



Employee Self-Service Job Aid

ESS How to Enter New Hire Elections

ESS How to Enter New Hire Elections Overview

This Job Aid provides step-by-step instructions for new hires to complete their benefits elections through Employee Self-Service (ESS) in Cardinal. It guides users through logging into the Cardinal system, navigating to the Benefits Enrollment pages, reviewing available benefit plan options, and submitting elections. The instructions are designed to support new employees in successfully completing their required benefit enrollment tasks and understanding key features within the ESS interface.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
10/14/2026	Baseline.

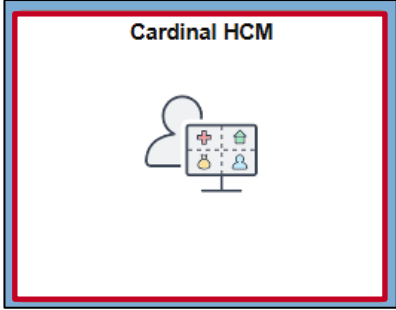
Starting a Benefit Enrollment

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

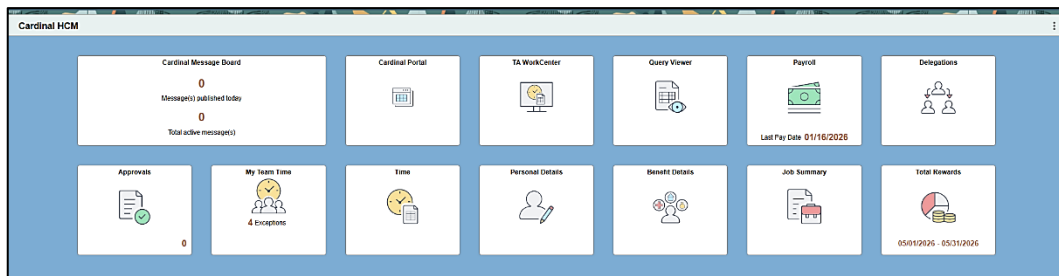
The **Cardinal Homepage** displays.



2.	Enter the Employee Username and Password in the Cardinal Username and Password fields.  Cardinal Username  Password
3.	Click the Sign In button. Sign In

Step	Action
4.	Click the Cardinal HCM tile. 

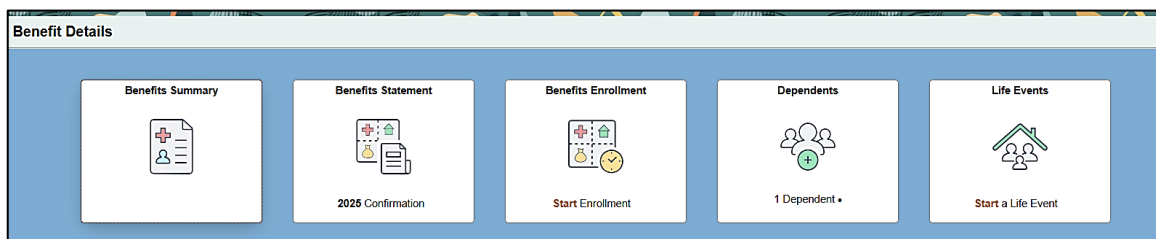
The **Cardinal HCM** Homepage displays.

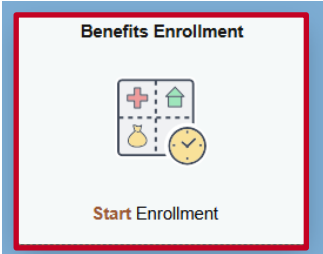


The tiles displayed on the **Cardinal HCM** Homepage for each user will vary based upon individual preferences and security settings.

5.	Click the Benefit Details tile. 
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The **Benefits Details** page displays.



Step	Action
6.	Click the Benefits Enrollment tile. 

The **Benefits Enrollment** page displays.

Benefits Enrollment

Cheese Pizza
 Compliance/Safety Officer IV

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a life event. The information icon provides you with additional information about your enrollment. The Start button next to an event means it is currently open for enrollment. Use the Start button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Your Benefit Events

Event Description ¹	Event Date ¹	Event Status ¹	Job Title ¹
Initial Enrollment i	08/25/2026	Pending Review	Compliance/Safety Officer IV Start



After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a life event. The information icon provides you with additional information about your enrollment. The Start button next to an event means it is currently open for enrollment. Use the Start button to begin your enrollment.



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Enrolling in a Benefit Plan

Step	Action						
1.	Click the Start button. <table><tr><th>Event Status ↑↓</th><th>Job Title ↑↓</th><th></th></tr><tr><td>Pending Review</td><td>Compliance/Safety Officer IV</td><td> Start </td></tr></table>	Event Status ↑↓	Job Title ↑↓		Pending Review	Compliance/Safety Officer IV	Start
Event Status ↑↓	Job Title ↑↓						
Pending Review	Compliance/Safety Officer IV	Start					

The **Enrollment Summary** page displays.

← | Search in Menu

Benefits Enrollment

The Enrollment Overview displays which benefit options are open for edits.
NOTE: You must click the Submit Enrollment button for the elections to be valid.

▼ Enrollment Summary

Your Annual Cost	\$0.00	Full Cost	\$0.00
Status	Pending Review	Employer Cost	\$0.00

[Preview Statement](#)
[Submit](#)

Benefit Plans

[Medical](#) [Flex Spending Medical](#) [Flex Spending Dependent Care](#)

2. Select the benefit plan you would like to enroll in by clicking **Review**.

Benefit Plans

[Medical](#) [Flex Spending Medical](#)

Medical

Current No Coverage
New Waive
Status Pending Review
0 Dependents

Annual Cost \$0.00

[Review](#)

Flex Spending Medical

Current No Coverage
New Waive
Status Pending Review

Annual Cost \$0.00

[Review](#)



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Step	Action																																																																											
	The selected benefit plan page displays. Cancel Medical You have no dependent registered Add/Update Dependent ▼ Enroll in Your Plan The Single Cost showing is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage cost, select the help icon next to each plan option. <table border="1"><thead><tr><th>Plan Name</th><th>Before Tax Cost</th><th>After Tax Cost</th><th>Employer Cost</th><th>Pay Annual Cost</th></tr></thead><tbody><tr><td>Select Waive</td><td></td><td></td><td></td><td>\$0.00</td></tr><tr><td>Select COVA HlthAwrr + Prev Den</td><td></td><td>\$348.00</td><td>\$11772.00</td><td>\$348.00</td></tr><tr><td>Select COVA HlthAwrr + Exp Den&Vis</td><td></td><td>\$864.00</td><td>\$11772.00</td><td>\$864.00</td></tr><tr><td>Select COVA HlthAwrr + Exp Den</td><td></td><td>\$744.00</td><td>\$11772.00</td><td>\$744.00</td></tr><tr><td>Select COVA High Ded Plan + PrevDen</td><td></td><td></td><td>\$11064.00</td><td>\$0.00</td></tr><tr><td>Select COVA High Ded Plan + Exp Den</td><td></td><td>\$396.00</td><td>\$11064.00</td><td>\$396.00</td></tr><tr><td>Select COVA Care + Prev Dental</td><td></td><td>\$1476.00</td><td>\$11676.00</td><td>\$1476.00</td></tr><tr><td>Select COVACr+Prev Den+Out-of-ntwk</td><td></td><td>\$1812.00</td><td>\$11676.00</td><td>\$1812.00</td></tr><tr><td>Select COVA Care + Expanded Dental</td><td></td><td>\$1872.00</td><td>\$11676.00</td><td>\$1872.00</td></tr><tr><td>Select COVA Cr+Exp Den+Out-of-ntwk</td><td></td><td>\$2208.00</td><td>\$11676.00</td><td>\$2208.00</td></tr><tr><td>Select COVA Cr+Exp Den+Vision&Hrng</td><td></td><td>\$2112.00</td><td>\$11676.00</td><td>\$2112.00</td></tr><tr><td>Select COVA+ExDen+Out-of-ntwk+Vs&Hr</td><td></td><td>\$2448.00</td><td>\$11676.00</td><td>\$2448.00</td></tr><tr><td>Select Sentara (Optima)</td><td></td><td>\$1272.00</td><td>\$10848.00</td><td>\$1272.00</td></tr><tr><td>✓ TRICARE</td><td></td><td>\$732.00</td><td></td><td>\$732.00</td></tr></tbody></table> Overview of All Plans	Plan Name	Before Tax Cost	After Tax Cost	Employer Cost	Pay Annual Cost	Select Waive				\$0.00	Select COVA HlthAwrr + Prev Den		\$348.00	\$11772.00	\$348.00	Select COVA HlthAwrr + Exp Den&Vis		\$864.00	\$11772.00	\$864.00	Select COVA HlthAwrr + Exp Den		\$744.00	\$11772.00	\$744.00	Select COVA High Ded Plan + PrevDen			\$11064.00	\$0.00	Select COVA High Ded Plan + Exp Den		\$396.00	\$11064.00	\$396.00	Select COVA Care + Prev Dental		\$1476.00	\$11676.00	\$1476.00	Select COVACr+Prev Den+Out-of-ntwk		\$1812.00	\$11676.00	\$1812.00	Select COVA Care + Expanded Dental		\$1872.00	\$11676.00	\$1872.00	Select COVA Cr+Exp Den+Out-of-ntwk		\$2208.00	\$11676.00	\$2208.00	Select COVA Cr+Exp Den+Vision&Hrng		\$2112.00	\$11676.00	\$2112.00	Select COVA+ExDen+Out-of-ntwk+Vs&Hr		\$2448.00	\$11676.00	\$2448.00	Select Sentara (Optima)		\$1272.00	\$10848.00	\$1272.00	✓ TRICARE		\$732.00		\$732.00
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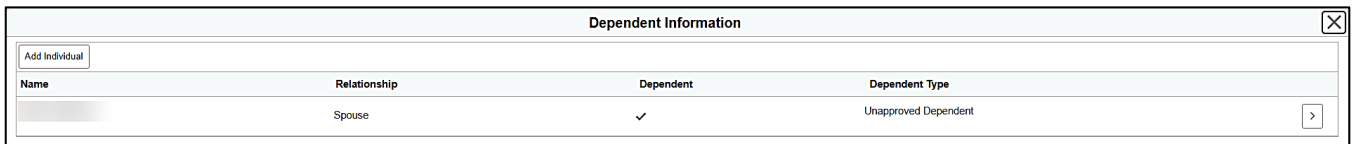


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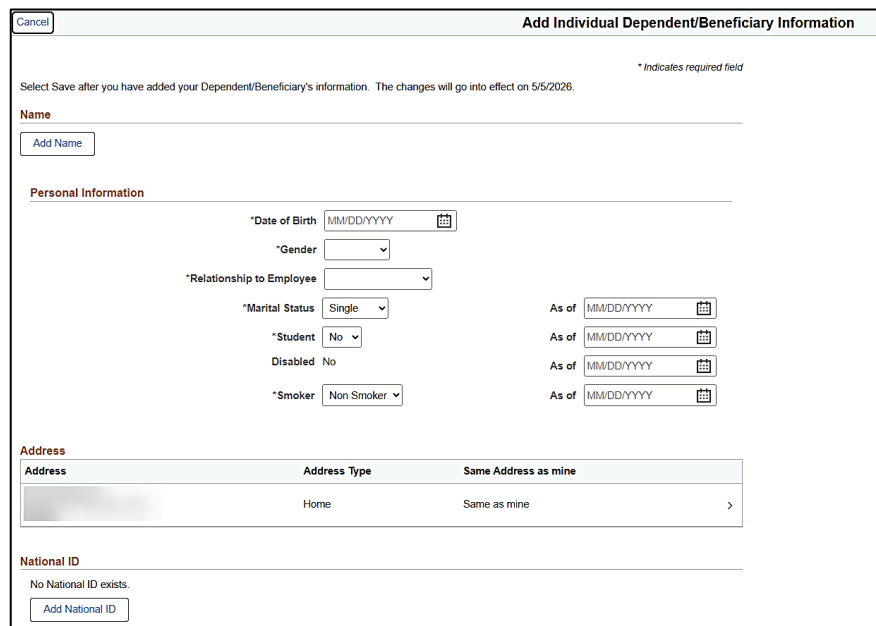
Step	Action
3.	If you need to add a dependent to your health plan coverage, click the Add Dependent button. If you are not adding a dependent, skip to Step 20 to continue with enrollment. Add/Update Dependent
	Only add dependents that will be covered under your health plan. Do not add any beneficiaries into Cardinal. Beneficiaries (for life insurance or retirement) are not tracked in Cardinal. See your Agency Benefits Administrator for any additional questions related to beneficiaries.

The **Dependent Information** page displays.



4.	Click the Add Individual button to add a dependent to your Employee Record. Add Individual
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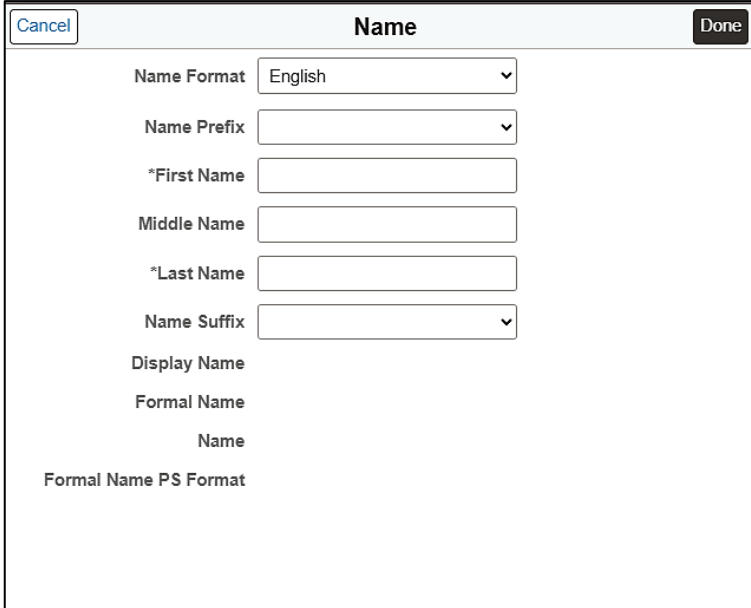
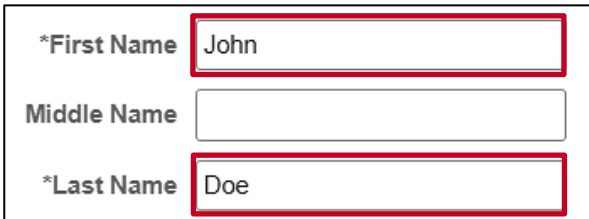
The **Individual Dependent Information** page displays.





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Step	Action
5.	Click the Add Name button. 
The Name page displays in a pop-up window. 	
6.	At a minimum, enter the dependent's first and last name in the corresponding fields. The Name Prefix, Middle Name, and Name Suffix fields are optional but should be entered as applicable. Note: Do not use accent marks or special characters in the name fields. These are not recognized and can cause errors when uploading to the Health Benefits Vendor. 
7.	Click the Done button. 

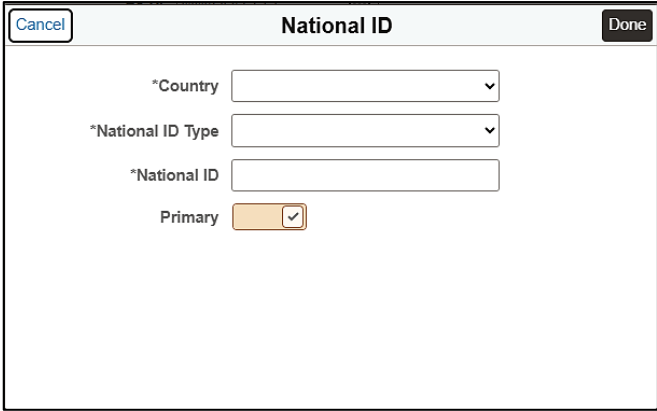
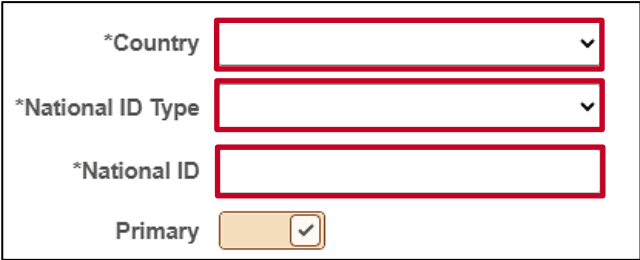


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ESS How to Enter New Hire Elections

Step	Action
	The Individual Dependent Information page redispays with the name populated. Name John Doe > Personal Information *Date of Birth MM/DD/YYYY *Gender *Relationship to Employee *Marital Status Single MM/DD/YYYY *Student No MM/DD/YYYY Disabled No MM/DD/YYYY *Smoker Non Smoker MM/DD/YYYY
8.	Enter your dependent's date of birth in the Date of Birth field or select the appropriate date of birth using the Date of Birth Calendar icon. *Date of Birth 01/13/2026
9.	Select your dependent's gender using the Gender dropdown button. *Gender Male
10.	Select your dependent's relationship to you using the Relationship to Employee dropdown button. *Relationship to Employee Child
11.	Update your dependent's marital status using the Marital Status dropdown button as needed (defaults to "Single"). *Marital Status Single

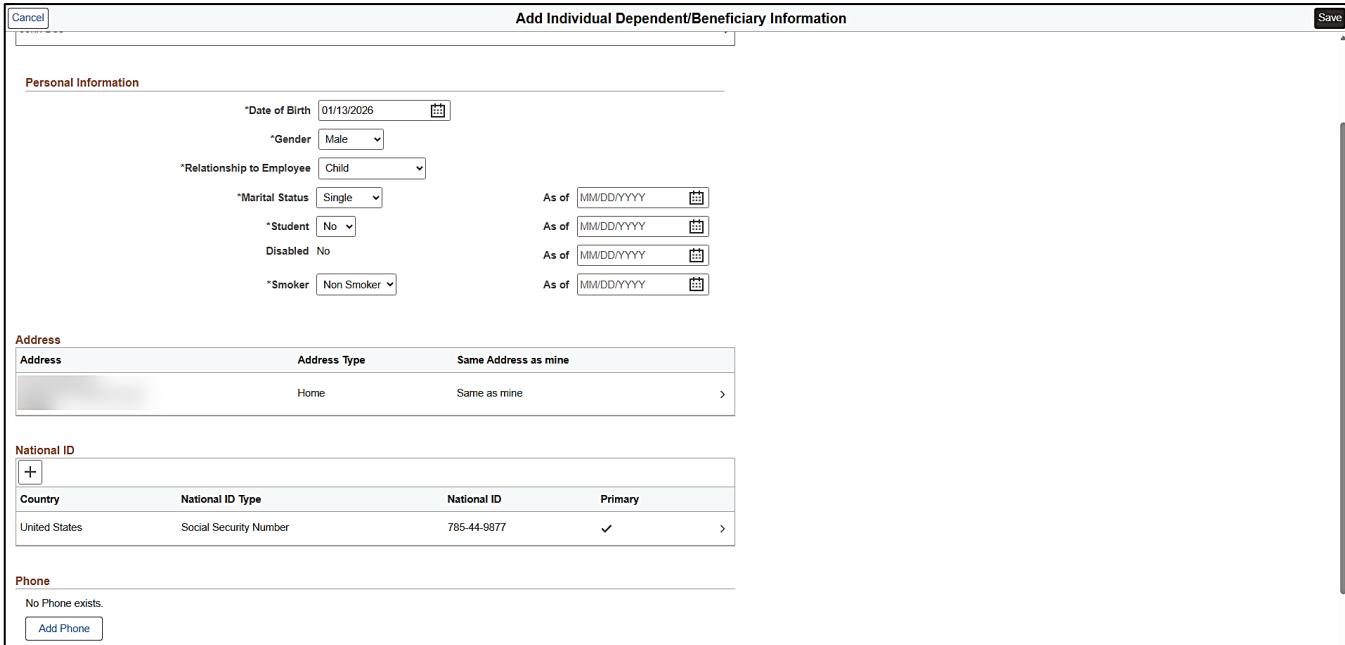
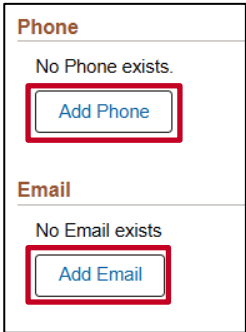
Step	Action						
	The Student field defaults to “No”. There is no requirement to update this field as the Student field is not tracked in Cardinal nor transmitted to the Health Benefits Vendor. *Student No ▾ The Disabled field defaults to “No”. Do not change this value. Note: If your dependent is “Disabled”, you must provide proof of disability to your Agency Benefits Administrator outside of Cardinal. Disabled No The Smoker field defaults to “Non Smoker”. Do not update this field as Cardinal does not track nor transmit smoker status to the Health Benefits Vendor. *Smoker Non Smoker ▾						
12.	If your dependent has the same address as you do, verify that the Address section is set to “Same as mine”. Address <table><tr><th>Address</th><th>Address Type</th><th>Same Address as mine</th></tr><tr><td></td><td>Home</td><td>Same as mine ></td></tr></table>	Address	Address Type	Same Address as mine		Home	Same as mine >
Address	Address Type	Same Address as mine					
	Home	Same as mine >					
	If your dependent has a different address than you, click on the address row and edit the dependent’s address information accordingly.						
13.	Click the Add National ID button within the National ID section. Add National ID						

Step	Action
	The National ID page displays in a pop-up window. 
14.	Complete the Country, National ID Type, and National ID (SSN) fields for the dependent. 
	If you don't have an SSN for your dependent, the record will save without a National ID entered. However, your Agency Benefits Administrator will reach out to obtain the SSN in the future.
	"No" can only be selected for the Primary toggle field if there is more than one type of National ID listed for the dependent (e.g., dual citizenship).
15.	Click the Done button. 



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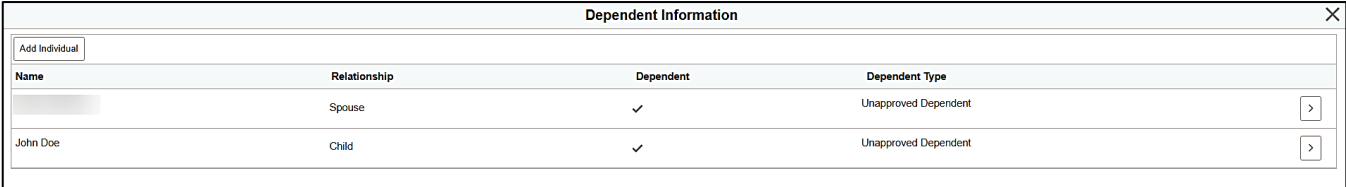
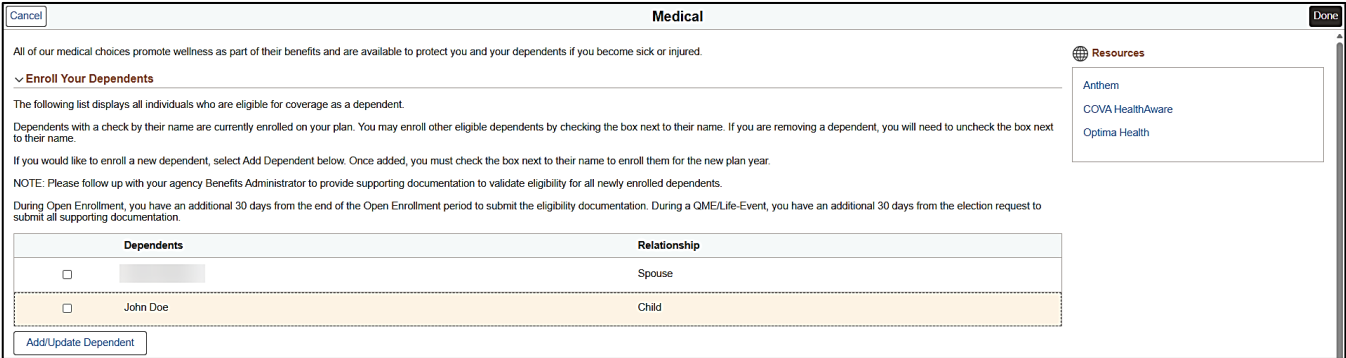
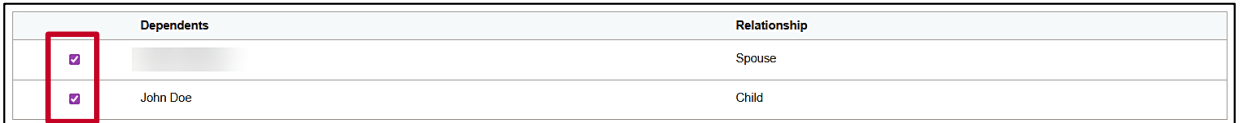
ESS How to Enter New Hire Elections

Step	Action
	The Individual Dependent Information page redisplay. 
16.	Optionally add phone or email information for the dependent using the Add Phone and Add Email buttons, respectively. These are not required for dependents. 
17.	Click the Save button in the top right-hand corner of the page. 



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ESS How to Enter New Hire Elections

Step	Action
	The Dependent Information page returns. 
18.	Repeat Steps 3 - 17 as required until all dependents are added.
	When adding dependents to coverage, supporting documentation is required that provides proof of eligibility. Do not miss your New Hire Enrollment deadline. If you do not have the documentation, you can still submit your election request. The eligibility documents can be submitted later. Supporting documentation must be submitted within 30 days of the Hire Event Date. See your Agency Benefits Administrator for more information.
19.	After all dependents are added, click the Close (X) icon in the upper right-hand corner of the page. 
	The Medical page redisplay. 
20.	Within the Enroll Your Dependents section, select the Enroll checkbox option for each dependent you want covered. 
	As you select dependents, the coverage costs below will update accordingly.



Employee Self-Service Job Aid

ESS How to Enter New Hire Elections

Step	Action
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The **Medical** page refreshes.

Cancel **Medical** Done

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured.

Enroll Your Dependents

The following list displays all individuals who are eligible for coverage as a dependent.

Dependents with a check by their name are currently enrolled on your plan. You may enroll other eligible dependents by checking the box next to their name. If you are removing a dependent, you will need to uncheck the box next to their name.

If you would like to enroll a new dependent, select Add Dependent below. Once added, you must check the box next to their name to enroll them for the new plan year.

NOTE: Please follow up with your agency Benefits Administrator to provide supporting documentation to validate eligibility for all newly enrolled dependents.

During Open Enrollment, you have an additional 30 days from the end of the Open Enrollment period to submit the eligibility documentation. During a QME/Life-Event, you have an additional 30 days from the election request to submit all supporting documentation.

Dependents	Relationship
☒	Spouse
☒ John Doe	Child

Add/Update Dependent

Enroll in Your Plan

The Family Cost showing is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage cost, select the help icon next to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Employer Cost	Pay Annual Cost
Select Waive				\$0.00

21. Within the **Enroll in Your Plan** section, select the Health Plan you wish to enroll in by clicking the corresponding **Select** button.

	Plan Name		Before Tax Cost	After Tax Cost	Employer Cost	Pay Annual Cost
Select	Waive					\$0.00
Select	COVA HlthAwr + Prev Den	i	\$840.00		\$26580.00	\$840.00
Select	COVA HlthAwr + Exp Den&Vis	i	\$2232.00		\$26580.00	\$2232.00
Select	COVA HlthAwr + Exp Den	i	\$1896.00		\$26580.00	\$1896.00
Select	COVA High Ded Plan + PrevDen	i			\$23976.00	\$0.00
Select	COVA High Ded Plan + Exp Den	i	\$1056.00		\$23976.00	\$1056.00
Select	COVA Care + Prev Dental	i	\$4080.00		\$26148.00	\$4080.00
Select	COVACr+Prev Den+Out-of-ntwk	i	\$4824.00		\$26148.00	\$4824.00
Select	COVA Care + Expanded Dental	i	\$5136.00		\$26148.00	\$5136.00
Select	COVA Cr+Exp Den+Out-of-ntwk	i	\$5880.00		\$26148.00	\$5880.00
✓	COVA Cr+Exp Den+Vision&Hrng	i	\$5784.00		\$26148.00	\$5784.00
Select	COVA+ExDen+Out-of-ntwk+Vs&Hr	i	\$6528.00		\$26148.00	\$6528.00
Select	Sentara (Optima)	i	\$3672.00		\$25500.00	\$3672.00

Overview of All Plans

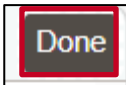
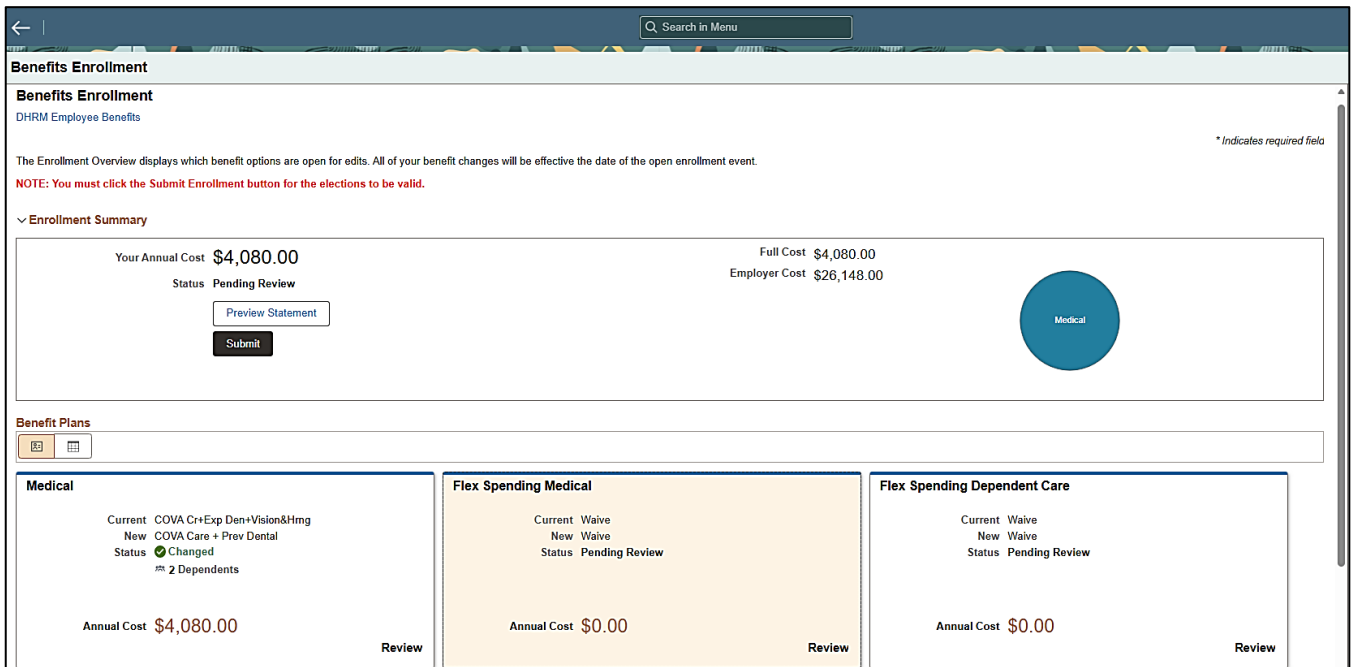
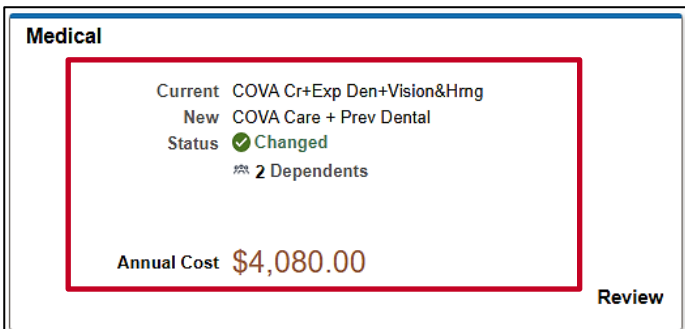


Optionally click the blue **Information** icon for any of the plans to view additional information. There are also links in the **Resources** section of the page that can be used to view additional information.



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Step	Action						
	The Medical page refreshes and a checkmark displays for the selected plan. <table><tr><td>✓</td><td>COVA Care + Prev Dental</td><td>i</td><td>\$4080.00</td><td>\$26148.00</td><td>\$4080.00</td></tr></table>	✓	COVA Care + Prev Dental	i	\$4080.00	\$26148.00	\$4080.00
✓	COVA Care + Prev Dental	i	\$4080.00	\$26148.00	\$4080.00		
22.	Click the Done button in the upper right-hand corner of the page. 						
	The Benefits Enrollment page returns. 						
23.	Review the updated information in the Medical tile. 						



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Step	Action
	The Medical tile now displays the coverage selected in the New field and the number of dependents enrolled along with the Annual Cost for the new plan year. Additionally, the Medical tile now has a Status of "Changed".
24.	Click the Flex Spending Medical tile. Flex Spending Medical Current Waive New Waive Status Pending Review Annual Cost \$0.00 Review
The Flex Spending Medical page displays. Cancel Flex Spending Medical Done The Health Care Spending Account allows you to use pre-tax dollars to pay for eligible health care expenses. If you selected a Flex Spending Medical Plan, you must elect the Flex Spending Admin Fee. Resources Payflex Enroll in Your Plan Important! Your annual pledge for the year 2025 is \$0 as you have not enrolled for the Flex Spending Medical plan. You will have no contribution with this plan if you do not make a choice. Plan Name Waive Select Medical Flex Spending Account	
25.	Click the Select button to elect the Flex Spending Medical plan. Plan Name Waive Select Medical Flex Spending Account



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Step	Action
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The **Flex Spending Medical** page refreshes.

Cancel

Flex Spending Medical

The Health Care Spending Account allows you to use pre-tax dollars to pay for eligible health care expenses. If you selected a Flex Spending Medical Plan, you must elect the Flex Spending Admin Fee.

▼ **Enroll in Your Plan**

Important! Your annual pledge for the year 2025 is \$0 as you have not enrolled for the Flex Spending Medical plan. You will have no contribution with this plan if you do not make a choice.

Plan Name

Select

Waive

✓ Medical Flex Spending Account ⓘ

▼ **Contribution Amount**

You may enter your total elected annual pledge amount which will be divided and deducted on a per pay period basis. By enrolling in the plan you are certifying that you meet all qualifications to contribute your elected amount and that you are responsible for any penalties incurred based on illegal or excess contributions.
You may select the Flexible Spending Account Worksheet to help calculate your annual pledge for this plan year.

Employee Annual Pledge

Minimum Employee Pledge \$1.00
Maximum Employee Pledge \$3,300.00
Annual pledge amount for all Flexible Spending Accounts must not exceed \$8,300.00.

26. Enter the applicable amount in the **Employee Annual Pledge** field. The amount entered must be the amount you want to come out of your pay for the entire plan year. Enter the amount as a dollar amount without any currency symbols.

Employee Annual Pledge

27. Click the **Done** button in the upper right-hand corner of the page.

Done

The **Benefits Enrollment** page redisplay.

Benefits Enrollment

DHRM Employee Benefits

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.
NOTE: You must click the Submit Enrollment button for the elections to be valid.

▼ **Enrollment Summary**

Your Annual Cost **\$5,105.20**

Status Pending Review

Preview Statement

Submit

Full Cost \$5,105.20

Employer Cost \$26,148.00

FSA Fee

Medical

Benefit Plans

Medical

Current COVA Cr+Exp Den+Vision&Hmg
New COVA Care + Prev Dental
Status Changed
2 Dependents

Annual Cost **\$4,080.00**

Review

Flex Spending Medical

Current Waive
New Medical Flex Spending Account \$1,000
Status Changed

Annual Cost **\$1,000.00**

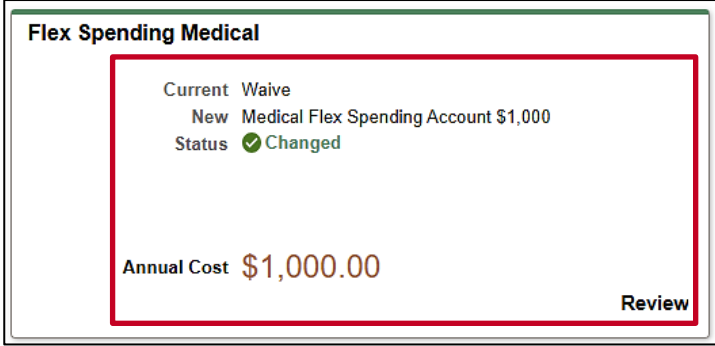
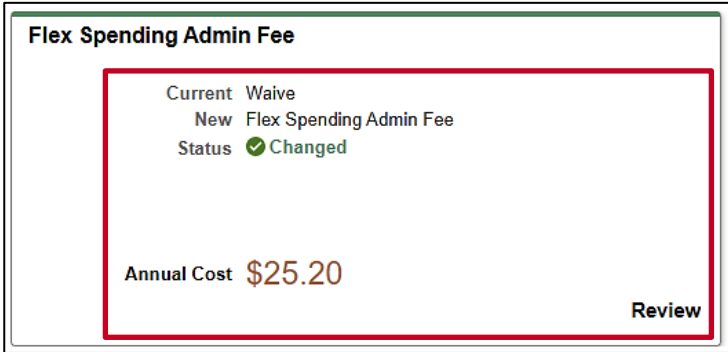
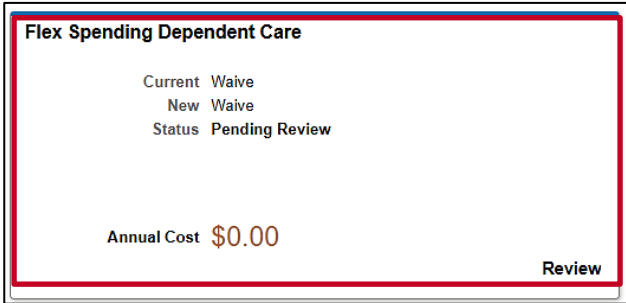
Review

Flex Spending Dependent Care

Current Waive
New Waive
Status Pending Review

Annual Cost **\$0.00**

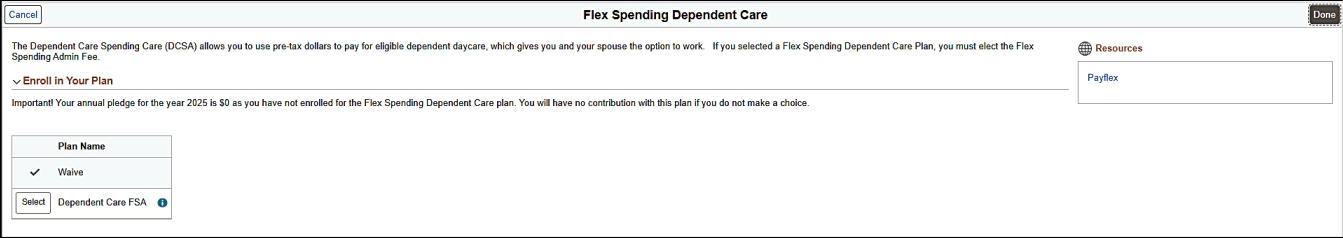
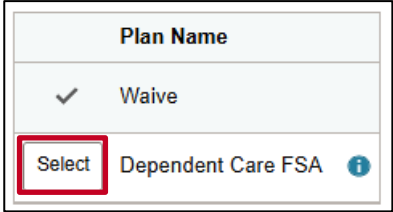
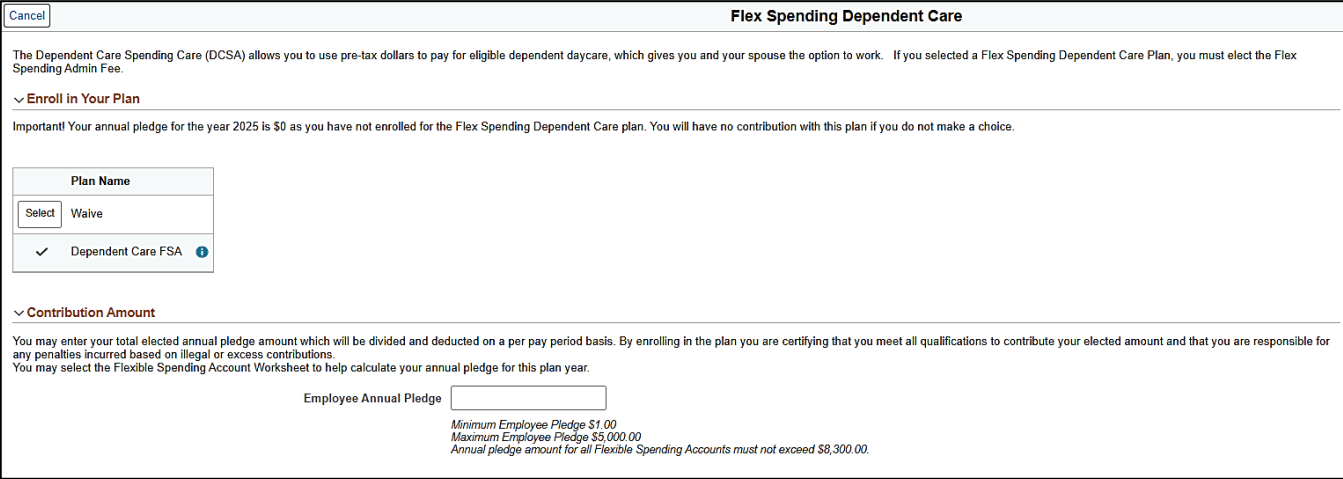
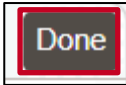
Review

Step	Action
28.	Review the updated information in the Flex Spending Medical tile. 
	The Flex Spending Medical tile now displays the plan as selected in the New field along with the Annual Cost for the new plan year. Additionally, the Flex Spending Medical tile now has a Status of “Changed”.
29.	Review the Flex Spending Admin Fee tile. Once either a Flex Spending Medical or Flex Spending Dependent Care plan is enrolled in, the system automatically enrolls you in the Flex Spending Admin Fee and this cannot be updated. If you are not enrolling in a Flex Spending Dependent Care plan, skip to Step 34. 
30.	Click the Flex Spending Dependent Care tile. 



Employee Self-Service Job Aid

ESS How to Enter New Hire Elections

Step	Action
	The Flex Spending Dependent Care page displays. 
31.	Click the Select button to elect the Flex Spending Dependent Care plan. 
	The Flex Spending Dependent Care page refreshes. 
32.	Enter the applicable 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. 
33.	Click the Done button in the upper right-hand corner of the page. 



Employee Self-Service Job Aid

ESS How to Enter New Hire Elections

Step	Action
------	--------

The **Benefits Enrollment** page redisplay.

Benefits Enrollment

DHRM Employee Benefits

* Indicates required field

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

NOTE: You must click the **Submit Enrollment** button for the elections to be valid.

▼ Enrollment Summary

Your Annual Cost **\$8,605.20**

Status **Pending Review**

Full Cost **\$8,605.20**

Employer Cost **\$26,148.00**

[Preview Statement](#)

Submit

Benefit Plans

Medical

Current COVA Cr+Exp Den+Vision&Hmg
New COVA Care + Prev Dental
Status **Changed**
2 Dependents

Annual Cost **\$4,080.00**

Review

Flex Spending Medical

Current Waive
New Medical Flex Spending Account \$1,000
Status **Changed**

Annual Cost **\$1,000.00**

Review

Flex Spending Dependent Care

Current Waive
New Dependent Care FSA \$3,500
Status **Changed**

Annual Cost **\$3,500.00**

Review

34. Review your elections and then click the **Submit** button.

[Preview Statement](#)

Submit



This step **must** be performed to submit your open enrollment elections.

A **Benefits Alerts** message displays in a pop-up window.

Benefits Alerts

[Done](#) [View](#)

Instructions

Your benefit choices have been successfully submitted to the Benefits Department.

Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary

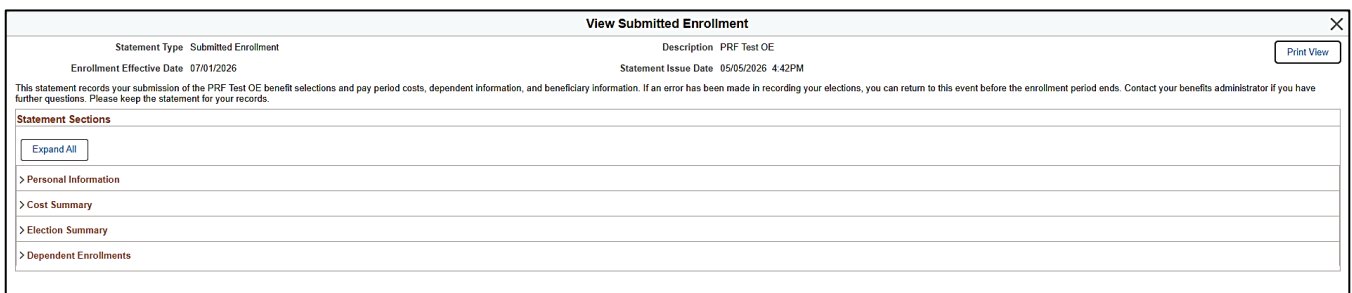


Employee Self-Service Job Aid

ESS How to Enter New Hire Elections

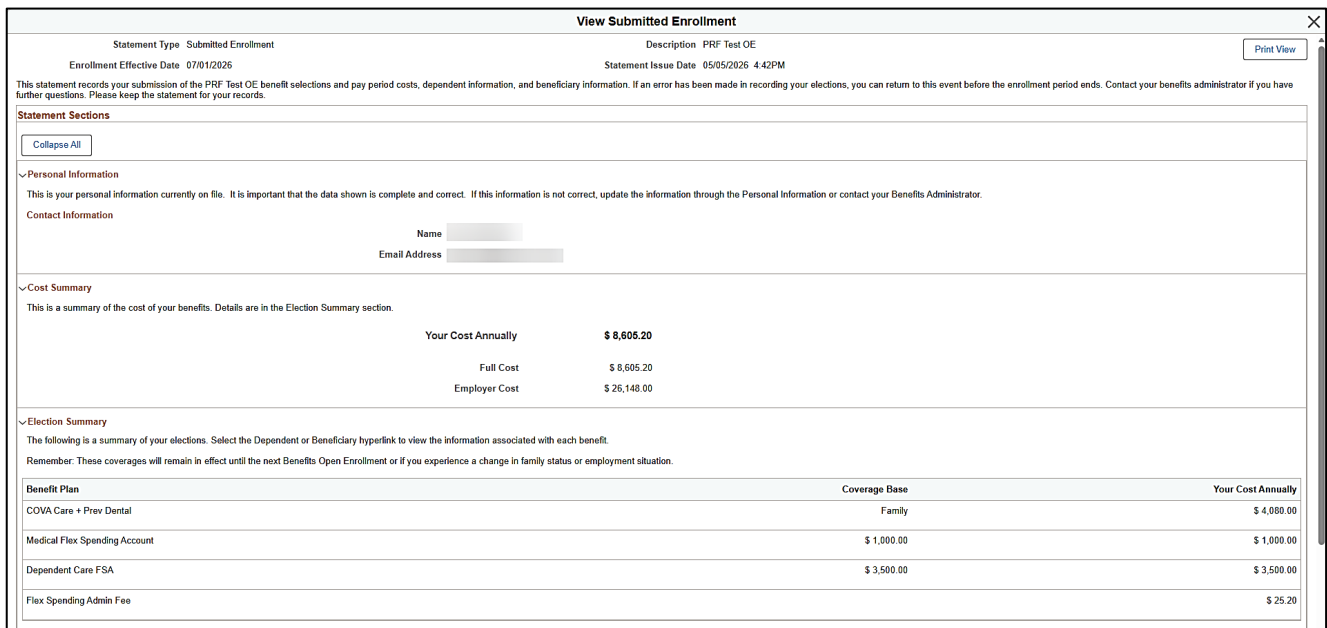
Step	Action
35.	Click the View button to review your Election Preview Statement. 
	If you don't want to review your Election Preview Statement, click the Done button to complete the enrollment process.

The **View Submitted Enrollment** page displays.



36.	Click the Expand All button. 
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The page refreshes and the detailed information displays.



Benefit Plan	Coverage Base	Your Cost Annually
COVA Care + Prev Dental	Family	\$ 4,080.00
Medical Flex Spending Account	\$ 1,000.00	\$ 1,000.00
Dependent Care FSA	\$ 3,500.00	\$ 3,500.00
Flex Spending Admin Fee		\$ 25.20

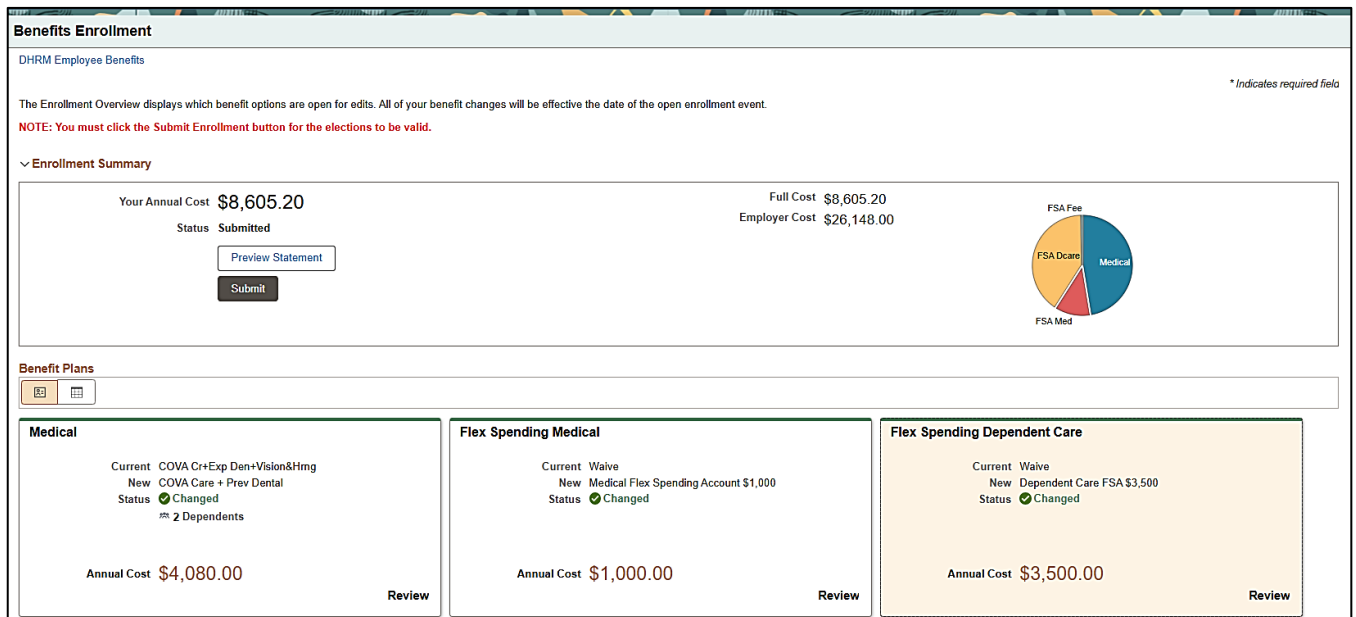


Employee Self-Service Job Aid

ESS How to Enter New Hire Elections

Step	Action
37.	Review the enrollment information as needed. Optionally, click the Print View button to open the Election Preview Statement in a new browser tab as a printable PDF. 
38.	Once complete, click the Close (X) icon to return to the Benefit Details page. 

The **Benefits Enrollment** page redisplay.



Benefits Enrollment

DHRM Employee Benefits

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

NOTE: You must click the **Submit Enrollment** button for the elections to be valid.

Enrollment Summary

Your Annual Cost **\$8,605.20**
 Status **Submitted**
[Preview Statement](#)
[Submit](#)

Full Cost **\$8,605.20**
 Employer Cost **\$26,148.00**

Benefit Plans

Medical	Flex Spending Medical	Flex Spending Dependent Care
Current COVA Cr+Exp Den+Vision&Hmg New COVA Care + Prev Dental Status Changed 2 Dependents Annual Cost \$4,080.00 Review	Current Waive New Medical Flex Spending Account \$1,000 Status Changed Annual Cost \$1,000.00 Review	Current Waive New Dependent Care FSA \$3,500 Status Changed Annual Cost \$3,500.00 Review



The **Event Status** now displays as “Submitted”. If you added a dependent during the enrollment process, you must now submit the supporting documentation to your Agency Benefits Administrator for the coverage to be transmitted to the Health Benefits Vendor. Supporting documentation must be submitted within 30 days of the Hire Enrollment Event Date.

Congratulations! You have completed the benefit enrollment process for Hire Enrollment. You will receive an email with your new hire enrollment confirmation statement.