

This webinar invitation is being sent to Benefits support professionals who have access to Cardinal HCM at localities that participate in The Local Choice (TLC) benefits.



What:

The Local Choice (TLC) Cardinal Datasheet Entry Forum

Why:

The Cardinal team, along with OHB and the TLC Support Team, will review the process to certify TLC Datasheets for the new plan year.

Who:

Benefits support professionals who have access to Cardinal HCM at localities that participate in TLC benefits.

When:

Wednesday, March 15, 2023, 1:00 p.m. – 2:00 p.m.

Webex Event Instructions:

Cardinal utilizes Webex for webinars. Instructions for registering and joining the virtual meeting are below:

1. It is important to join the meeting at least 5 minutes before the start time to register, download a file, set up your computer, and confirm audio is functioning correctly.
2. To register, click on this link: [Webex Event Registration Link](#). You may register in advance of the webinar date.
3. After registering, a "Registration Confirmed" window displays. If you are registering on the same day as the webinar, click the Join Now button. All registered users will receive a confirmation email with the Webex Event information and the password.
4. When you join a Webex Event for the first time, a window will appear asking you to open or run an executable (.EXE) file. Click Run. When complete, click Join Now to enter the webinar.
5. Your host will provide additional guidance before beginning the presentation.

Please email the Cardinal team at ProjectCardinal@doa.virginia.gov with any questions.

Regards,

The Cardinal Team