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.

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

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.
Click directly on the Retirement link to view the information.

Note: Retirement Plans automatically rollover and will continue with current status unless changes are made.
To add, change or end a Voluntary pension contribution, click on the link for the pension plan.

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.

On this page, the options that are available to you are shown as links. If you currently contribute to the voluntary portion of the pension plan, you can click on the link Voluntary in the Retirement Group if you wish to make a change in the amount of your contribution. During open enrollment, you ARE NOT required to make a change to your current contribution amount.

- Voluntary Pension Contribution: SRA is your current election.
  - Pay Contribution: Annual Limit Cannot Exceed
    - 500.00
    - 17,500.00

Restart
To stop contributing to your Voluntary pension plan, click Stop Benefit.

To change your Voluntary pension contribution, enter the Per Pay Contribution and click Submit.

If you want to begin voluntary contribution, enter the Per Pay Contribution and Click Add Choice to elect the new plan.
If you are making Flex Spending or Health Plan changes, please click the change links.

If you are finished, you must click the Open Enrollment Summary and then click “Confirm Elections*” for your transactions to be saved.

New coverage displays as one of the following:
• start
• terminate
• change (current election)

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.
If you are making Flex Spending or Health 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.

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 paycheck through payroll deduction.

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>Voluntary Pension Contribution: SRA will be terminated.</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>

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