

Step by Step Enrollment Instructions for Open Enrollment 2024

October 1, 2023 – October 27, 2023

You have until 4:30pm on October 27, 2023, to make any changes through Employee Direct Access (EDA) to your benefit elections.

Step 1:

- Go to the employee portal at <https://employees.henrico.us/>.
- Choose your employee group.
- Log into the HRMS system using the links on the right of the screen.

If you don't know your login or password:

- General Government employees contact 501-4357.
- Schools employees should email edareset@henrico.k12.va.us.

- Once logged in, select "Employee Direct Access" (EDA) under the Main Menu in the left-hand column.
- Click the "My Benefits" icon within EDA.

Step 2:

- In "My Benefits," review your list of "Dependents and Contacts."
- Add new dependents if needed.
- **Enter today's date only. Do not enter past or future dates.**
- Provide social security numbers and birthdates for covered dependents.
- Click "Apply" to save changes.

Step 3:

- Proceed to "Select Program."
- Choose "G_County of Henrico Core" (General Government) or "S_County of Henrico Core" (Schools) under "Select Program Name."
- Review your current coverage and dependents in the "Benefit Selections" table under the "Current Benefits" tab.

Step 4:

- On the "Update Benefits: Update Your Benefits" screen:
 - For FSA, select the desired boxes and enter the deduction amount for 2024 or waive if not enrolling.
 - For healthcare and dental, make changes if necessary.
 - For STIP, make changes if applicable (not available for VRS Hybrid Plan employees).

Step 5:

- Click "Next" at the top or bottom right of the screen.

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Step 6:

- On the "Update Benefits: Cover Dependents" screen, check the "Cover" box for family members you want to include.

Step 7:

- If everything looks correct, choose a Print Confirmation option to save a PDF or webpage for your records.

Step 8:

- After printing or saving the record, click "DONE" in the upper or lower right-hand corner of the page.

Step 9:

- Return to "Your Benefit Enrollment" and click "Log out" in the top right corner.

Important Notes:

- Print or save your Confirmation Statement as proof of your 2024 benefits enrollment.
- Flexible Spending Accounts (FSA) must be re-elected each year.
- Health care and dental elections continue unless changed.
- Short Term Income Protection (STIP) elections continue unless changed.
- If enrolling in the HDHP HSA health plan, you can't enroll in the Health Care FSA

For HDHP with HSA plan enrollees:

If you are electing HDHP with HSA for the first time:

- Return to your HOME page, click on EDA, and then click on My Benefits.
- Select Henrico Savings Account, click NEXT, and update your contribution amount.
- You can change your HSA amount throughout the year by logging into EDA.

If you currently have the HDHP plan and contribute to your HSA:

- Wait until on or after December 16, 2023, to make changes to your 2024 HSA contribution.
- Changes made before this date will take effect in the next pay period (unless you are a new enrollee).