How to Enroll on Manage My Benefits

Click on Register to get started.

Chose the box that applies to you and click continue.

Type in your name, Social Security number and birthdate.
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Start in the first box to the far left for your 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.
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.
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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.

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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Enter your hire date and demographic information and click Save.

Click the Yes circle to enroll for your Basic Life Coverage and then click Save.
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To add a beneficiary, you will need to fill out a beneficiary form from the PEIA website or go to the MetLife website where you will create an account on their website to enter your beneficiaries.

Check with your HR representative for any questions you may have.

The next screen will confirm your demographic information.

You will then click Finalize.
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Then click continue.

Tobacco Free status gives the member a discount on their health and additional life insurance.

Tobacco-Free means you and your dependents (if covered) have not used tobacco products (Includes cigarettes, cigars, pipes, and chewing and/or smokeless tobacco; including e-cigarettes and/or vaping oils) in the last six months and will not use tobacco or related products for the next year.

Mark the appropriate circle and click Finalize.

If you wish to cover a legal dependent on life or health insurance, you will click add dependent.
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If you do not wish to cover any dependents at this time, click no dependent and move to page 15 to continue your instructions.

<table>
<thead>
<tr>
<th>Qualifying Events</th>
<th>Please check all qualifying events that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorce</td>
<td>Marriage</td>
</tr>
<tr>
<td>Birth of child</td>
<td>Adoption</td>
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<tr>
<td>Adding coverage for a dependent child</td>
<td>Open enrollment under spouse's or dependent's employer's benefit</td>
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<tr>
<td>Death of spouse or dependent</td>
<td>Beginning of spouse's or dependent's employment</td>
</tr>
<tr>
<td>End of spouse's or dependent's employment</td>
<td>Unpaid leave of absence by employee, spouse or dependent</td>
</tr>
<tr>
<td>Significant change in insurance for spouse, dependent or self</td>
<td>Dependent child no longer eligible</td>
</tr>
<tr>
<td>Change from full-time to part-time employment or vice versa for employee, s</td>
<td>Newly hired</td>
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<tr>
<td>Address change</td>
<td>Court ordered dependent child</td>
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<tr>
<td>Policyholder/spouse eligible for medicare</td>
<td>New non-state agency</td>
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<tr>
<td>Affordable care act</td>
<td>Divorce audit</td>
</tr>
<tr>
<td>Dependent audit</td>
<td></td>
</tr>
</tbody>
</table>

Click the box that applies to the qualifying event that allows you to add coverage.

A box will pop up that tells you what documentation is needed to send to PEIA to prove the qualifying event.
When you choose a qualifying event, a box will pop up. Use format MMDDYYYY for the date of the event.

Click on the circle that identifies the Health Plan you wish.

Then click Continue.

If you choose The Health Plan HMO plan A or B, you will be directed to a screen to choose a Primary Care Physician.
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The screen will advise you what documentation PEIA will need to add coverage for the qualifying event you have chosen.

You will need to scan the file into your computer and then browse to choose it and upload it. The dropdowns allow you to choose what type of file and for whom the documentation is needed.
You will then click Finalize to add health coverage.

As you can see, the screen shows what coverage you have selected and who will be covered.

Click Continue.
If you select No to Optional Life Insurance and click Continue, you will be taken to the below screen.

From here, you can choose any of the above options to add another dependent, add or change beneficiary information, look at your proposed coverage, discounts or upload documentation.
If you select Yes to adding Optional Life Insurance, you will click the circle directly in front of the amount you wish to apply for. As a new employee, members may choose up to $100,000 of Optional Life Insurance without answering any health questions. Then select Save.

To add a beneficiary, it will send you to the MetLife website where you will create an account on their website to enter your beneficiaries or you can use the MetLife Beneficiary form found at PEIA.wv.gov.

Life insurance beneficiary adds and changes must be done through MetLife. Please visit their website at mybenefits.metlife.com to update online or call (800)446-8640 to request a form for beneficiary changes.
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The next screen will confirm your demographic information.

You will need to click the appropriate drop-down box to confirm you do not have other insurance that PEIA will coordinate claims with.

You will then click Finalize.
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You will then see what your proposed Optional life is. You will need to click Finalize.

If you click the continue button, it will return you to the screen that allows you to add another dependent, add or change beneficiary information, look at your proposed coverage, discounts or upload documentation.
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- Policyholder Summary
- Manage My Health Benefits
- Manage Dependent Life Insurance
- My Documentation
- View/Print My Current Coverage
- Dependent Summary
- Manage My Optional Life Insurance
- Beneficiary Summary

You may then print out a copy of all changes made.