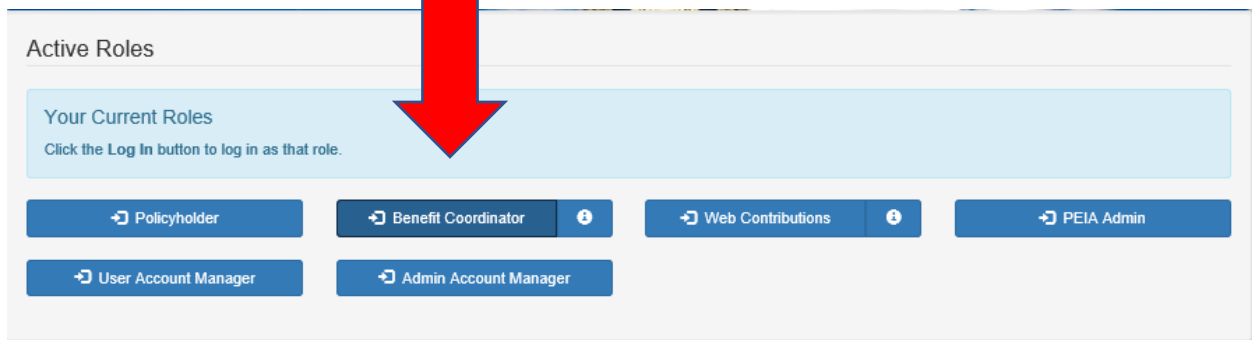


How to Change a Salary Index

Log in as a Benefit Coordinator



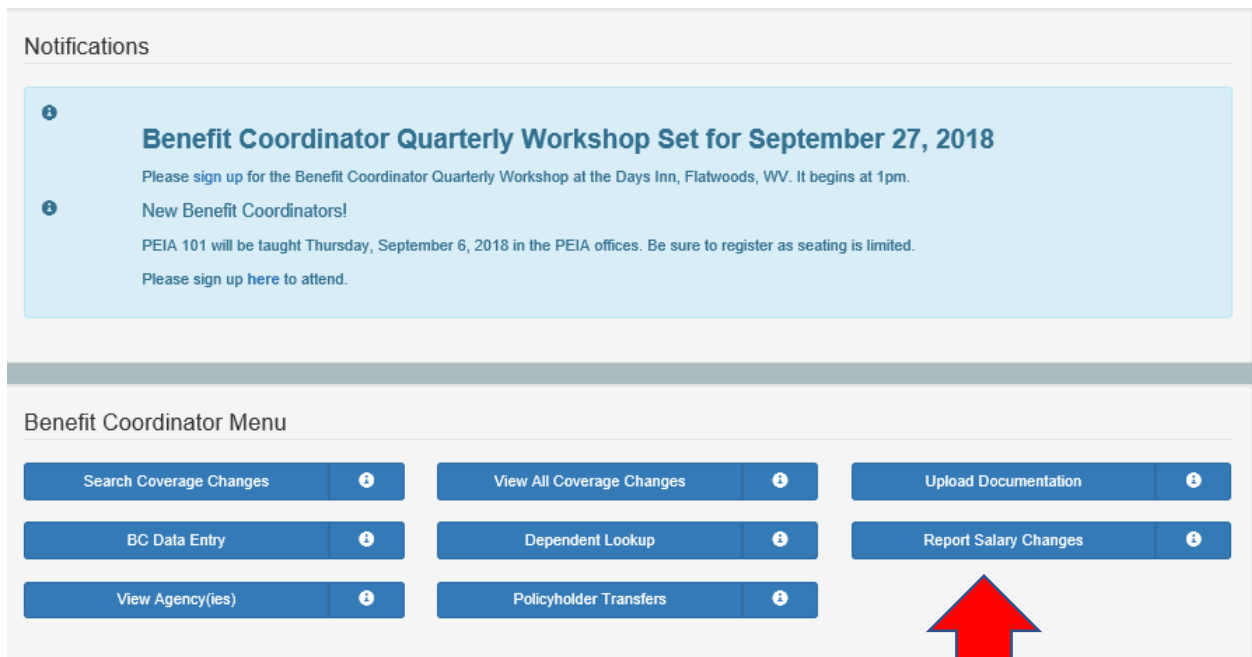
Active Roles

Your Current Roles
Click the **Log In** button to log in as that role.

Policyholder **Benefit Coordinator** Web Contributions PEIA Admin

User Account Manager Admin Account Manager

Click on "Report Salary Changes".



Notifications

Benefit Coordinator Quarterly Workshop Set for September 27, 2018
Please sign up for the Benefit Coordinator Quarterly Workshop at the Days Inn, Flatwoods, WV. It begins at 1pm.

New Benefit Coordinators!
PEIA 101 will be taught Thursday, September 6, 2018 in the PEIA offices. Be sure to register as seating is limited.
Please sign up [here](#) to attend.

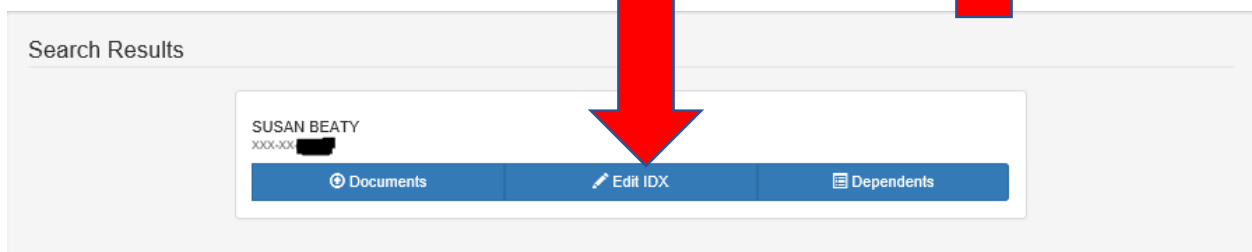
Benefit Coordinator Menu

Search Coverage Changes View All Coverage Changes Upload Documentation

BC Data Entry Dependent Lookup **Report Salary Changes**

View Agency(ies) Policyholder Transfers

Enter the Social Security Number and click search.



Search Results

SUSAN BEATY
XXX-XX-XXXX

Documents **Edit IDX** Dependents

The above screen will appear and then you will click on Edit IDX.

You will click on the drop-down box to change the salary and then update the date if needed. Then click on submit. The salary increase will begin on the first of the following month, unless you noted a different date.

Select IDX & Effective Date

Name	SUSAN B
SSN	XXX-XX-#
Newest IDX	(12/01/2014 - Current)
ESPS	No

New IDX: Effective Date:

Must be within 08/01/2017 - 02/01/2019

