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.
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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.
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.
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Create a username and password for yourself. This account is for the policyholder only. Enter an email address that you have access to. You will have to confirm your identity by a validation email at that address. This account is for the policyholder only.

Security Questions

If you forget your password, we will ask for the answer to your security questions.

- Enter an answer that is memorable, but not easy to guess.
- Answers should be a minimum of 4 characters long but not more than 30 characters.
- Enter answers that are not likely to change over time.

What was your childhood nickname? [Christopher]
What was your favorite place to visit as a child? [thinking log]
What was the name of your first stuffed animal? [Pooh]

Answer the security questions. You can click on the drop-down arrows to change the questions.
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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.

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.
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You will need to click on Select Role in the top left-hand corner.

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.
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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.

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

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.
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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://wypeia.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.

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