Users who receive a registration invitation email: Pages 1 - 3		
Step 1:	Registration Invitation Email	SecurePass requires you to register an account and DHRM sends to group contacts a registration invitation email. The invitation token is valid for 30 days. BES must be updated if you are a group contact and do not receive the email. The email is generally sent 24-48 hours after BES is updated. State users update BES with PSB100; TLC users submit a Group Data Change Form. Use the link in the email to go to SecurePass. The URL is: <u>https://hurman.dhrm.virginia.gov</u>
Step 2:	Welcome to SecurePass Please log in or register User Name: Login Register Complete Registration	Skip User Name, Click 'Complete Registration'.
Step 3:	Enter Registration Code Registration Code: Date of Birth: Continue Cancel	Enter the code from the registration invitation email and your date of birth as MM/DD/YYYY. Then, click 'Continue'. If you copy the code, be sure to capture only the characters – no extra space at the beginning or end.
Step 4:	Create User Name Enter a User Name. A good User Name is at least 8 characters in length and cannot be easily guessed by someone else. User Name: Continue Continue	Create a User Name. The User Name must be at least 8 characters that is easy for you to remember and not easily guessed by someone else. Then, click "Continue'. You will need this user name each time you login to SecurePass.

Helpful Information about using SecurePass If you have difficulty with SecurePass, contact support@dhrm.virginia.gov for assistance.

Users wh	no receive a registration invitation email: Pages	:1-3
Step 5:	Security Questions Question 1: * Question 2: * Answer: Question 3: * Answer: Question 3: * Answer: must self: a guestion from each question group and enter an answer for each. must self: a guestion from each question group and enter an answer for each. The answer: the answer: can be the same. Continue	Select and answer 3 security questions. Answers must be at least 8 characters long and no two answers can be the same. When finished, click 'Continue'.
Step 6:	State A Possand Reage of Case & Schwardy Phases Stage Case of the Angle of the Angl	Select a personal image on the left of the page and enter a security phrase in the box on the right of the page. The security phrase must be at least 25 characters long and contain several words. Next, click 'Continue'.
Step 7:	Choose a Password Password Rules: 1. Your password must be at least 9 characters long. 2. You must use at least three out of the following: a. Upper case letter b. Lower lower case letter c. Number (0-9) d. Special or punctuation character (1,0,≠,%,*, etc.) Passwords CANNOT contain: a. Two consoceutive spaces. b. Any whitespace character other than a space. New Password: Submit Cancel 	Create a password using the password rules. The password must be at least 9 characters long, easy for you to remember and not easily guessed by someone else. You will need this password each time you login to SecurePass.
Step 8:	SecurePass Alert Registration is complete. You may log in with your SecurePass credentials. Ok	Click 'Ok'.
Step 9:	Welcome to SecurePass Please log in or register User Name: Login Register Complete Registration	Enter your User Name. Then, click 'Login'.

Users wh	o receive a registration invitation email: Pages	s 1 - 3
Step 10:	Authenticate Image: Second S	Check the box to verify your personal image and security phrase. Enter your password. Read the acknowledgement and check the box when finished. Then, click 'Login'.
Step 11:	SecurePass General User Applications HealthBenefitsDirect Welcome to SecurePass 9/1/2014 This system is for the exclusive use of authorized personnel.	Notice the left navigation menu. Click 'Applications' and the desired application – 'HealthBenefitsDirect'. Wait for the application to load. If you do not see 'Applications' or a desired application is missing, expand 'General User', click 'Register for Application Access' and then, go to Step 12.
Step 12:	Register for Application Access Application: HealthBenefitsDirect Environment: HealthBenefitsDirect-Production Role: Any Justification:	Find Application and select 'HealthBenefitsDirect'. Skip Justification. Find Data Access and select 'Any'. Then, click 'Submit'.
Step 13:	SecurePass Application Data Access Your request was submitted. You will receive a response by email. If you have requested all the data access you need, click the Done button. To request more data access, click the Add button. Done Add	Click 'Done' and wait for an email approving access. This generally happens on the same day, but may take up to two business days.
Step 14:	Access Approval Email	When you are approved, return to SecurePass and login with your User Name and Password. Then, repeat Steps 9-11.

Registere	ed Users who forgot their SecurePass User Name	and/or Password: Pages 4 - 7
Step 1:	Welcome to SecurePass Please log in or register	Skip User Name.
	User Name: Login	Click 'Register'.
	Register Complete Registration	
Step 2:	Enter Your Social Security Number	Enter your SSN twice.
	SSN:* Confirm SSN:* Submit Cancel	Then, click 'Submit'.
Step 3:	Enter Your Date of Birth	Enter your date of birth as MM/DD/YYYY.
	Date of Birthx* Submit Cancel	Then, click 'Submit'.
Step 4:	Confirm User Details Name: TESTOR, TESTY T Agency: Department of Human Resource Management Agency Address 101 N 14TH ST FL 13 JAMES MONROE BLDG RICHMOND, VA 23219 eMail: testy Jostor Odfurn, Virginia.gov Contact your HR representative if your user details are not correct. Ok Cancel	Click 'Ok' to confirm your user details.
Step 5:	SecurePass Alert Your registration request is approved. To complete your registration, follow the instructions sent to your email address. Ok	Click 'Ok' and wait for the email with instructions to complete the registration.
Step 6:	Registration Approval Email	When you receive the email, return to SecurePass.
		The URL is: <u>https://hurman.dhrm.virginia.gov</u>

Registere	ed Users who forgot their SecurePass User Name	and/or Password: Pages 4 - 7
Step 7:	Enter Registration Code Registration Code: Date of Birth: Continue Cancel	Enter the code from the email and your date of birth as MM/DD/YYYY. Then, click 'Continue'. If you copy the code, be sure to capture only the characters – no extra space at the beginning or end.
Step 8:	Create User Name	Create a User Name.
	Enter a User Name. A good User Name is at least 8 characters in length and cannot be easily guessed by someone else. User Name: Continue	The User Name must be at least 8 characters that is easy for you to remember and not easily guessed by someone else. Then, click "Continue'.
		You will need this user name each time you login to SecurePass.
Step 9:	Security Questions Question 1: *	Select and answer 3 security questions. Answers must be at least 8 characters long and no two answers can be the same. When finished, click 'Continue'.
	Answer: must select a question from each question group and enter an answer for each. were must be at least eight characters long. two answers can be the same. Continue	
Step 10:	Inter a transmission of contrast structures processes Inter data processes Inter data processes Inter data processes	Select a personal image on the left of the page and enter a security phrase in the box on the right of the page. The security phrase must be at least 25 characters long and contain several words.
		Next, click 'Continue'.
Step 11:	Choose a Password Password Rules: 1. Your password must be at least 9 characters long. 2. You must use at least three out of the following: a. Upper case letter b. Lower lower case letter c. Number (0-9) d. Special or punctuation character (1, ∅, ≠,%6,*, etc.) 3. Passwords CANNOT contain: a. Two consecutive spaces. b. Any whitespace character other than a space. New Password: Submit Cancel	Create a password using the password rules. The password must be at least 9 characters long, easy for you to remember and not easily guessed by someone else. You will need this password each time you login to SecurePass,

Registere	ed Users who forgot their SecurePass User Name	and/or Password: Pages 4 - 7
Step 12:	SecurePass Alert Registration is complete. You may log in with your SecurePass credentials. Ok	Click 'Ok'.
Step 13:	User Name: Login Register Complete Registration	Enter your new User Name. Then, click 'Login'.
Step 14:	Authenticate Image: Section 2.3 and 3.3 and 2.3 and 3.3 and 3	Check the box to verify your personal image and security phrase. Enter your new password. Read the acknowledgement and check the box when finished. Then, click 'Login'.
Step 15:	Image: SecurePass Image: SecurePase Image: SecurePase <t< th=""><th> Notice the left navigation menu. Click 'Applications' and the desired application – 'HealthBenefitsDirect'. Wait for the application to load. If you do not see 'Applications' or a desired application is missing, expand 'General User', click 'Register for Application Access' and then, go to Step 16. </th></t<>	 Notice the left navigation menu. Click 'Applications' and the desired application – 'HealthBenefitsDirect'. Wait for the application to load. If you do not see 'Applications' or a desired application is missing, expand 'General User', click 'Register for Application Access' and then, go to Step 16.

Registere	ed Users who forgot their SecurePass User Name a	and/or Password: Pages 4 - 7
Step 16:	Register for Application Access	Find Application and select
	Application: HealthBenefitsDirect Environment: HealthBenefitsDirect-Production	'HealthBenefitsDirect'.
	Role: Any Justification:	
	·	Skip Justification.
	(optional)	
	Submit multiple requests for the same application but different data access until you request all the data that you need.	Find Data Access and select 'Any'.
	Selected Data Access: Any	Then, click 'Submit'.
	Data Access: Any ~	
	Submit Cancel	
Step 17:	SecurePass Application Data Access	Click 'Done' and wait for an email approving
	Your request was submitted. You will receive a response by email.	access.
	If you have requested all the data access you need, click the Done button.	
	To request more data access, click the Add button.	This generally happens on the same day, but
		may take up to two business days.
	~	
	it Done Add	
Step 18:	Access Approval Email	When you are approved, return to SecurePass
		and login with your User Name and Password.
		The LIPL is: https://hurman.dhrm.virginia.gov
		The URL is: <u>https://hurman.dhrm.virginia.gov</u>
		Then, repeat Steps 13-15.

Helpful Information about using SecurePass If you have difficulty with SecurePass, contact support@dhrm.virginia.gov for assistance.