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 click here to 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:

- 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
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---

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<tr>
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<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>Optional Pension Contribution: SRA is your current election.</td>
</tr>
<tr>
<td>Health</td>
<td>Optional Dental is your current election. Health Plan Waiver is your current election.</td>
</tr>
<tr>
<td>Flex Spending</td>
<td>No choices made in this group.</td>
</tr>
</tbody>
</table>

Click directly on the Health link to view the information.

Note: Health Benefits automatically rollover and will continue with current status unless changes are made.
To add, change or end a coverage, click on the link for the title of coverage.

Health Group

EPO-In Network with pharmacy, dental and vision is your current election.

HIP HMO This benefit deduction cannot be selected as you have selected the following:
EPO-In Network with pharmacy, dental and vision

HIP POS This benefit deduction cannot be selected as you have selected the following:
EPO-In Network with pharmacy, dental and vision

Health Plan Waiver This benefit deduction cannot be selected as you have selected the following:
EPO-In Network with pharmacy, dental and vision

Optional Dental This benefit deduction cannot be selected as you have selected the following:
EPO-In Network with pharmacy, dental and vision

POS-Out-of-Network with pharmacy and vision This benefit deduction cannot be selected as you have selected the following:
EPO-In Network with pharmacy, dental and vision

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.

HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the Return to Open Enrollment Summary link at the bottom of the page. To enroll in a new plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click here.
To add the plan
Choose the plan type by clicking the radio button and click Add Choice

<table>
<thead>
<tr>
<th>Plan</th>
<th>Employee Amount</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>286.50</td>
<td></td>
</tr>
<tr>
<td>Individual</td>
<td>123.63</td>
<td></td>
</tr>
</tbody>
</table>
New coverage has been requested to start in the new year.
Click Submit to change the current coverage. Click Stop Benefit to end the current coverage.

**NOTE:** If you have reopened open enrollment, you will see a Cancel Choice instead of the Stop Benefit button.
Coverage has been requested to terminate in the new year.

If you are making Flex Spending 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 Flex Spending 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