



THE LOCAL CHOICE E-NEWS

Department of Human Resource Management Office of Health Benefits

February 24, 2025

Hello,

The Cardinal Human Capital Management(HCM) is the eligibility system for the State and Local Health Benefits Program. All localities are required to submit your renewal selections in Cardinal for FY25.

In preparation for the upcoming renewal period, it is important that you have access to the system as a core user to complete the certification of your datasheet for the 2025-26 plan year. As a core user, your access would be at risk of *being removed after 90-days of inactivity. You will be required to submit the Cardinal Security Access Form to restore your access. **Please log in and reset the 90-day clock.***

The *TLC Datasheet Administration Role* is required to certify the TLC datasheet. If your locality does not have a core user, please designate **one HR professional** within your locality that should have access to Cardinal and have that individual complete the *Cardinal Security Access Form located in the link below.*

[Locality Security Access Form \(SE-LOCALITY-001\)](#)

[Instructions for Security Access Form \(SE-LOCALITY-001\)](#)

Please return the completed form to TLC@dhrm.virginia.gov by Friday, March 7, 2024.

Once the completed Cardinal Security Access form has been approved by the Cardinal Security Officer, the Cardinal team will establish your access. You will receive an email confirmation from Cardinal with login instructions.

All questions should be sent to TLC@dhrm.virginia.gov.

Thank you,

