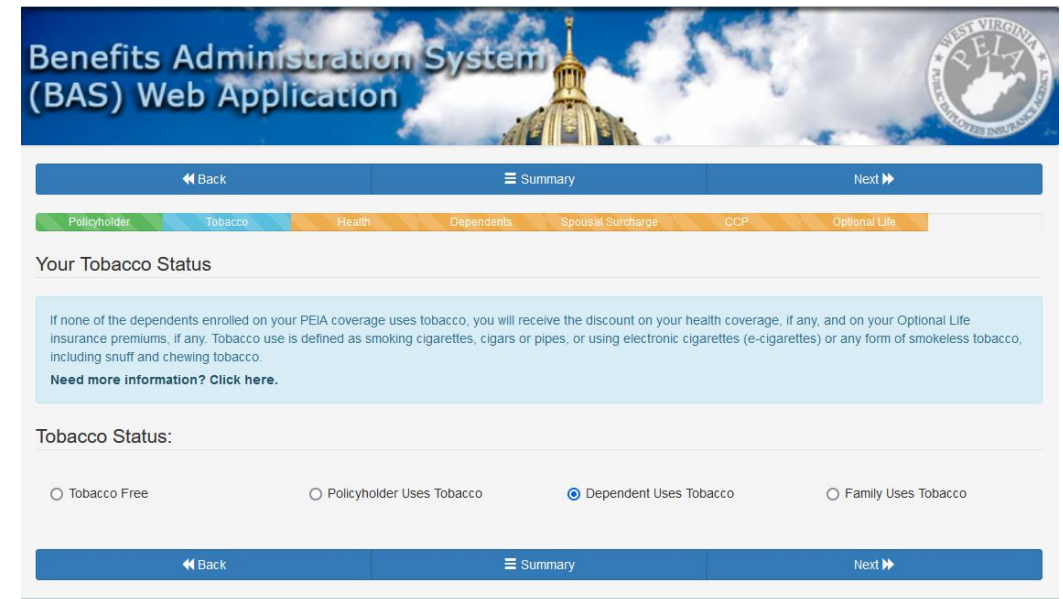


All changes made during Open Enrollment must be finalized by May 15, 2026.

Open Enrollment Instructions (PEIA)



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.



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)



This screenshot shows the 'MANAGE MY BENEFITS' page for the PEIA. 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', 'Optional Life', and 'Dependent Life'. The 'Health' tab is currently selected. The main content area is titled 'Your Health Coverage' and contains a message: 'Please see menu above for the Shopper's Guide for plan information.' Below this, there are several radio button options for different health plans: 'NO HEALTH COVERAGE', 'PEIA PPB PLAN GOLD', 'PEIA PPB PLAN SILVER' (which is selected), 'PEIA PPB PLAN GOLD HIGH DEDUCTIBLE 1', 'PEIA PPB PLAN BRONZE HIGH DEDUCTIBLE 2', 'THE HEALTH PLAN HMO PLAN A', 'THE HEALTH PLAN HMO PLAN B', and 'THE HEALTH PLAN POS PLAN C'. At the bottom, there are footnotes for the high deductible plans and another 'Back', 'Summary', 'Next' navigation bar.

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

This screenshot shows the 'Benefits Administration System (BAS) Web Application' page. The header includes the title and the PEIA logo. The navigation bar has 'Back', 'Summary', and 'Next' buttons. A horizontal menu below the navigation bar has 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 features a large black redaction box. Below the redaction is an 'Add a Dependent' button. The section is titled 'Dependent Health Coverage' and includes the question 'Besides yourself, which dependents do you want to be covered under your health insurance?' followed by another large black redaction box. At the bottom, there is a 'Back', 'Summary', 'Next' navigation bar.

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 'MANAGE MY BENEFITS' interface for the Public Employees Insurance Agency (PEIA). The page title is 'PEIA Spousal Surcharge Affidavit'. A navigation bar at the top includes 'Back', 'Summary', and 'Next' buttons. Below this is a menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge' (which is highlighted in orange), 'CCP', 'Optional Life', and 'Dependent Life'. The main content area contains 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 and is on your PEIA coverage. 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.

Please mark the statement that applies to your spouse:

- 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 or works for a PEIA-participating agency. (No surcharge will be applied.)

Below the radio buttons 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 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 page, there is another navigation bar with 'Back', 'Summary', and 'Next' buttons.

Open Enrollment Instructions (PEIA)



Comprehensive Care Partnership

The screenshot shows the 'Benefits Administration System (BAS) Web Application' interface. At the top, there is a navigation bar with 'Back', 'Summary', and 'Next' buttons. Below this is a menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'CCP' tab is selected. The main content area is titled 'Comprehensive Care Partnership (CCP) Program Enrollment'. It contains the following text:

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.*****

At the bottom, there is another navigation bar with 'Back', 'Summary', and 'Next' buttons.

This screenshot shows the same 'Benefits Administration System (BAS) Web Application' interface, but with error messages. At the top, there is a navigation bar with 'Back', 'Summary', and 'Next' buttons. Below this is a message box that says: "We encountered errors in the information you submitted. Please check the fields marked below and try again." Below the message box is a menu with tabs for 'Policyholder', 'Tobacco', 'Health', 'Dependents', 'Spousal Surcharge', 'CCP', and 'Optional Life'. The 'CCP' tab is selected. The main content area is titled 'Comprehensive Care Partnership (CCP) Program Enrollment'. It contains the following text:

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](#)

Below the text, there is a list of instructions:

- 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.

Below the list, there is a section titled 'Please accept the CCP Participation Terms.' with a checkbox and the following text:

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.

At the bottom, there is another navigation bar with 'Back', 'Summary', and 'Next' buttons.

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's a navigation bar with 'Back', 'Summary', and 'Next' buttons. Below that is a breadcrumb trail: Policyholder > Tobacco > Health > Dependents > Spousal Surcharge > CCP > Optional Life. The main heading is 'Your Optional Life'. A yellow warning box states: '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 large black redaction box. Underneath, it says 'Please Select One:' followed by three radio button options: 'Keep my current coverage' (selected), 'Cancel Optional Life', and 'Decrease My Coverage'. At the bottom, there are 'Back', 'Summary', and 'Next' buttons.

The screenshot shows the 'Review & Finalize' page of the BAS Web Application. At the top, it says 'Benefits Administration System (BAS) Web Application' and 'Review & Finalize'. A pink warning box states: 'Please review your changes below. You can finalize now or return later. You must finalize your Open Enrollment changes on or before 09/16/2023.' Below this are several black redaction boxes, each with a small blue 'Save' button at the bottom right. At the bottom, there is another 'Save' button.

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.



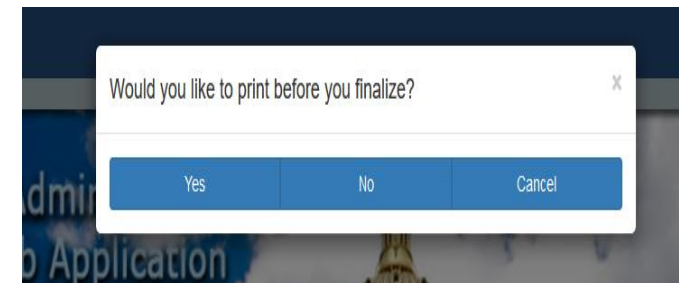
By clicking the "Yes, Finalize" button below, I agree to the following:

- 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 PEIA logo is circular with "WEST VIRGINIA" at the top, "PEIA" in the center, and "PUBLIC EMPLOYEES INSURANCE AGENCY" at the bottom. Below the banner, the text "Thank you for using Open Enrollment!" is displayed. A green message box contains the text "Your changes have been submitted." At the bottom, there is a blue button with a right-pointing arrow and the text "Logout".

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