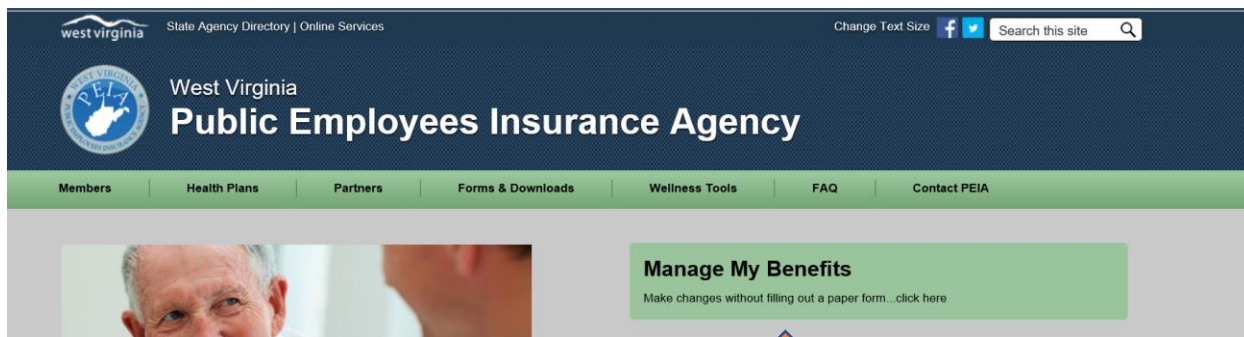
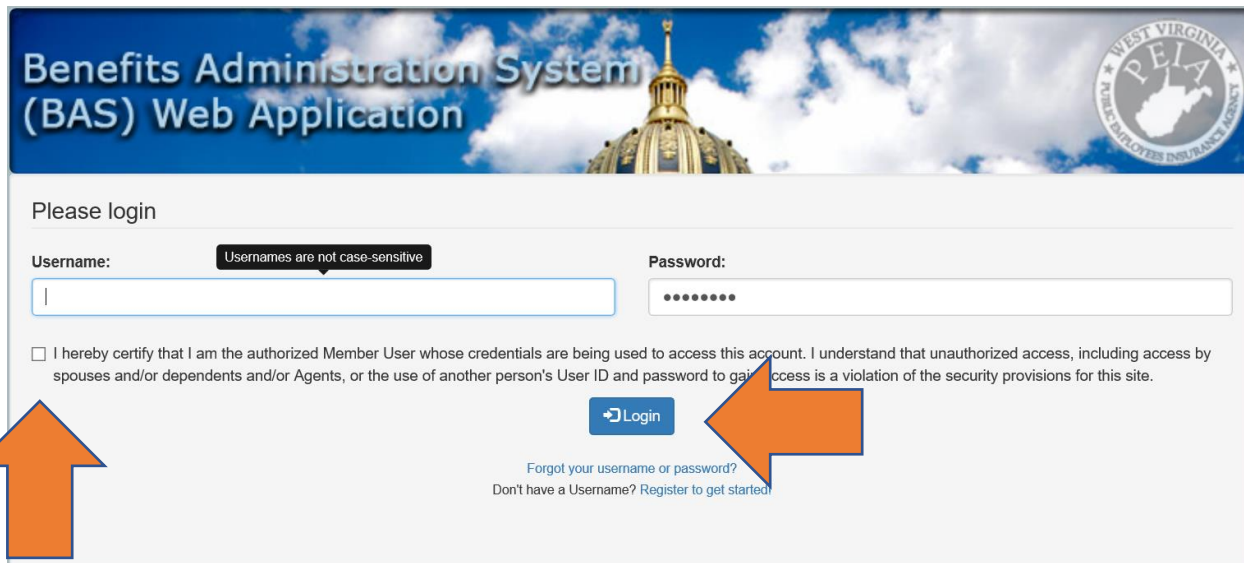


# How to Update Your Beneficiary

Go to PEIA.wv.gov on your internet browser.



Click on the green Manage My Benefits button.



Enter your Username and password and click on the box to certify that you are the authorized user. Then click on the Login button.

# How to Update Your Beneficiary

Your Coverage as of 10/10/2018 Printer Friendly

**- Policyholder Information**

Policyholder: Susan [REDACTED], Charleston, WV 25302      Physician: [REDACTED]

[Edit My Contact / Physician Information](#)      [Upload Required Documents](#)

[Creditable Coverage](#)

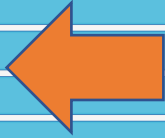
+ Premiums for October 2018

+ Premium Discounts

+ Living Will

+ Dependents

+ Health Coverage

+ Basic Life Coverage 

+ Optional Life Coverage

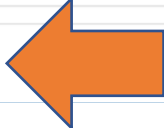
+ Dependent Life Coverage

Click on the type of life insurance you want to change the beneficiary on, Basic or Optional. Dependent life insurance beneficiary is always you.

**- Basic Life Coverage**

\$10,000  
Effective: 04/01/2013

Primary Beneficiary	Contingent Beneficiaries
100% [REDACTED]	50% [REDACTED]
	50% [REDACTED]

[Edit Basic Life Beneficiaries](#) 

# How to Update Your Beneficiary

## Basic Life - Set Distributions

You may name both primary and contingent beneficiaries. For example, let's say you want your life insurance to go to your spouse, but, if your spouse is not living, then you want the money to go to your children with your daughter getting 50% and each of your two sons getting 25%. You would name your spouse as the primary beneficiary with 100% distribution percentage. Then name your children as contingent beneficiaries with their respective percentages.

The screenshot shows three beneficiary cards. The first is a Contingent beneficiary with a 50% distribution. The second is a Contingent beneficiary with a 50% distribution. The third is a Primary beneficiary with a 100% distribution. Below the cards are two summary bars: 'Total Primary Percentage: 100.00' and 'Total Contingent Percentage: 100.00'.

You can switch percentages by changing the numbers. However, they must equal 100%.

This close-up shows two beneficiary cards. The first is a Contingent beneficiary with a distribution of 40%. The second is a Contingent beneficiary with a distribution of 60%. Each card has a 'Delete' button and an 'Edit' button.

Then you will have to click on Calculate Total Percentages before you click Finalize.

The screenshot shows the bottom of the interface. It includes two summary bars: 'Total Primary Percentage: 100.00' and 'Total Contingent Percentage: 100.00'. A yellow warning bar states: 'You must click "Calculate Total Percentages" before you can "Finalize" below.' Below this is a blue button labeled 'Calculate Total Percentages' with a red arrow pointing to it. A red warning bar states: 'You must Finalize your changes below!'. Below that is a red bar with a disclaimer: 'By clicking the "Finalize" button below, 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.' At the bottom are two buttons: 'Add a Beneficiary' and 'Finalize', with a red arrow pointing to the 'Finalize' button.

# How to Update Your Beneficiary

To change a Beneficiary, you need to click on the blue Edit button under their name. It will take you to this screen below.

Basic Life - Edit Beneficiary

Funeral homes and/or funeral directors cannot be the designated beneficiaries of life insurance policies under West Virginia law (West Virginia Code Â§47-14-1 thru 14).  
\* REQUIRED FIELDS  
To edit this Basic Life Insurance beneficiary's information please complete the fields below.  
You must specify at least one primary beneficiary.

Primary  Contingent ⓘ

SSN: [####] [##] [#####]

First Name: [\*] Middle Initial: [R] Last Name: [\*]

Generation: [v]

---

Beneficiary Address

Address Outside US?: [No v] Street Address: [\*]

Street Address 2: [ ] City: [CHARLESTON] State: [WV v]

Zip Code: [\* 25302] Zip Plus 4: [ ] (Zip+4 not required)

[← Back](#) [✓ Save](#)

You can update to a completely different person or just update the name or address. Then click Save to finish. Do this as many times as you need and then you need to click on Calculate Total Percentages and then Finalize to complete updating your Beneficiary.

ⓘ Total Primary Percentage: 100.00 ⓘ Total Contingent Percentage: 100.00

You must click "Calculate Total Percentages" before you can "Finalize" below.

[Calculate Total Percentages](#) ←

You must Finalize your changes below!

By clicking the "Finalize" button below, 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.

[+ Add a Beneficiary](#) [✓ Finalize](#) ←

Follow the same process to update Optional Life Beneficiaries.

# How to Update Your Beneficiary