**Employee Self-Service Open Enrollment Instructions**

**Flex Spending Accounts**

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<th>Step</th>
<th>Instructions</th>
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<td>1.</td>
<td>Open your browser (Internet Explorer or Firefox) and go to <a href="http://www.hofstra.edu">www.hofstra.edu</a>. Click on the (myhofstra) link.</td>
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<td>2.</td>
<td>Enter your User Name and password. Click Login. This will log you onto the University portal.</td>
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3. Once logged into the Portal, click on the Hofstra Online tab in the left navigation panel.

4. Click on the link Hofstra Online Information Systems

5. In the Employee Menu section, click the link Benefits and Deductions – Open Enrollment (only during Open Enrollment Period)
6. You **MAY** be presented with the Campus Alert Notification Network (CANN) screen, as shown here. Fill in any missing information, or confirm information you previously entered and scroll to the bottom to Submit.

7. You should receive this confirmation screen allowing you to continue. Click on the **Employee** tab.

8. Click **Benefits and Deductions**
9. Click on **Open Enrollment – Flexible Spending Accounts and Transit Benefit**

10. Click the **Start Open Enrollment** button to begin the process. **Note:** Some employees who have elected Flex Spending in the past will not see the Start Open Enrollment button. Those employees should just continue to Step #11.
11. Click the link **Flex Spending**

In this example, the employee participated in the Flex Medical in 2009 with a per pay contribution of $20.84. Since Medical and Dependent Flex elections do not rollover to the next year, the employee must make a new election even if they want the same amount deducted. To make the new election for 2010, click on the link **Flex Medical**.

12. Here we can see that last year the employee elected to have $20.84 per pay ($500 for the year). If he does not want to change the amount of deduction for 2010, he would just click **Submit Change**. However, if he wanted to increase or decrease the amount of contribution for next year, he would fill in the **ANNUAL** amount only. The amount per pay will be automatically calculated.
14. Here we see that the employee increased his annual contribution to $1,000. Notice that he did not change the per pay contribution that was there previously. Click **Submit Change**.

15. You may get a warning notice that says: “Employee Per Pay amount must not be entered; it will be calculated programmatically. Please enter the Annual Limit amount instead.”

   Click OK to continue.

16. You are now returned to the menu of other flex spending options. You can see that the per pay contribution was automatically recalculated. At this point you can either click **Flex Medical** again if you wish to change your election amount, click one of the other flex spending options (dependent care, transit or parking), or click the link **Open Enrollment** to begin the exit process.
17. We are back at the Open Enrollment Summary. Since we only selected Flex Medical in our example, that is the only flex benefit listed.

Now comes the last and most important step. **YOU MUST CLICK THE COMPLETE BUTTON OR YOUR ELECTIONS WILL NOT BE PROCESSED.**

18. After clicking the **Complete** button, you will be returned to the Open Enrollment Summary where you will see each of the elections you made for 2010.

Congratulations!!