

## How to Access HuRMan Reports

HuRMan is the secure web portal provided to groups by the Department of Human Resource Management. BES reports are posted to your group's HuRMan folder.

If you don't know your credentials to access HuRMan or if they need to be reset, please send an email to [IHELP@dhrm.virginia.gov](mailto:IHELP@dhrm.virginia.gov) and request credentials be reset and sent to you. Please provide your agency's name in your request.

Follow these steps to access your HuRMan folder:

1. Go to the DHRM Website [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)
2. Select the Quick Links drop-down



Department of Human Resource Management

Quick Links ▼

3. Select HuRMan/ITECH.
4. Select the 'Web Portal Login' link.
5. Login using your HuRMan user name and password.
6. Under the 'Select an Application' drop-down menu, choose 'Agency Repository'
7. Select a particular report.

Hint: If you cannot get to the login page using Internet Explorer, you most likely have a pop-up blocker set on your computer. Click Tools, Pop-Up Blocker, Turn Off Pop-Up Blocker. You should then be able to get to the login page. If you continue to have a problem, check to see if you have other toolbars installed. Yahoo, MSN, or Google toolbars, for example, also have pop-up blockers. You can either uninstall the toolbar or hold down the control key before clicking on the desired link.

If you have a problem logging into the HuRMan File Repository, please contact [ISupport@dhrm.virginia.gov](mailto:ISupport@dhrm.virginia.gov). Questions about a particular report found within your HuRMan folder should be directed to [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov)

## HuRMan Reports:

- BES Enrollment Report: Weekly report of all group members available on the 3rd, 10th, 17th and 24th of each month. One report shows participants and the other shows corresponding dependents. (Note this example: Participants effective April 1 are on the April 3, 10, and 17 reports. The April 24 report reflects May 1 enrollment as it stands on April 23.)
- BES Exception Report: Monthly report listing discrepancies found in BES that needs your attention.
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- BES Termination Report: Monthly report of participants and family members recently terminated.
- BES Turnaround: Daily report of each successful action made in BES before 5:30 PM.
- BES Turnaround Summary: Daily report listing all actions that created a BES Turnaround.
- •BES Dependent Age 26 Approaching Termination Report: Created in August and October of each year identifying participants who have a covered child reaching Age 26 sometime during the current year. (Note: This report does not include children added to BES after the report's run date.)
- BES Dependent Age 26 Termination Report: Created in January of each year showing adult children automatically removed from BES because they reached the age that makes them ineligible
- BES Persons Eligible for Medicare: Monthly report of participants and spouses approaching Age 65. Note: This report looks 3 months ahead of the individual's DOB. For example, a person turning Age 65 in April will only appear on the January report.