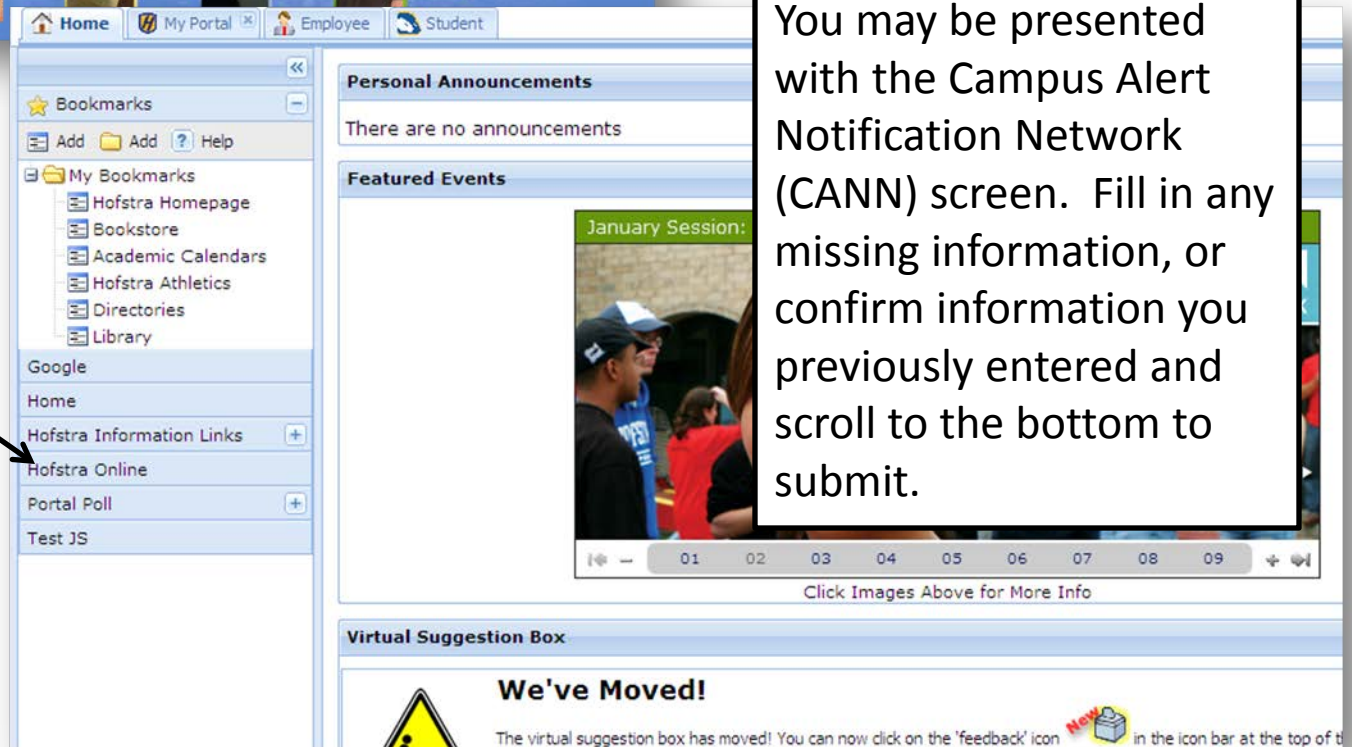


To begin, go to the Hofstra University Portal <https://my.hofstra.edu>

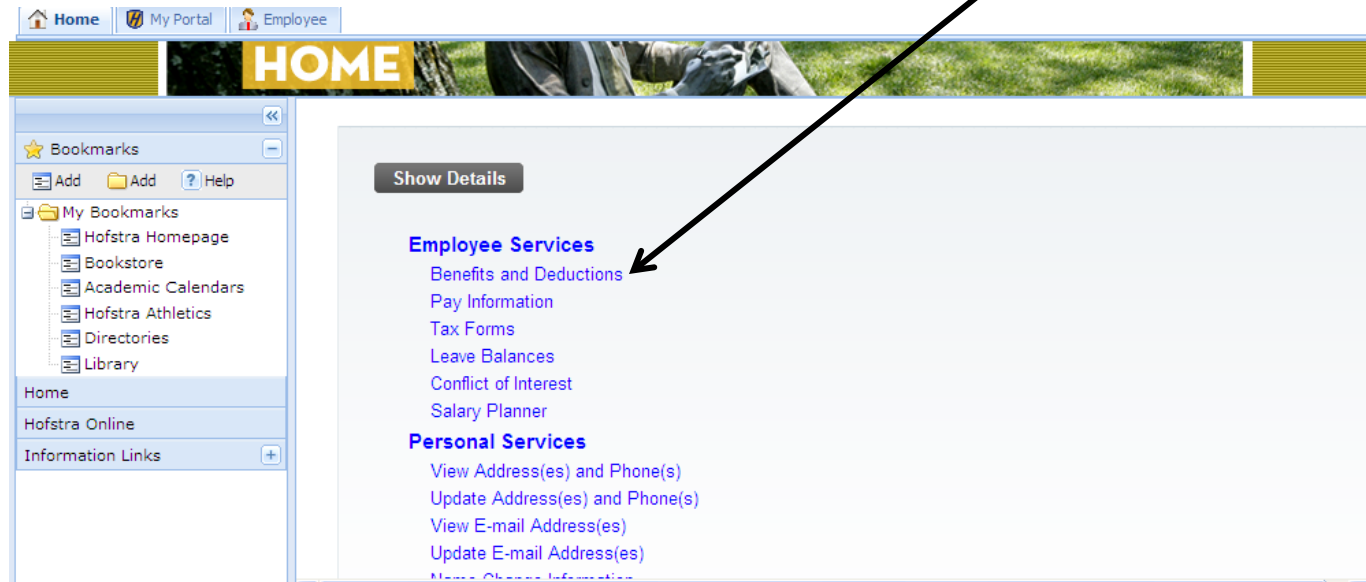
Enter your username and password and click on the login button.

You may be presented with the Campus Alert Notification Network (CANN) screen. Fill in any missing information, or confirm information you previously entered and scroll to the bottom to submit.

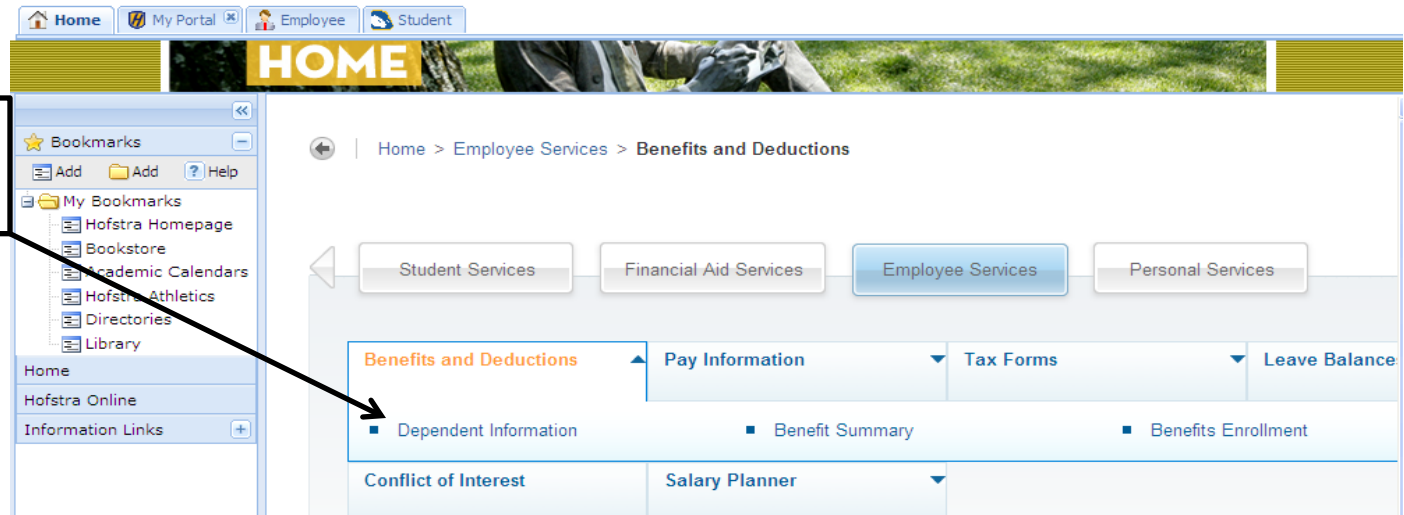


In the navigation, menu click on Hofstra Online.

Navigate to the Employee Services Menu and click on Benefits and Deductions



Click on Dependent Information



Click on the dependent listed in blue and edit the Not Reported information as stated in the directions.

Persons Covered By Your Policies and Benefits

Please update missing or incorrect information on the dependent (child or spouse) listed that is currently enrolled on your health plan by clicking on their name.

Please note: Under the Affordable Care Act, dependent children are covered until the end of the month in which they turn 26 years old.

If you want to add or remove a dependent please contact Jeanna-Michelle Shelley at Jeanna-Michelle.Shelley@hofstra.edu.

If a SSN, SIN, TIN or date of birth is incorrect, please contact Jeanna-Michelle Shelley at Jeanna-Michelle.Shelley@hofstra.edu.

Dependent Information

| Name | SSN or SIN or TIN | Relationship | Birth Date | Gender |
|--|----------------------------|--------------|--------------|--------|
| [Redacted] | [Redacted] | Self | Jan 26, 1980 | Female |
| Spouse - Test Last Name - Test | Not Reported | Spouse | Jul 09, 1980 | Male |
| Child - Test Last Name - test | Not Reported | Child | Not Reported | Female |

Make sure to click the Submit Changes button to save your updates.