HOW DO I ENROLL OR MAKE CHANGES?

Submitting Your Open Enrollment Elections In Cardinal

You will use Cardinal HCM to make your online Open Enrollment (OE) elections.

First time in Cardinal?

Use the login instructions provided on the Open Enrollment support page at **www.cardinalproject.virginia.gov/OE**

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.

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 (if applicable)

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 agency 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". **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. However, your agency Benefits Administrator will reach out 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. **Note: Do not miss your Open Enrollment deadline.** If you do not have the documentation, you can still submit your election request. The eligibility documents can be submitted later. You have an additional 60-days from the end of the Open Enrollment period to submit the eligibility documents to your agency Benefits Administrator.

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

Select/Update
Health Medical Plan (if applicable)

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, depending on your agency), and the Status field updated to "Changed".

Flexible Spending Accounts (if applicable)

33 If you are not enrolling in a Flexible Spending Account (FSA), skip to Step 36.

34 Flex Spending Medical and/or Flex Spending Dependent Care.
Note: If you use these plans, you must re-elect each year!
- 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 for anyone enrolling in an FSA.

Final Step

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

You will receive an automated email from the Cardinal system overnight directing you to log into Cardinal to review your Confirmation Statement for Open Enrollment.

Need additional information on completing Open Enrollment? Please refer to the Open Enrollment page - **www.cardinalproject. virginia.gov/OE**

Questions? Contact your agency Benefits Administrator.

Be sure to submit your online elections beginning May 1 and by 11:59 p.m. on May 15, 2023!

Submitting Your
Open Enrollment Election
Using Paper

Complete and Submit an Enrollment Form for Employees
- Complete the fillable form on the DHRM website at **https://www.dhrm.virginia.gov/employeebenefits/ open-enrollment2023-24**. Print it, sign it and submit to your Benefits Administrator by the close of business on **May 15, 2023**!

Remember to complete all applicable sections of the enrollment form.