How to Update Your Name in Manage My Benefits

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.
Click on Edit my Contact/Physician Information.

Enter your new last name in the box marked Last Name and then click Finalize at the bottom of the screen. This completes changing your name in Manage My Benefits. Please then follow the instructions to upload a document to show the reason for the name change. I.e. Marriage certificate or divorce decree.