

# THE LOCAL CHOICE E-NEWS

## Department of State and Local Health Benefits Programs

March 22, 2017

### Renewal DataSheet Posted Online

The online Renewal DataSheet is now available!

#### Renewing Groups:

**1. Submit the online DataSheet by April 1.**

- An extension must be approved by [Walter.Norman@dhrm.virginia.gov](mailto:Walter.Norman@dhrm.virginia.gov)
- Renewal approval requires submitting the online DataSheet.
- Only a group contact on file with DHRM can submit the DataSheet.
- Recently, Brenda Farrish sent a report of group contacts for your review. Updates received as of March 17 are now on file.

**2. Select a contact to submit the DataSheet.**

- The contact who will submit the DataSheet must also be a registered SecurePass account holder and approved for access to the DataSheet.
- **Groups with one FEIN** (one DHRM subdivision):
  - Any one of the four contacts may submit the DataSheet.
- **Groups with more than one FEIN** (more than one DHRM subdivision):
  - Any one of the four contacts for the first subdivision may submit the DataSheet on behalf of all subdivisions.
    - For example, when a group has DHRM subdivisions 00, 01, and 02, only a contact for 00 can submit the DataSheet for 00, 01, and 02.
    - It is important that the submitter gather any information that differs from each subdivision.
    - DHRM plans to enhance this feature in the future so that a contact from each subdivision may enter their own data into the DataSheet.

**3. Go to SecurePass.**

- Use this URL: <https://hurman.dhrm.virginia.gov>
  - This is the same URL used in January to submit the ACA Certification. Remember to disable pop-up blocking.
  - If you have trouble accessing this site, please contact your Internet provider for assistance. DHRM cannot help you with this issue.

#### **4. Login or register for access to SecurePass.**

- Remember, your SecurePass user name and password are different from your HuRMan user name and password.
- **If you cannot login, register for a new SecurePass account.**
  - You will need to know your SSN, DHRM-assigned ID, and date of birth.
    - Your DHRM-assigned ID may be found on your group's enrollment report in HuRMan.
    - If you cannot find your DHRM-assigned ID, contact [Brenda.Farrish@dhrm.virginia.gov](mailto:Brenda.Farrish@dhrm.virginia.gov)
  - Leave the user name blank, click 'Register' and follow the prompts.
  - When approved, an email with a registration token is sent to you.
  - Copy the registration token and return to SecurePass.
  - Leave the user name blank and click 'Complete Registration'.
  - Paste the token and follow the prompts.
    - This can be time-consuming as you satisfy the security requirements.
    - If you have difficulty completing your registration, contact [Support@dhrm.virginia.gov](mailto:Support@dhrm.virginia.gov)

#### **5. Request access to the DataSheet.**

- Login to SecurePass with your SecurePass user name and password.
- Click 'Register for Application Access'.
- Click 'Application' and select 'DataSheet'.
- Select 'Data Access: Any' and click 'Submit'.
- Click 'Done' and wait for an email approving access.
  - This may take up to two business days, but is usually quicker.
  - If you do not receive the email granting access, contact [Brenda.Farrish@dhrm.virginia.gov](mailto:Brenda.Farrish@dhrm.virginia.gov)

#### **6. Complete one DataSheet on behalf of all subdivisions.**

- Login to SecurePass.
- Click 'Application' and select 'DataSheet'.
- Click 'Group Settings' from the Main Menu and complete each tab.
- Select the first subdivision and complete each tab.
  - Repeat for each subdivision.
- All items must be completed to submit the DataSheet. Incomplete items are marked in red and with an asterisk.
- Click Certify and then submit the DataSheet.
- Click the 'Download' button to save a copy for your files.
- Once approved, DHRM will send a confirmation email.
- If you have questions about completing the DataSheet, contact [Ann.Wohl@dhrm.virginia.gov](mailto:Ann.Wohl@dhrm.virginia.gov)

***Please do not reply to this e-mail. You may send inquiries to the TLC mailbox at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).***