What is Cardinal HCM?

Cardinal Human Capital Management (HCM) is the benefit eligibility system for localities participating in [The Local Choice (TLC) program](#). If you are a benefits eligible employee of a locality, you may be able to make changes related to your health plan during the upcoming Open Enrollment (OE) period. Your Benefits Administrator/professional at your locality (i.e., school, municipality, entity) will provide you with specific directions. The information below is for localities who have asked their participants (subscribers) to complete online enrollment. Please follow the instructions below for accessing Cardinal HCM.

How do I Access Cardinal HCM?

Access Cardinal by visiting [my.cardinal.virginia.gov](#).

First time using Cardinal? All TLCs participants (subscribers) are **required** to register before you can log into Cardinal for the first time.

- **How to Register:** Don't go it alone, this is a complex, multi-step process. To succeed, follow the instructions in the [Cardinal Registration Quick Start Guide](#).
  Important: Before you register, you'll need to know your:

  o 11-digit Cardinal Employee ID - assigned in Cardinal and communicated to you by your locality's HR/Benefits Administrator

  o Primary Email Address - documented in Cardinal and communicated to you by your locality's HR/Benefits Administrator

Can't remember your Cardinal password after you registered? Visit [my.cardinal.virginia.gov](#) and click the Forgot Password link. This automated email may take up to 20 minutes to deliver, make sure to check your spam! Once you are in, follow the OE directions below.

## Complete your Open Enrollment elections using Cardinal HCM!

Starting **Tuesday, May 2 – Tuesday, May 16**, you may submit your Open Enrollment (OE) elections in Cardinal, follow the step-by step directions below to complete your OE elections.

New to Cardinal? Use the directions under the **How do I Access Cardinal HCM** section above.

Prefer step-by-step instructions with pictures? For more detailed instructions on completing OE, refer to the How to Make Open Enrollment Elections - Locality job aid.

View Current Benefit Elections and Begin Open Enrollment Process

1. Access Cardinal by visiting https://my.cardinal.virginia.gov

2. Once in Cardinal, click on the **Human Capital Management (HCM)** link.

3. Click on the **Benefit Details** tile.

4. Click the **Benefits Enrollment** list item (left-hand side of the screen).
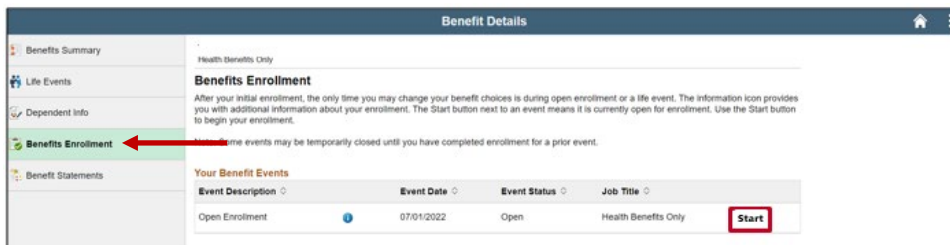
5. Click the **Start** (or Re-Elect) button to begin or update elections for this Open Enrollment event
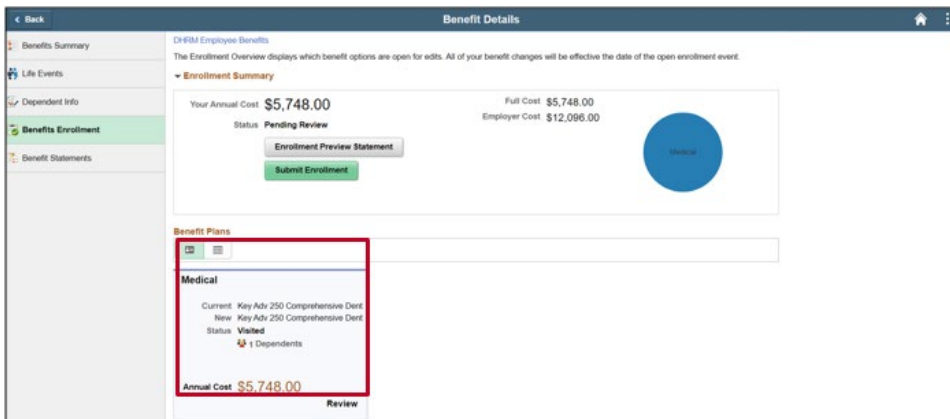
6. Click the **Medical** tile to begin the OE process.

7. Review your existing dependents covered under your health plan to determine if changes are needed.

If you do not need to add a dependent, skip to Step 29.

Add a Dependent

8. Click the **Add Dependent** button.

9. Click the **Add Individual** button.

10. Click the **Add Name** button.

11. Enter your dependent's name information.

12. Click the **Done** button.

13. Input your dependent's **Date of Birth** and **Gender**.

14. Select "Child" or "Spouse" in the **Relationship to Employee**.

15. Select your dependent's marital status using the **Marital Status** dropdown button.

16. The **Student** field defaults to "No". This field is not tracked in Cardinal nor transmitted to the Health Benefits Vendor.

17. The **Disabled** field defaults to "No" and cannot be changed.

Note: For questions, contact your locality Benefits Administrator.

18. The **Smoker** field defaults to "No**"**. This field is not tracked in Cardinal nor transmitted to the Health Benefits Vendor.

19. If your dependent has the same address as you do, verify that the **Address** section is set to "Same as mine".

![Cardinal logo]

Cardinal HCM

Cardinal's Quick Guide to Open Enrollment_Locality

Note: If your dependent has a different address than you, edit accordingly.

20. Click the Add National ID button.

21. Complete the **Country**, **National ID Type**, and **National ID (SSN)** fields for the dependent. More than one National ID? See the [step-by-step job aid](#).

22. Click the **Done** button.

23. Skip the **Add Phone/Add Email** buttons, this information is not required for dependents.

24. Click the **Save** button in the top right-hand corner.

Note: If you don't have an SSN for your dependent, you can still save. However, your locality Benefits Administrator will reach out to obtain the SSN.

> **Do not miss your Open Enrollment deadline.** When adding dependents to coverage, supporting documentation is required that provides proof of eligibility.
>
> If you **do not** have the documentation, you **can still submit** your election request. Health care coverage will not be effective until approved documentation is received.
>
> You have an additional 60-days from the end of the Open Enrollment period to submit the eligibility documents to your locality Benefits Administrator.

25. A **Saved Successfully** message displays in a pop-up window.

26. Click the **OK** button.

27. Repeat Steps 8 – 26 as required until all dependents are added.

28. After all dependents are added, click the **Close (X)** icon in the upper right-hand corner.

Select/Update Health Medical Plan

29. Under the **Enroll Your Dependents** section, choose the blue **Enroll** checkbox option for the appropriate dependent(s) **you want enrolled for the new plan year**.
   **Note:** If you uncheck the dependent, you are removing that dependent from coverage.

30. Under the **Enroll in Your Plan** section, click the **Select** button to select the applicable Benefits Plan.

31. Click the **Done** button in the upper right-hand corner.

32. The **Medical** tile now displays the coverage selected, the number of dependents enrolled, the Annual Cost, and the Status field updated to "Changed".

FINAL STEP

33. Click the **Submit Enrollment** button to complete Open Enrollment! **This step must be completed to submit your open enrollment elections.**
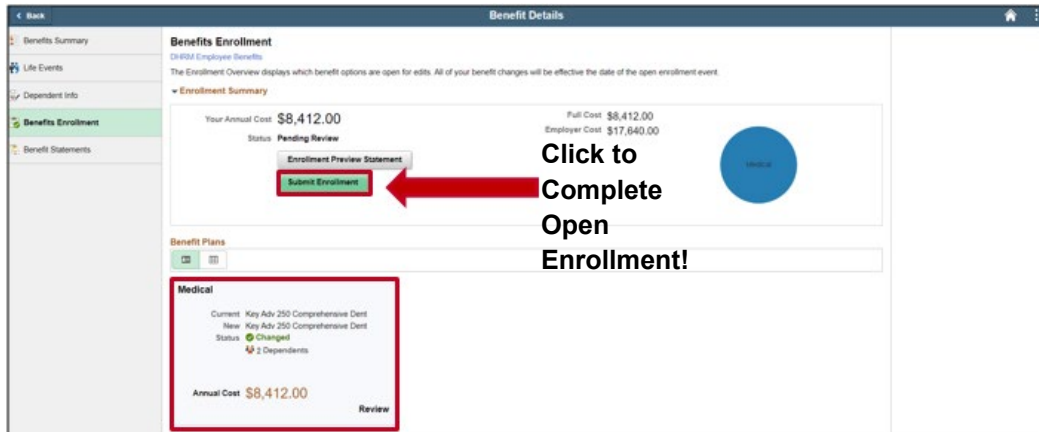
You will receive an automated email from the Cardinal system overnight alerting you to possible changes. Follow the instructions in the email to review your Confirmation Statement for Open Enrollment.

Questions? Contact your locality Benefits Administrator.

Moved lately? Make sure your home address is correct! Contact your locality Benefits Administrator to update.