



## THE LOCAL CHOICE E-NEWS

### Department of Human Resource Management State and Local Health Benefits Programs

*June 3, 2022*

#### **Good News for Groups That Renew In October!**

It is now time for all TLC groups that renew in **October** to submit your Renewal Data Sheet in our secure system. **Remember, the deadline to submit your Renewal Data Sheet is June 24, 2022.**

**\*\* THIS IS A CHANGE TO THE GUIDANCE PROVIDED IN JANUARY 2022- OCTOBER GROUPS ARE NOT SUBMITTING THE DATASHEET IN CARDINAL\*\***


If you previously utilized SecurePass to access Health Benefits Direct (HBD) to submit your Renewal Data Sheet or ACA Certification, you should already have access to SecurePass. However, your password will need to be re-set. See page 5, Step 6 of the instructions.

If you have never utilized SecurePass, you will need to register for access (follow the instructions).

#### **Instructions to register for access (or reset your password) to SecurePass and Health Benefits Direct (HBD) are attached.**

- Note, only contacts we have listed in our system may register for access.
- 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, 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 3 business days after you register for receipt of the email.
- Once you receive the email granting your access to HBD, 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.

#### **Instructions for submitting your renewal data sheet are attached.**

**IMPORTANT NOTE:** You will need to complete each Step in the Data Sheet before you can move to the next one. As you make your selections, if your selection is different from what you currently have in place, you will notice an alert  . Please hover over the alert to get details of the

change. If you did not intend to make the change, please go back to the original selection before moving on to the next step.

After you submit your Data Sheet, you should download a copy for your files. Please review this carefully. If there are changes noted that you did not intend to make, please let us know ASAP.

**You will NOT be able to make changes to your renewal selections after the deadline, which is **June 24, 2022**.**

If you have any questions, please direct them to [TLC@dhrm.virginia.gov](mailto:TLC@dhrm.virginia.gov) or call 888-642-4414.

Thank you.

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