



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management Office of Health Benefits

March 9, 2023

TLC Cardinal Access

As a Core user, you **are required** to access the Cardinal application every 90-days or your Core system access will be removed. Based on your inactivity you no longer have access to Cardinal.

To regain your locality access, you must complete a new Cardinal Security Access Form. You may download and fill out the form for Locality Access here: [Locality Security Access Form \(SE-LOCALITY-001\)](#)

Instructions can be found here: [Instructions for Security Access Form \(SE-LOCALITY-001\)](#)

Your completed forms must be submitted to TLC@dhrm.virginia.gov for further review and approval by the Chief Security Officer (CSO) before the final submission to Cardinal Security.

2023-24 Renewals

To ensure that your renewal is received timely, the TLC staff will enter your renewal selections in Cardinal on your behalf.

Please complete and submit the attached TLC Employer Datasheet to TLC@dhrm.virginia.gov by April 1, 2023. Please note the following in the subject line- “2023-24 TLC Datasheet”.

Thank you in advance for your cooperation.

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