



THE LOCAL CHOICE E-NEWS *Special Announcement*

Department of Human Resource Management Office of Health Benefits

December 4, 2023

In preparation of the Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2023, the designated locality human resource and benefits professional must have access to the Cardinal HCM system to file the required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents.

As a reminder, core user access is disabled if the user does not login and reset their password every 90 days. 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 for Security Access Form \(SE-LOCALITY-001\)](#) 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.

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