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.

Click on the Start Button on the Open Enrollment Icon in the My HR box.
This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you MUST make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

When you have completed your elections, you MUST come back to this page and click “Confirm Elections” to submit your changes. If you do not click “Confirm Elections” the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not “Confirm Elections”. To correct this, come back to this page and click “Confirm Elections”.

Please visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click here to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction.

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>No choices made in this group.</td>
</tr>
<tr>
<td>Health</td>
<td>No choices made in this group.</td>
</tr>
<tr>
<td>Flex Spending</td>
<td>No choices made in this group.</td>
</tr>
</tbody>
</table>

Click the Start Open Enrollment button to begin the process. Note: You will only see the “Start Open Enrollment” button when you first start the process.
This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

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Open Enrollment Start Date: Oct XX, 20XX  
Open Enrollment End Date:  Nov XX, 20XX  
Benefits Effective Date:  Jan 01, 20XX

Click directly on the Flex Spending link to view the information.
To add, change or end a coverage, click on the link for the title of coverage.

- **FLEX SPENDING AND TRANSIT**
  
  If you currently participate in flex medical and/or dependent care and wish to participate in the coming year, YOU MUST RE-ELECT the plan by clicking on the link for each and entering the **ANNUAL AMOUNT** of your contribution. Follow the additional instructions on the next screen.

  Transit and parking do rollover to the next year, so you should click the plan link ONLY if you wish to change the amount of your contribution or to begin participation in a plan. To end participation in a transit or parking plan, click on the link for the plan and follow the instructions on the next screen.

  To view an updated list of commonly accepted flex medical expenses, click [here](#).

<table>
<thead>
<tr>
<th>Flex Spending Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flex Dependent</strong> You have not selected this benefit deduction.</td>
</tr>
<tr>
<td><strong>Flex Medical</strong> You have not selected this benefit deduction.</td>
</tr>
<tr>
<td><strong>Transit Benefit Pre Tax</strong> You have not selected this benefit deduction.</td>
</tr>
<tr>
<td><strong>Parking Benefit Pre-Tax</strong> You have not selected this benefit deduction.</td>
</tr>
</tbody>
</table>

Note:
Flex Medical and Flex Dependent Care do not rollover and must be reelected.
Transit elections automatically rollover and will continue with current status unless changes are made.

*The RESTART button will reset your changes back to current values.*

You must click the [Return to Open Enrollment Summary](#) link at the bottom of this page and then click Confirm Elections* for your transactions to be saved.
Flex Medical and Flex Dependent
Enter only the annual amount up to the maximum amount allowed for each flex spending plan you would like to participate in. The amount per pay contribution will be automatically calculated.

* The annual limits displayed in this document may not reflect the current year's maximum contribution allowed.

Click Add choice and you will see the per pay contribution.
Transit Benefits
Enter only the annual amount up to the maximum amount allowed for each transit plan you would like to participate in. The amount per pay contribution will be automatically calculated.
* The annual limits displayed in this document may not reflect the current year’s maximum contribution allowed.

If this is the first time you are enrolling in this benefit, click the Add Choice and you will see the per pay contribution.

If you already contribute and would like to change your contribution, enter the new annual amount and click the Submit button. The new amount per pay will automatically be calculated. You will only see this button if you currently have the benefit.

If you already contribute and would like to end your benefit, click the Stop Benefit button. You will only see this button if you currently have the benefit.
New coverage displays
- start
- change (current election)
- terminate

If you are making Health or Retirement Plan changes, please click the change links below.

If you are finished, you must click the Open Enrollment Summary and then click “Confirm Elections*” for your transactions to be saved.
If you are making Health or Retirement changes, please do so before clicking “Confirm Elections*”.

Once all changes are made, you must click “Confirm Elections*” to submit your changes. If you do not, the transactions will not be saved.
Congratulations! You have just completed Online Open Enrollment and will receive a confirmation email. You may make changes until the Open Enrollment end date by clicking on Reopen Open Enrollment.
Getting Help

If you have any questions, you can contact us via e-mail at
OpenEnrollment@hofstra.edu

If you cannot confirm elections and receive one of the errors below, perform the associated action

Error: Correct the problems listed in the Benefits Status column before continuing
Action: You will see a Restart Button
If you have already confirmed elections, you do not need to do anything
If you have not yet confirmed elections, you must restart the affected group and reenter your elections

Error: You cannot confirm elections if you didn't choose basic health plan or health waiver.
Action: You cannot confirm elections if you didn’t choose basic health plan or health waiver. You must click on the Health Group and elect a Health Plan or Health Waiver