

This communication is being sent to everyone who was invited or attended The Local Choice (TLC) Cardinal Data Sheet forum.



Thank you for participating in The Local Choice (TLC) Cardinal Data Sheet forum on Wednesday, March 15, 2023.

Based on questions, we have included an additional slide to further address certifications. For those who were unable to attend, slide 2 represents the demonstrations conducted during the forum. This demonstration can be reviewed by selecting the recording link below.

Please take some time to review the attached presentation slides and consider re-watching the presentation. A recording of The Local Choice (TLC) Cardinal Data Sheet forum can now be found at this [link](#).

For detailed instruction on entering annual plan changes in Cardinal using the TLC Data Sheet refer to the [BN361 TLC Data Sheet Locality](#) job aid.

As a reminder, core user access is disabled if the user does not login and reset their password every 90 days, but if you are a locality employee, you will retain a base level of access to view/update your benefits. If your core user access needs to be setup, updated, or reinstated, submit a [Locality Security Access form](#) (SE-LOCALITY-001) to tlc@dhrm.virginia.gov, be sure to review the instructions prior to completing the security form. The TLC group at DHRM reviews and approves the request, forwarding to the Cardinal team for processing. Once access has been established or updated, the Cardinal Security team notifies the core user via email.

Questions?

- If you have any questions about health care plans and benefits, contact The Local Choice (TLC) Support Team by emailing tlc@dhrm.virginia.gov.
- For access and/or technical questions in Cardinal, please submit a help desk ticket to yccc@vita.virginia.gov and include the word “**Cardinal**” in the subject line and include the following:
 - Locality Name and 9-digit DHRM Group Number (e.g. 047-000-000)
 - First and Last Name
 - Email address and a phone number where you can be reached.
 - Provide detailed information and screenshots when applicable.
 - Do not include sensitive personal information in screenshots. Make sure sensitive data is blurred or cropped out.

Regards,

The Cardinal Team

- [HCM BN Forum TLC Data Sheet.pdf](#)