

HOW DO I ENROLL FOR THE FIRST TIME?

There are two ways to enroll in coverage. First, the easiest way is to self-enroll. You may go to PEIA.wv.gov and click on the green rectangle labeled Manage My Benefits.

1. At the bottom of the page, you will click on **Register to get started**.
2. You will select the top box; **I am applying for PEIA coverage for the First Time**.
3. Once your account is established, you can log-in and begin the enrollment process.
4. First you must select Role, **Current Employee**.
5. You will select your employer, if it does not automatically fill, select **City of Charleston 2020**, you can locate the city's name on the list.
6. You will then verify your basic demographic information.
7. Next you will enroll in the \$10,000 (under age 65), \$6,500 (age 65-69), \$5,000 (age 70+) Basic Life & AD&D, there is no charge for this coverage. Please be sure to enter your beneficiary information.
8. The system will then ask if you have other health insurance coverage.
9. The next step will ask you to certify your tobacco status.
10. The system will then ask if you have a living will.
11. The following step will ask you to enter information related to eligible dependents you wish to enroll in PEIA coverage. Please remember you will need to provide a marriage certificate for a spouse and a birth certificate/adoption decree or court order for eligible dependent children.
12. Next, the system will ask for your qualifying event, you will select **Open Enrollment**.
13. Once that information is entered, you may now select the plan in which you wish to enroll. The only plans being subsidized by the City of Charleston are **PEIA PPB Plan A** and **PEIA PPB Plan C**. You may enroll in the other plans offered, but you will be responsible for paying the full premium through payroll deduction.
14. Once all plan elections have been completed, you will select **Finalize** to confirm your enrollment.
15. The system will then ask if you would like to enroll in Optional Life Insurance, which is 100% paid by the employee through a monthly payroll deduction. You will have a one-time guaranteed acceptance up to \$100,000 for employee coverage during this enrollment period. If you are currently enrolled in the optional plans provided by Mutual of Omaha, this coverage will be in addition to your current Mutual of Omaha coverage election.
16. Once you have completed this section, you will have the option to print a copy of your completed enrollment.
17. You must also complete the paper enrollment form labeled **"I Enrolled Online."** This form is available online at <https://www.charlestonwv.gov/government/city-departments/human-resources/open-enrollment> . Please note, if you elected PPB Plan C and would like to make an additional contribution to your HSA account, you may elect to do so using the **"I Enrolled Online"** form. This form needs to be returned to Human Resources **no later than** May 15, 2021 via email or fax.

If you are unable to complete the electronic enrollment via the PEIA website you may enroll in coverage using the paper enrollment form labeled **"Enroll For Me"**, located at <https://www.charlestonwv.gov/government/city-departments/human-resources/open-enrollment> . This form must be completed and returned to Human Resources with all required documentation (i.e. Marriage certificate, birth certificates/adoption decrees) **no later than** **May 10, 2021**. If you elect the **"Enroll For Me"** option, your enrollment may be delayed due to longer processing time.