**THE LOCAL CHOICE E-NEWS**

**Department of Human Resource Management**

**State and Local Health Benefits Programs**

*March 15, 2021*

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**GOOD NEWS! Register for SecurePass 2.0**

It is now time to register for access to SecurePass 2.0 so you can submit your renewal Data Sheet.

As mentioned in our E-News sent on February 24, 2021, one of the contacts we have in our system for your agency will need to submit your renewal Data Sheet in SecurePass 2.0.

**Remember, the deadline to submit your renewal is April 1, 2021, if your group is a July renewal. You may request a 30 day extension to submit by sending an email to** **tlc@dhrm.virginia.gov****. Please put TLC Renewal Extension Request in the subject line.**

Due to new security requirements, we have upgraded our system. This means that **everyone** who will be submitting their renewal Data Sheet will need to re-register for access in SecurePass 2.0.

Here are [instructions to register](http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/instructions-for-securepass-2-0-for-tlc-groups.pdf?Status=Temp&sfvrsn=36150b2f_2). The registration process is slightly enhanced due to multi-factor authentication requirements.

It is in your best interest to begin the registration process now, even if you are not ready to submit your Data Sheet yet. We want everyone who needs to submit their Data Sheet to be registered and granted the appropriate access now in order to avoid any potential delays when you are ready to submit.

After you complete your registration in SecurePass 2.0, you will receive an email granting you access to Health Benefits Direct (HBD), which is where you access the Data Sheet. Please allow up to 5 business days after you register for receipt of the email.

Once you receive the email granting your access to HDB, please return to the instructions, beginning on page 7, and follow Step 4 through Step 9. You will then be able to access your Data Sheet, make your selections and submit timely.

If you have any questions, please direct them to **tlc@dhrm.virginia.gov****.**

Thanks!

[2021-22 Employer Data Sheet](https://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/2021-2022-tlc-employer-data-sheet---worksheet.pdf?Status=Temp&sfvrsn=d6da523_2)

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

DRAFT FOR E-NEWS FOR TLC

Link for rescheduled TLC Virtual Meeting on Thursday, 02/25

Please register for TLC Virtual Regional Meetings-Rescheduled from February 18, 2021 on Feb 25, 2021 11:00 AM EST at:

<https://attendee.gotowebinar.com/register/7124439936921241615>

After registering, you will receive a confirmation email containing information about joining the webinar.

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