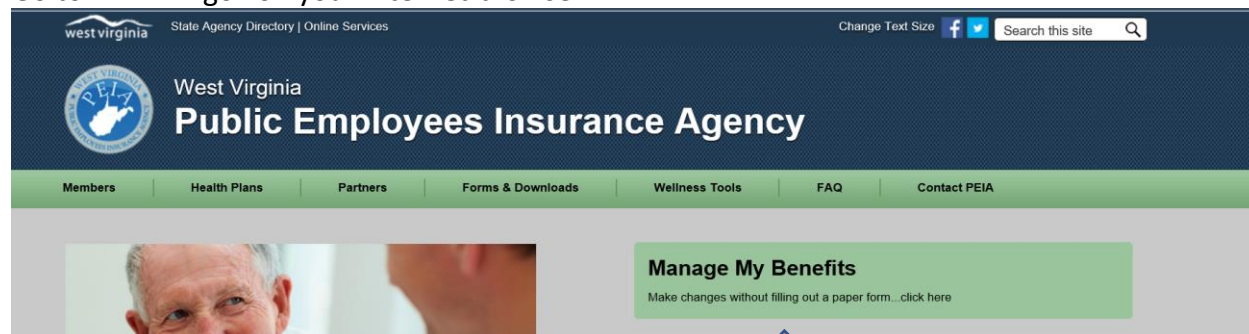# How to Register as a Web Contributions Coordinator

A Web Contributions Coordinator (WCC) is the person in a PEIA-participating agency who handles premium billing and reconciliation for the agency's employees. All payments and transactions are completed online. To become a Web Contributions Coordinator:
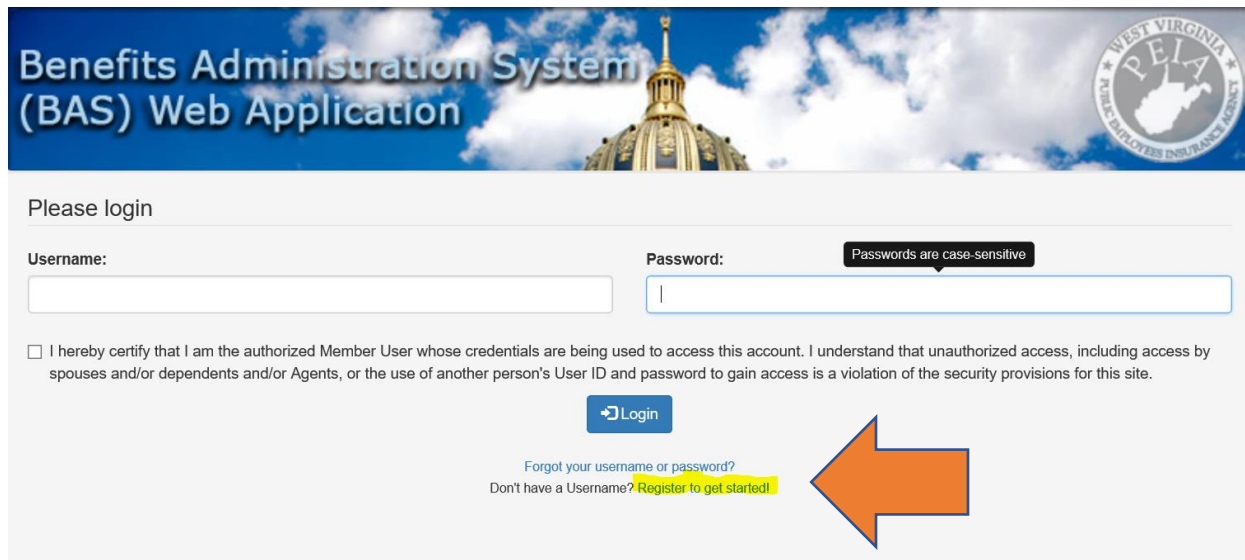
Go to PEIA.wv.gov on your internet browser.

Click on the green Manage My Benefits button.

If you already have a Manage My Benefits account, enter your Username and password and click on the box to certify that you are the authorized user. Then click on the Login button. Please continue to Section 2 of these instructions.

If you do not have a Manage My Benefits Account, please continue to learn how to add your account.

How to Register as a Web Contributions Coordinator

1. Chose the box that applies to you and click continue.

Type in your name, Social Security number and birthdate.
Start in the first box to the far left for you birthdate and Social Security number and it will tab over automatically.
Use format MMDDYYYY for your birthdate.

How to Register as a Web Contributions Coordinator

Web Usage Terms of Agreement

[Printer Friendly]

Registration for PEIA Benefit Administration System Web Application
Thank you for registering to use the PEIA Benefit Administration System Web Application. Your registration process is your agreement to the terms listed below.

Authorization to Conduct Electronic Transactions
By completing the registration process, I agree to be bound by the choices I make on the PEIA Online Enrollment System.

I further agree that by completing this registration process I am agreeing to use a digital mark in lieu of a written signature to authorize any and/or all additions, deletions, corrections and/or changes made by me via this portal.

I understand that this portal allows access to and/or may collect personally identifiable information (pii) in an electronic format and that PEIA has put safeguards in place to ensure the privacy, security, and integrity of the information accessed and/or collected via this portal. If you have any questions, comments, and/or concerns about the privacy, security, and/or integrity of your pii, please feel free to contact the PEIA Privacy Officer at 304-558-7850.
To use this digital mark I agree:
1. That I will not share with any other person(s) the password, code or other security key required for use of the mark;
2. That the use of the mark represents confirmation of a record;
3. To notify the PEIA immediately once I become aware that the security key is compromised; and
4. That I understand that the provisions of W. Va. Code §61-3C-10 prescribe the penalties for the unauthorized disclosure of a password, identifying code, personal

I have read and agree to the Terms of Agreement for Online Registration.

◉ I Agree   ○ Disagree

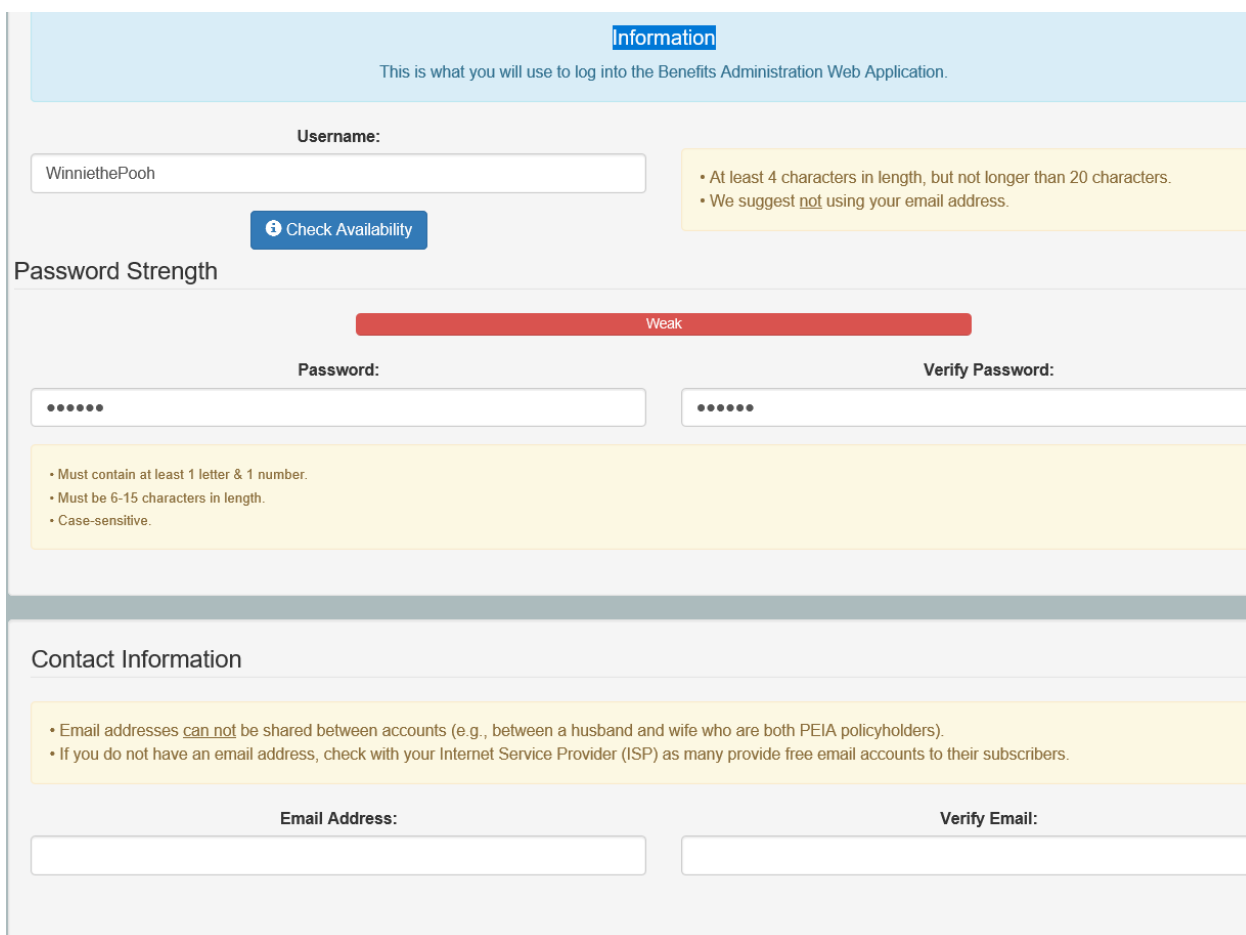## Verification

☐ I'm not a robot

✓ I'm not a robot   reCAPTCHA
Privacy - Terms

✖ Reset   Continue ▶▶

Click on the I Agree circle and click on the box to confirm you are not a robot.
The green check showed will appear and then click continue.

How to Register as a Web Contributions Coordinator

Information
This is what you will use to log into the Benefits Administration Web Application.

Username:

WinniethePooh

• At least 4 characters in length, but not longer than 20 characters.
• We suggest not using your email address.

ⓘ Check Availability

Password Strength

Weak

Password:

••••••

Verify Password:

••••••

• Must contain at least 1 letter & 1 number.
• Must be 6-15 characters in length.
• Case-sensitive.

Contact Information

• Email addresses can not be shared between accounts (e.g., between a husband and wife who are both PEIA policyholders).
• If you do not have an email address, check with your Internet Service Provider (ISP) as many provide free email accounts to their subscribers.

Email Address:

Verify Email:

Create a username and password for yourself. This account is for the policyholder only.

On the following page when you create your username and password, you will need to enter an email address. This email will need to be an address reflecting the identity of the person serving as the benefit coordinator/web contributions coordinator.   The account you are creating is your personal account that access will be added to. cityofsomewhere@yahoo.com is not an acceptable email, however, jillcityofsomewhere@yahoo.com or jbcityofsomewhere@gmail.com would suffice.

How to Register as a Web Contributions Coordinator

Answer the security questions. You can click on the drop-down arrows to change the questions.
Be sure to choose questions you know the answers to and will remember the answers.
Click Continue.
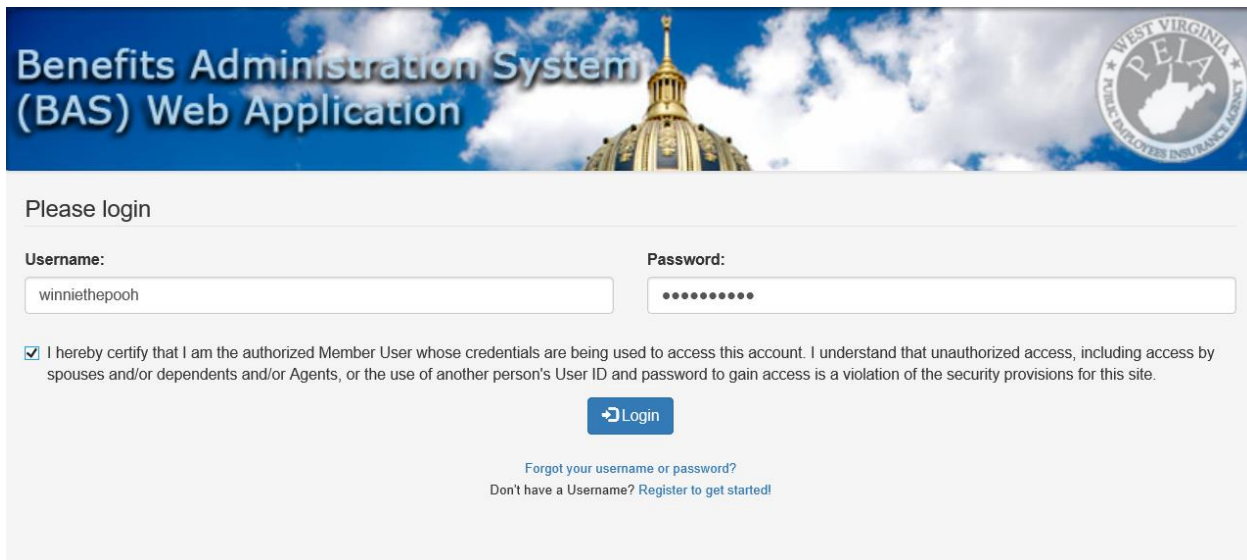
At this point, you will need to log into your email address and click on the link to verify your identity.

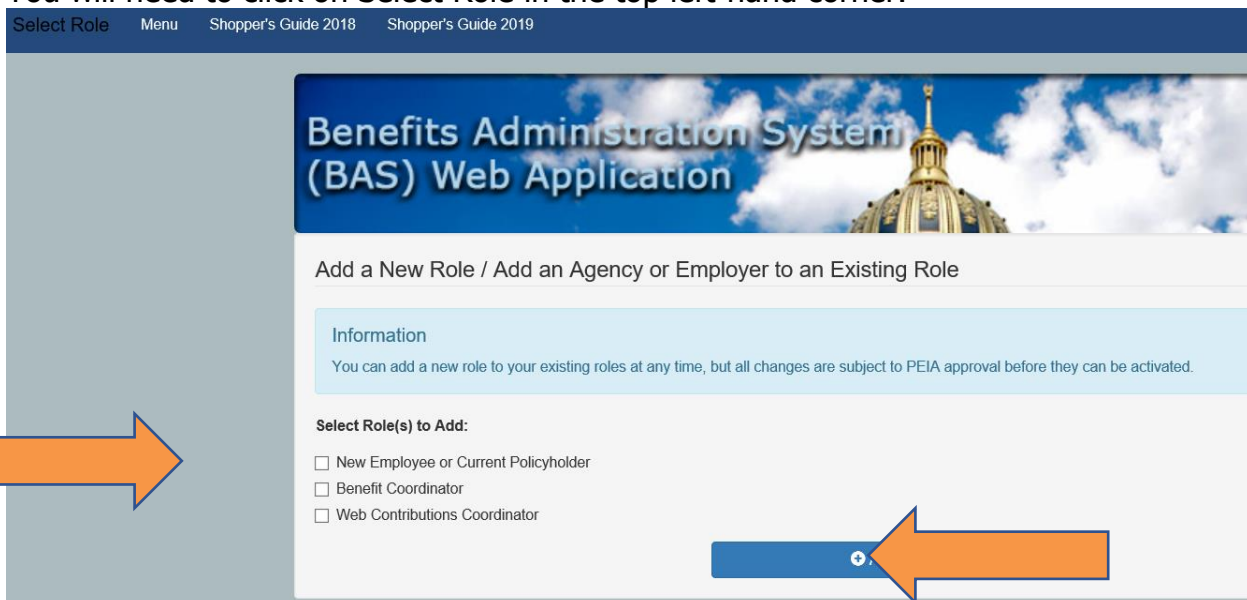# How to Register as a Web Contributions Coordinator

The system will then require you to log back into the Manage my Benefits system with the username and password you just created.
You will need to check the box that certifies that you are the Policyholder before you click Login.

You will need to click on Select Role in the top left-hand corner.
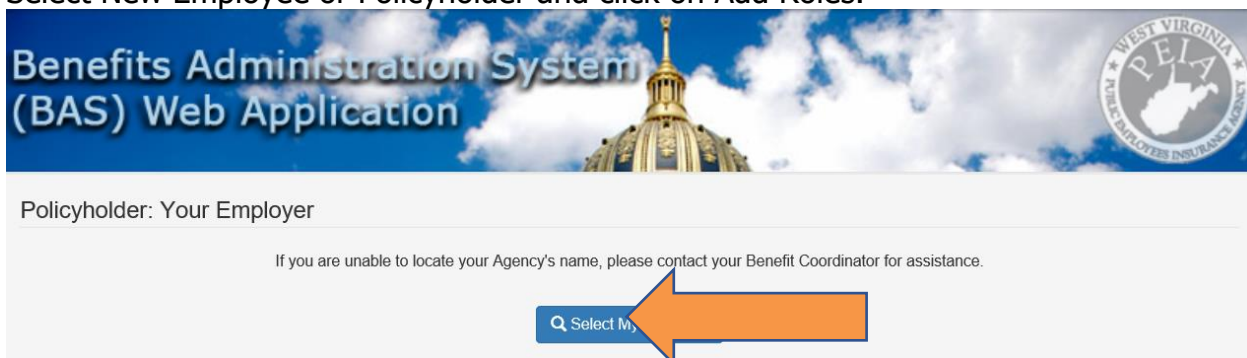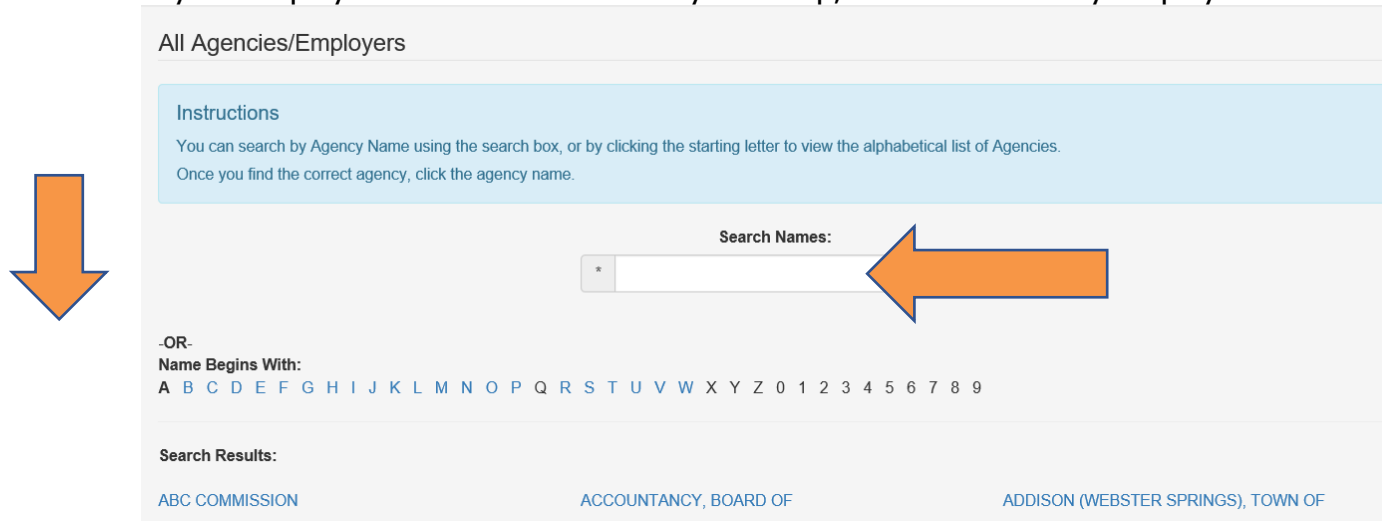
How to Register as a Web Contributions Coordinator

Select New Employee or Policyholder and click on Add Roles.

If your employer does not automatically show up, click on Select my Employer.
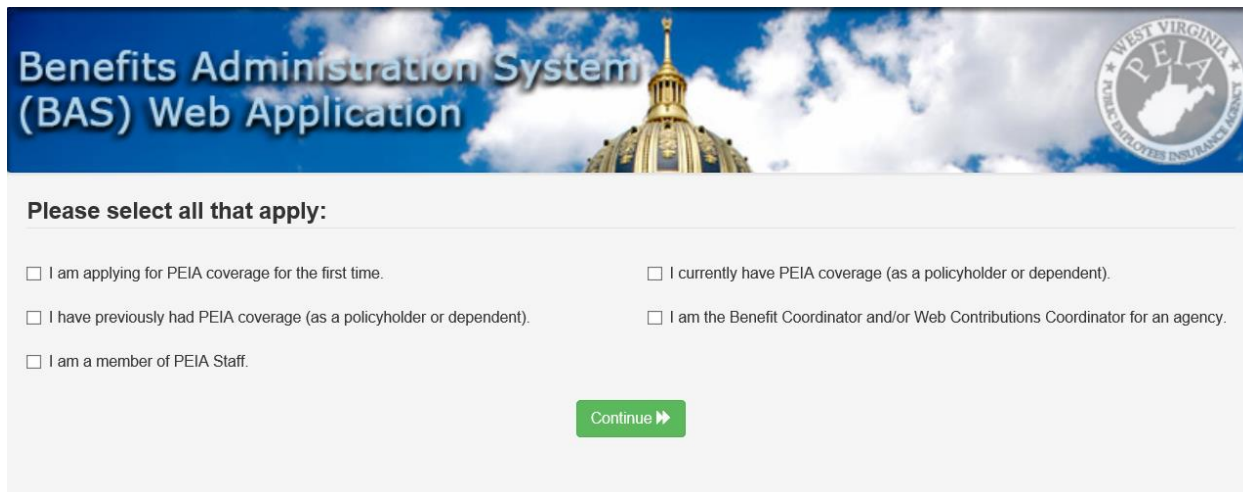
Search for the first word in your new employer's name or choose a letter. Be sure to choose the correct agency.

Once you find the correct name, click the agency name and click Save & Continue.

How to Register as a Web Contributions Coordinator

Register on the website as a Web Contributions Coordinator and submit the signed Web Contributions Coordinator Designation Form to PEIA.

> If you're already registered as a policyholder, you can add the role of Web Contributions Coordinator from the Role Management screen to get registered.
>
> > To get to the Role Management screen, log in as a policyholder, then go to the upper left corner of your screen and click on Logged in as: **Policyholder.** At the bottom of the next screen you will see Add Roles. Choose Web Contributions Coordinator.
> >
> > Choose Additional Agency for Web Contributions Coordinator and then click Add Roles.

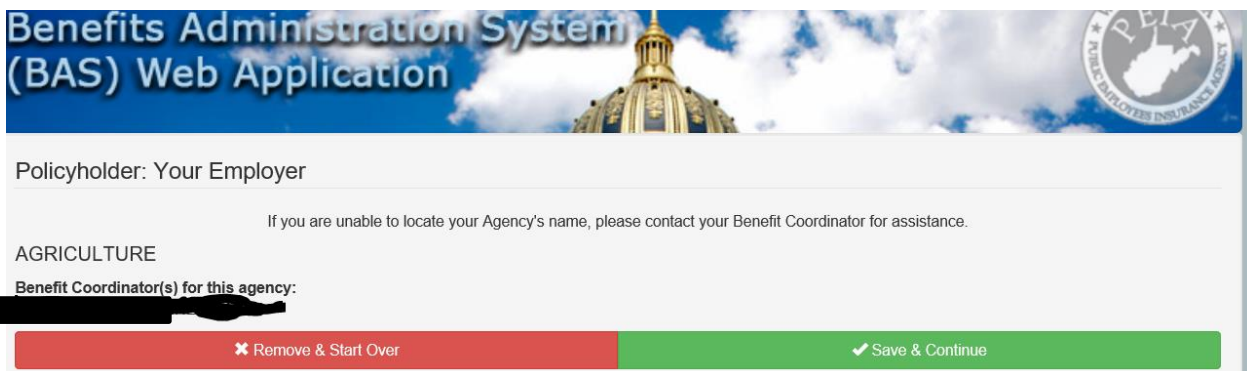If the agency you want to add is listed, Choose Skip. Otherwise click on Search.

How to Register as a Web Contributions Coordinator

Web Contributions Coordinator: Agency Access

As a Web Contributions Coordinator, you will be responsible for reviewing and submitting payments for monthly premiums.

For every agency you add below, you must:

1. Complete an Authorization Form (you will have an opportunity to print the form)
2. Have the form signed by the head of your agency
3. Mail the completed form to PEIA

Once we receive the signed form and verify its authenticity, your account will be activated for that agency.

Q Search	→ Skip

On the next page, you can click on the agency that shows as a suggested agency or you can type in part of your agency name or you can click on a letter of the alphabet that your agency name starts with.

Suggested Agency

Click the agency name to add it or use the search options below to select a different agency/employer.

MILITARY AFFAIRS & PUBLIC SAFETY

All Agencies/Employers

Instructions

You can search by Agency Name using the search box, or by clicking the starting letter to view the alphabetical list of Agencies.
Once you find the correct agency, click the agency name.

Search Names:

* [   ] [Q]

-OR-
Name Begins With:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Search Results:

ABC COMMISSION	ACCOUNTANCY, BOARD OF	ADDISON (WEBSTER SPRINGS), TOWN OF
ADJUTANT GENERAL	ADMINISTRATION, DEPT OF - *Already Added*	ADVISORY COUNCIL ON VOCATIONAL ED

After choosing the agency, the below screen will appear. If that is the correct agency, then click Save.

For every agency you add below, you must:

1. Complete an Authorization Form (you will have an opportunity to print the form)
2. Have the form signed by the head of your agency
3. Mail the completed form to PEIA

Once we receive the signed form and verify its authenticity, your account will be activated for that agency.

Requesting Access To

APPALACHIAN AREA AGENCY ON AGING ✖

Q Add More	✔ Save

How to Register as a Web Contributions Coordinator

On the next page, you will see a Print button. Once you print the Designation form, you will need to sign and date it as the Authorized WCC. Your supervisor needs to sign and date it to confirm your role for the agency. The forms will need to be sent to PEIA.

When we receive the designation form, we will verify it, and then activate you as a Web Contributions Coordinator.

If you are replacing a Web Contributions Coordinator or Benefit Coordinator who is no longer with the agency or doing that job, please be sure to fill out the Authorization to Remove form to remove their access from your agency's records.

     a. If you're not registered as a policyholder
        i.   go to http://wvpeia.gov,
       ii.   Click on the green **Manage My Benefits** button at the top right of the page, and
     iii.   use the **Register to Get Started** link on the log-in page

Once you have registered, Manage My Benefits will give you the option of adding the role Web Contributions Coordinator. If you have problems, please follow the above instructions.

Once you print the Designation form, you will need to sign and date it as the Authorized WCC. Your supervisor needs to sign and date it to confirm your role for the agency. The forms will need to be sent to PEIA.

When we receive the designation form, we will verify it, and then activate you as a Web Contributions Coordinator.

How to Register as a Web Contributions Coordinator

If you are replacing a Web Contributions Coordinator or Benefit Coordinator who is no longer with the agency or doing that job, please be sure to fill out the [Authorization to Remove](#) form to remove their access from your agency's records.