THE LOCAL CHOICE E-NEWS

Department of
State and Local Health Benefits Programs

December 14, 2016

Affordable Care Act (ACA) Reporting Update

Please see changes and reminders below regarding the ACA certification process. New information is underlined. Any questions should be directed to ohb@dhrm.virginia.gov for state agencies and tlc@dhrm.virginia.gov for TLC groups.

Re-register to Access Secure Pass and Submit the Annual ACA Certification

If you tried to register for SecurePass and you did not receive a token, you need to re-register. Remember that any one of the four contacts for a group may submit the certification using SecurePass.   Here are the steps:

1. Register for a SecurePass Account.
   a. Know your SSN, DHRM-assigned ID, and date of birth. SecurePass validates the data you enter to the data on file in the DHRM BES database. Your DHRM-assigned ID is the same as your BES ID. If you are not sure of your BES ID, check your monthly enrollment report.
   b. Go to SecurePass (https://hurman.dhrm.virginia.gov), click 'Register' and follow the prompts. The SecurePass user name and password are different from your user ID and password for the HuRMan portal.
   c. When approved, an email with a registration token is sent to you. Depending on the volume of requests, it may take several hours to receive the token.
   d. Copy the registration token and return to SecurePass. Click 'Complete Registration' and use the token to complete your registration.

2. Register for Application Access.
   a. Login to SecurePass using your User Name and Password.
      a. Click 'Register for Application Access'.
      b. Click 'Application' and select 'ACA Certification'.
      c. Select 'Data Access: All' and click 'Submit'.
      d. Click 'Done' and wait two to three business days for an email approving access to ACA Certification.

Please do not reply to this e-mail. You may send inquiries to the TLC mailbox at tlc@dhrm.virginia.gov.