601 57th Street SE
Suite 2
Charleston, WV 25304

888-680-7342 ☎
peia.help@wv.gov ✉
www.peia.wv.gov 🌐

Feb 3, 2026

Dear Valued Benefit and Premiums Administrators,

We are pleased to announce the upcoming implementation of new functionality within PEIA ACCESS that will allow agencies to upload files directly to interact with PEIA.

Through PEIA ACCESS, agencies will be able to submit Human Resources Information System (HRIS) and Payroll/Remittance files to populate member and payment data. New hires identified as eligible through the file interface will automatically receive an email invitation to enroll online. PEIA will utilize these interface files to the greatest extent possible in order to reduce manual processing and minimize the workload for agency benefit coordinators.

In addition, Payroll/Remittance files may be used to provide payment allocation data and to facilitate the submission of payments, further streamlining administrative processes.

At this time, file uploads are an optional feature. Larger agencies may find this capability especially beneficial, as it offers the potential for increased efficiencies and reduced administrative burden. Agencies that wish to take advantage of this option are encouraged to begin developing their interface files now.

At this time, local governments will need to prepare their files. State Agencies, colleges, and universities do not need to prepare any files, as PEIA is working with wvOASIS to obtain the necessary information. (Marshall University and West Virginia University are working directly with PEIA during this process.)

Additional guidance and technical specifications will be provided to agencies interested in implementing file uploads. If you have questions or would like more information, please contact **peiacomments@wv.gov**

Thank you for your continued partnership as we work to enhance system functionality and improve operational efficiency for your agency and PEIA.

Sincerely,
PEIA Administration