

# **HEALTH BENEFITS E-NEWS EXTRA**

*Department of Human Resource  
Management  
Office of Health Benefits*

*December 14, 2016*

## **Affordable Care Act (ACA) Reporting Update**

Please see changes and reminders below regarding the ACA certification process. New information is underlined. Any questions should be directed to [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov) for state agencies and [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov) for TLC groups.

## **Re-register to Access Secure Pass and Submit the Annual ACA Certification**

If you tried to register for SecurePass and you did not receive a token, you need to re-register. Remember that any one of the four contacts for a group may submit the certification using SecurePass. Here are the steps:

### **1. Register for a SecurePass Account.**

- a. Know your SSN, DHRM-assigned ID, and date of birth. SecurePass validates the data you enter to the data on file in the DHRM BES database. Your DHRM-assigned ID is the same as your BES ID. If you are not sure of your BES ID, check your monthly enrollment report.
- b. Go to SecurePass (<https://hurman.dhrm.virginia.gov>), click 'Register' and follow the prompts. The SecurePass user name and password are different from your user ID and password for the HuRMan portal.
- c. When approved, an email with a registration token is sent to you. Depending on the volume of requests, it may take several hours to receive the token.
- d. Copy the registration token and return to SecurePass. Click 'Complete Registration' and use the token to complete your registration.

### **2. Register for Application Access.**

- a. Login to SecurePass using your User Name and Password.
  - a. Click 'Register for Application Access'.
  - b. Click 'Application' and select 'ACA Certification'.
  - c. Select 'Data Access: All' and click 'Submit'.
  - d. Click 'Done' and wait two to three business days for an email approving access to ACA Certification.

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).***