Submitting Your Open Enrollment Elections In Cardinal

Make changes related to your health plan coverage and flexible spending accounts (FSA) during the upcoming Open Enrollment (OE) period from Wednesday, **May 1, 2024** to Wednesday, **May 15, 2024**.

You will use **Cardinal HCM** to make your online OE elections.

First time in Cardinal? Forgot your Cardinal password? Visit **www.cardinalproject.virginia.gov/portal** and take a look at the 'Using Cardinal for the first time or need sign on help?' section!

1. Visit **https://my.cardinal.virginia.gov** to log in.
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 the OE process.
6. Click the Medical tile to select or update your health plan.
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.

Need additional information? Visit **www.cardinalproject. virginia.gov/OE**.

17. The **Disabled** field defaults to "No" and cannot be changed.
18. The **Smoker** field defaults to "Non-smoker". 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".

    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.
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. Your agency Benefits Administrator will contact you later to obtain the SSN.

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.

ENROLL IN HEALTH PLAN

29. Under the **Enroll Your Dependents** section, choose the blue **Enroll** checkbox option for the appropriate dependent(s) who should receive coverage.

    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 Pay Period Cost (or Annual Cost, depending on your agency), and the Status field is updated to "Changed".

ELECT FLEXIBLE SPENDING ACCOUNTS

33. If you are not enrolling in a Flexible Spending Account (FSA), skip to Step 36.
34. Two Flexible Spending Accounts are available: Flex Spending Medical and Flex Spending Dependent Care.

    Note: If you use these plans, **you must re-elect each year!** Repeat this step to elect both FSAs.

    • Click the **Flex Spending Medical** tile (or the **Flex Spending Dependent Care** tile).
    • Click the **Select** button to elect Flex Spending Medical (or Flex Spending Dependent Care).
    • Enter the amount in the **Annual Pledge** field. The amount entered must be the amount you want to come out of your pay for the **entire** plan year.
    • Click the **Done** button in the upper right-hand corner.
35. Skip the **Flex Spending Admin Fee** tile, this is automatically elected and will show the admin fee associated with your FSA.

FINAL STEPS

36. Click the **Submit Enrollment** button to complete Open Enrollment!

Your Pay Period Cost $360.60
Status Pending Review
Enrollment Preview Statement
Submit Enrollment
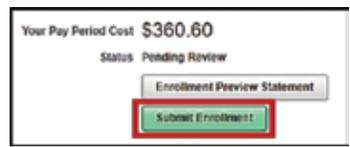
37. An automated email will be sent overnight from Cardinal with the subject line of "Your Health Benefits Confirmation Statement – Now Available Online". You will receive this email whether you or your Benefits Administrator entered your selections. Please log into Cardinal to review your confirmation statement for Open Enrollment to ensure your elections are correct!

Questions?
Contact your agency Benefits Administrator.

DO NOT MISS YOUR OPEN ENROLLMENT DEADLINE!

Be sure to submit your online elections beginning May 1 and no later than 11:59pm EDT on May 15, 2024

DON'T WAIT TO GET INTO CARDINAL!

If it's near the end of the Open Enrollment period (and you haven't tried to access Cardinal) submit a paper enrollment form to your agency Benefits Administrator before the deadline. We cannot accept Open Enrollment health plan coverage changes or FSA election requests after the May 15 deadline.

See instructions below for submitting a paper form.

SUBMITTING YOUR OPEN ENROLLMENT ELECTION USING PAPER ENROLLMENT FORM

• Complete the fillable form on the DHRM website at https://www.dhrm.virginia.gov/employeebenefits/open-enrollment-2024-25.

Print, sign and submit it to your Benefits Administrator by the close of business on **May 15, 2024**!

Remember to complete all applicable sections of the enrollment form.

IMPORTANT: CHECK YOUR ELECTIONS FOR ACCURACY!

Review your confirmation statement to ensure your elections are correct!

Check your healthcare and FSA deductions for the new plan year on your first paycheck after July 1. If you have any questions, contact your Benefits Administrator.