THE LOCAL CHOICE E-NEWS

Department of Human Resource Management
State and Local Health Benefits Programs

September 4, 2018

IMPORTANT REMINDERS!

Please be sure to review the following reminders to avoid errors in your eligibility information.

1. DHRM Web Applications (www.DHRM.virginia.gov/ITECH) will automatically de-activate users who have not logged in for 90 days. This is the site where your HuRMan reports are posted. Loss of access to this information will delay your ability to review your reports and verify transactions in BES. To avoid this, please remember to log in regularly. If your account does become in-active, you can reach out to IHELP@dhrm.virginia.gov and request your account be re-activated, but this could take up to 24-48 hours.

2. Please review all enrollment forms for accuracy before sending them to DHRM for keying. We are receiving many incomplete forms that cannot be processed. Your review should ensure that:

- Complete information is provided;
- The Participant has signed the form;
- The Benefits Administrator has signed the form; and
- The hire date is included for new employees (including waivers).

Thank you for your attention to these important benefit practices.

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