Welcome to Your Benefits

Virginia state agency employees eligible for Commonwealth benefits can access and oversee their health benefits and flexible spending accounts (FSA) through Cardinal. During the Annual Open Enrollment held each spring, adjustments to your health plan and FSAs can be made. Consider your options carefully and make any necessary changes to your health plan and FSA between Wednesday, May 1, 2024, and Wednesday, May 15, 2024. If you take no action, your current health plan will continue in the new plan year. Your FSA must be renewed annually.

Overview

This guide in Cardinal will help you successfully navigate your online open enrollment elections. Once you have reviewed your benefit plan options, visit my.cardinal.virginia.gov to make your elections.

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Cardinal Login & Access

Access Cardinal by visiting my.cardinal.virginia.gov
Enter your Username and Password, click the Sign In button.

First Time Cardinal User?
Based on your agency and the type of email address indicated in Cardinal (personal or agency-provided), registration may be required prior to accessing Cardinal for the initial login.

Unsure if you need to register? Refer to the Cardinal Portal page on the Cardinal website to understand who is required to register in Cardinal.

Need to Register?
Follow the Cardinal Registration Quick Start Guide for success.
Important! You will need the following information:
- 11-digit Cardinal Employee ID
- Primary email address

Password or Login Issues?
Use the Cardinal Portal page on the Cardinal website for support.
View Current Benefit Elections

Accessing Benefits
Log in to Cardinal and click the Human Capital Management link on the portal welcome page to open your Cardinal Homepage.

Access all your benefit information by clicking the Benefit Details tile on the Cardinal Homepage.

Benefits Summary
Click Benefits Summary to view your current benefit enrollments. Click the expand icon (>) to view additional details for the corresponding benefit plan.

Open Enrollment allows you to elect or adjust your Medical plan and your Flex Spending Account(s).
Enroll in Your Benefits

Begin Open Enrollment

Click the **Benefits Enrollment** menu item, then click **Start** to begin your Open Enrollment.

The Benefits Enrollment page displays all the available benefit plans that you can select during Open Enrollment.

This page will update your status and cost as you make your elections.
Health Plan Selection

Begin your health plan selection by clicking the Medical tile on the Benefits Enrollment page. The Medical page will open.

On the Medical page, you can choose your health plan for the upcoming year. Should you need more time to make your selections, your session will be saved at whatever point you leave off.

Enroll in Your Health Plan

Important! Make sure your dependents are listed correctly. If you need to add a dependent to your health plan who isn’t already listed, click the Add Dependent button first. See the next page for guidance on adding dependent information.

1. Check the box next to each dependent you want covered under the health plan.
2. Click the Select button next to the health plan you want to enroll in for the new plan year.
3. Click Done.

Plan Details

For more details about any plan, click the blue information icon next to the plan. You can also find more information in the Resources section on the page.
How to Add Dependent(s)

If you need to add a dependent to your health plan who isn’t already listed, click the Add Dependent button on the Medical page. The Dependent Info page will open, click Add Individual to add your dependent(s).

1. **Add Name**: Click Add Name and enter dependent’s First and Last Name in the pop-up window.
2. **Input Personal Information**: Fill in all required personal information about your dependent.
3. **Verify Address**: Review the listed address. If it’s correct, proceed to National ID. If not, select the address row and update the details.
4. **Add National ID**: Click Add National ID and provide your dependent’s Country, National ID Type, and National ID (Social Security Number).
5. **Save**: Click Save. A Saved Successfully window will pop-up, click OK.
6. Repeat as required until all dependents are added.

*If you don’t have a SSN for your dependent, you can still save and add your dependent. Your agency Benefits Administrator will contact you later to obtain the SSN.*

Skip the Add Phone and Add Email buttons, this information is not required for dependents.
Flexible Spending Accounts

ELECT YOUR FSA

Two types of Flexible Spending Accounts (FSA) are available: Flex Spending Medical and Flex Spending Dependent Care. If you use these plans, you must re-elect them every year.

To get started, click the tile of the FSA account you want to elect.

ENTER YOUR FSA PLEDGE AMOUNT

1. Click the Select button to elect the Flex Spending Account.
2. Enter your total FSA contribution for the plan year (not per paycheck) in the Annual Pledge field.
3. Click Done.

REVIEW AND CONFIRM

The Benefits Enrollment page will display, and the FSA tile will be updated with a Status of Changed and reflect the Pay Period Cost for your FSA contribution.

Repeat this process for each FSA you want to elect.
Confirm Your Elections

Check the following items to confirm your Open Enrollment elections:

- **Enrollment Summary**: Total Pay Period Cost
- **Medical tile**: Plan & total dependents enrolled match your coverage selections.
- **FSA tiles**: Plan & pay period cost match your elections

Don’t Forget to Click Submit!

Confirmation Statement

An automated email titled "Your Health Benefits Confirmation Statement – Now Available Online" will be sent overnight from Cardinal. Whether you or your Benefits Administrator made the selections, you will receive this email. Log in to Cardinal to check your confirmation statement for Open Enrollment and verify your elections are correct.
Cardinal Support

Would you like to watch a video tutorial?
Scan the QR code to watch the Cardinal Open Enrollment tutorial video.

Looking for more Open Enrollment information?

Need Step-by-Step Instructions?
Use the ESS_How to Make Open Enrollment Elections job aid.

DHRM/OHB
Misplaced your Employee Spotlight newsletter? Need information on Premiums, Summaries of Benefits and Coverage (SBC), and/or the 2024 Enrollment Form? Visit DHRM's Open Enrollment page for support resources.

Questions about your Benefits?
Contact your agency’s Benefits Administrator.

Technical Issue?
- Page not working in Cardinal?
- Unable to log in?

Submit a help desk ticket by emailing vccc@vita.virginia.gov.
Subject: Cardinal - <brief summary for routing>
Email Contents:
- Detailed information about your about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number