

What is Cardinal HCM?

Cardinal Human Capital Management (HCM) replaces the Benefits Eligibility System (BES) and stores health benefits data for localities participating in The Local Choice (TLC) program. As of April 4, 2022, both Release 1 and 2 localities are live in the Cardinal HCM application! Employees at Release 1 and Release 2 localities can make health benefits changes during Open Enrollment.

How do I Access Cardinal HCM?

The Cardinal Portal connects users to the Cardinal HCM application by leveraging the Virginia Information Technologies Agency's (VITA) cloud-based Identity and Access Management tool, Okta, to authenticate users.

If you are using Cardinal for the first time, you must complete the one-time registration process before logging in. Please reference the **Cardinal Registration Quick Start Guide** for instructions on how to register and log into Cardinal.

How do I Make Open Enrollment Elections in Cardinal HCM?

You may access Cardinal **before** the Open Enrollment period begins by visiting <https://my.cardinal.virginia.gov/> using the [Cardinal Registration Quick Start Guide](#).

Once in Cardinal, validate or update your phone number, email, and home address.

Note: Use the [How to View and Update Personal Data](#) video for support.

1. Beginning **Monday, August 1**, log into Cardinal at <https://my.cardinal.virginia.gov/>
Note: Use the directions in the [Cardinal Registration Quick Start Guide](#) if you are a first-time user.
2. Click on the **Human Capital Management (HCM)** link on the Cardinal Portal page.
3. Click on the **Benefit Details** tile.
4. Once the **Benefit Details** page displays, click the **Benefits Enrollment** list item on the left-hand side of the screen.
5. On the **Benefits Enrollment** page, click the **Start** button.
6. The **Benefits Enrollment** page refreshes with the **Open Enrollment Benefits** displaying.
7. Click the **Review** link within the **Medical** tile to begin the Open Enrollment process.

For more detailed instructions on completing Open Enrollment in Cardinal HCM, please refer to the [How to Make Open Enrollment Elections](#) job aid. Questions? Contact your locality Benefits Administrator.