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

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.
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!

Submit 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.