

THE LOCAL CHOICE E-NEWS

Department of Human Resource Management State and Local Health Benefits Programs

March 22, 2019

Good News About Your TLC Renewal!

Rates for all TLC groups are now loaded in our system and you can now access SecurePass to submit your renewal using our Online Data Sheet.

This E-News is being sent to all TLC groups so if you have already submitted your renewal, we thank you.

Remember, the deadline to submit your renewal is April 1 (July renewals) and July 1 (October renewals).

You may request a 30 day extension for submission by sending an email to Ann Wohl (ann.wohl@dhrm.virginia.gov) or Freddie Oliver (freddie.oliver@dhrm.virginia.gov).

SecurePass is the same system used to submit your group's ACA Certification in January. The credentials you used in January should still be valid. The URL is: <https://hurman.dhrm.virginia.gov>

All users should be in one of these three (3) categories:

1. If you remember your credentials you used to access SecurePass for the ACA Certification in January, you should be able to log in.
2. If you don't remember your credentials, please see the attached **"Helpful Information about using SecurePass"** and register again.
3. If you are a new user to SecurePass, please see the attached **"Helpful Information about using SecurePass"** and follow steps to register.
 - Once you log into SecurePass you should notice the left navigation menu.
 - Click 'Applications' and then, click the desired application – 'HealthBenefitsDirect'.
 - Wait for the application to load.
 - Once the application loads, you should see 'Data Sheet.'
 - Click on 'Data Sheet.'

If you have difficulty with SecurePass, contact support@dhrm.virginia.gov for assistance. (Be sure to type 'SecurePass' in the subject line).

If you have questions navigating through the Data Sheet, please either click 'Help' while in the Online Data Sheet, refer to the **Employer Data Worksheet and instructions** included with the E-News dated February 26, 2019, or contact Freddie Oliver at freddie.oliver@dhrm.virginia.gov.

REMEMBER, if your group has more than one sub-group with TLC, only one of the contacts of the primary group can submit the Online Data Sheet on behalf of the entire group. Non-primary group contacts may not submit.

For additional information, see TLC E-News dated February 26, 2019 which is posted on our website at the following link:

<http://www.thelocalchoice.virginia.gov/communications/ewslst.html>

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