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<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out HRAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

Phone: 1.877.TSA.7990 (1.877.872.7990)
Fax: 1.877.TSA.7993 (1.877.872.7993)

Bulletin for All TSA Employees – 07/09/2020

Revised Standard Form 2809: Health Benefits Election Form

Standard Form (SF) 2809, *Health Benefits Election Form* has been updated. The latest edition of this form is 'Revised November 2019' and previous editions are obsolete. Human Capital (HC) strongly recommends that you utilize this electronic version of the form to avoid errors and timely processing. The current form can be found on the Office of Personnel Management (OPM) website, or click [here](#).

Use SF 2809 if you have a qualifying life event (QLE) and need to enroll, change or cancel federal health benefits. QLEs can be found on the OPM website, or click [here](#) and must be submitted to the Human Capital Service Center (HCSC) within 60 days of the event. **Note:** Supporting documentation must also accompany the SF 2809.

As a reminder, effective until Human Capital and the OPM determines normal operations can resume due to COVID-19, electronic signatures, and fax and email submission of benefits forms will be accepted for processing at fax number 877-872-7993 or email at helpdesk@mailserver-hraccess.tsa.dhs.gov.

Note: Emails sent to HCAccess containing personally identifiable information must be password protected.

Questions?

Due to the current COVID-19 pandemic, the HCAccess Help Desk is temporarily unable to receive inquiries via phone. Agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can contact the HCAccess Help Desk by e-mail at HelpDesk@mailserver-hraccess.tsa.dhs.gov or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).