

Open Enrollment 2027 Step-by-Step Instructions

Open Enrollment runs from October 3, 2026, through October 30, 2026. You must submit any benefit changes in Employee Direct Access (EDA) by 4:30PM on October 30, 2026.

Step 1: Log In to the Employee Portal

- Go to the employee website at employees.henrico.gov
- Scroll to the bottom of the page.
- Under Contact HR, select the HRMS login link for your location: HRMS (Work) or HRMS (Home).
- If you do not know your username or password:
 - General Government employees call 804-501-4357.
 - Schools employees email edareset@henrico.k12.va.us.
- After logging in, choose "Employee Direct Access (EDA)" from the left-hand menu.
- Select the "My Benefits" icon.
 - If you do not see the "My Benefits" icon, navigate to the left side of the screen and select the menu button (the icon with three horizontal lines, sometimes called the "hamburger" menu). Then choose **Employee Direct Access** and select **My Benefits**.

Step 2: Review and Update Your Dependents

- In the "My Benefits" section, review your "Dependents and Contacts."
- Add any new dependents as needed.
- **Enter only today's date when adding dependents.** Do not enter past or future dates.
- Provide Social Security numbers and birthdates for dependents who will be covered.
- Select "Apply" to save your changes.

- **If existing dependent information needs to be updated, do not add a new dependent.** Instead, contact the Benefits Office at 804-501-7371 (General Government employees) or 804-652-3624 (Schools employees).

Step 3: Select Your Program

- Choose "Select Program."
- Select your program based on your employment area:
 - G_County of Henrico Core (General Government)
 - S_County of Henrico Core (Schools)
- Review your current benefits and dependents in the "Benefit Selections" table under the "Current Benefits" tab.
- To update your benefits, choose the "Update Benefits" button on the top right corner of the "Your Benefits Enrollments" screen.

Step 4: Update Your Benefits

- On the "Update Benefits: Update Your Benefits" screen:
 - For Flexible Spending Accounts (FSA), choose the appropriate box and enter your 2027 deduction amount or select "Waive."
 - Update your healthcare or dental selections if needed.
 - Update Short Term Income Protection (STIP) elections if applicable. Updates to STIP are not available for VRS Hybrid Plan employees.

Step 5: Continue to the Next Screen

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

Step 6: Select Covered Dependents

- On the "Cover Dependents" screen, check the "Cover" box next to each dependent you want to cover effective January 1, 2027.

Step 7: Save Your Confirmation

- **IMPORTANT:** PRINT or SAVE your confirmation statement for your records. Click on the "TIP" button for detailed instructions.

Step 8: Finish Enrollment

- After saving your confirmation, select "DONE" at the top or bottom right of the page.

Step 9: Log Out of the System

- Return to "Your Benefit Enrollment" and choose "Log Out" from the top-right corner.

Important Notes

- Print or save your Confirmation Statement as proof of your 2027 benefits enrollment.
- Flexible Spending Accounts (FSA) must be re-elected every year.
- Healthcare and dental elections continue unless you change them.
- Short Term Income Protection (STIP) elections continue unless changed.
- If enrolling in the HDHP with HSA plan, you cannot enroll in the Health Care FSA.

HDHP with HSA – Additional Instructions

- **If you are enrolling in HDHP with HSA for the first time:**
 - Return to your HOME page, select EDA, then choose "My Benefits."
 - Select "Henrico Savings Account," choose "Next," and enter your contribution amount.
 - You may change your HSA contribution at any time during the year through EDA.
- **If you already have the HDHP plan and contribute to your HSA:**
 - If you wish to keep your 2027 HSA Annual Election the same as your 2026 HSA Annual Election, no action is required. There will be no change to your deduction/contribution amount in 2027.
 - Return to EDA on or after December 26, 2026, to make any changes to your contribution amount. Changes made before this date will apply to the next pay period unless you are a new enrollee.