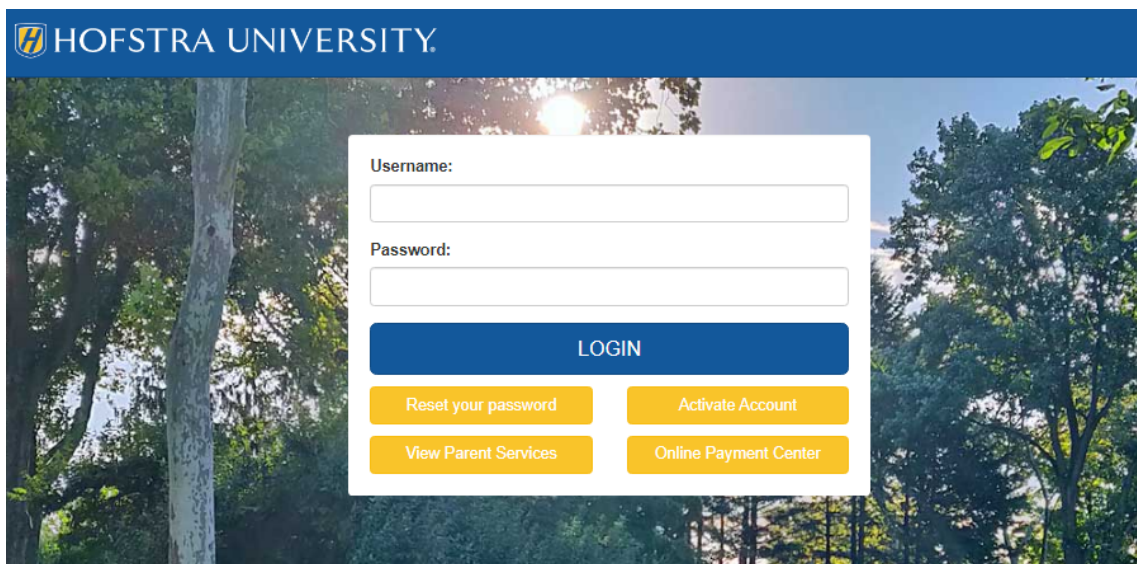
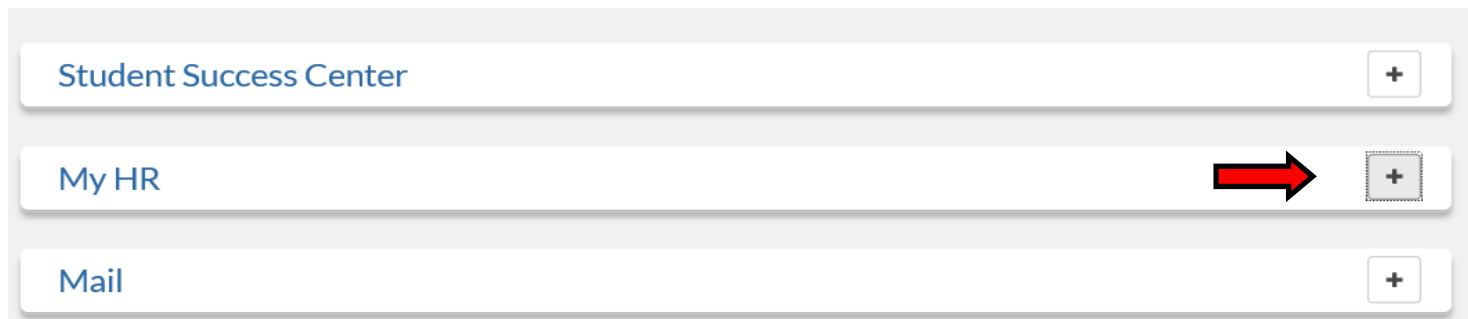


HOW DO I ACCESS OPEN ENROLLMENT?

Go to the Hofstra Portal at my.hofstra.edu and log in using your network credentials.



In the 'My HR' section, click the '+' to expand the section.



Click the 'Open Enrollment' button.



You are now on the Benefitfocus Home Page.

Click **'Get started'**

A note from the Office of Human Resources

Hofstra University is pleased to present you with your benefit options for 2024!


Get started >



Review your profile to ensure that all information is correct, then click **'Continue to next step'**.

Your profile

Review and complete the required information for your profile below.

 About you

A note from the Office of Human Resources

To update this information, please contact the Office of Human Resources at humanresources@hofstra.edu

Continue to next step



If applicable, add eligible dependents that you will enroll onto your health plan, then click **'Next'**.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Add Dependent

Next



If you elect to enroll an eligible dependent onto your health plan for the first time, you will be able to upload documentation to verify your relationship after you submit your open enrollment elections.

TIAA Supplemental 403(b) Plan

If you are electing to participate in the TIAA Supplemental 403(b) plan for the first time, go to TIAA.org/enrollnow and register with **Plan Code 101953** to select your investments and beneficiaries.

Supplemental Life Insurance

If you are newly electing Supplemental Life Insurance, prior to coverage being approved by the carrier, Evidence of Insurability (EOI) will be required. If you are currently enrolled in the benefit, you may elect to increase your coverage by 1x your salary (up to the plan maximum) without requiring EOI. All additional amounts thereafter would require EOI. The Office of Human Resources will provide you with an EOI form after the open enrollment period ends.

Long-Term Disability

If you are newly electing or making a change to your Long-Term Disability coverage, EOI may be required.

Follow the prompts to elect your benefits. Whether you want to change your benefits or keep them the same as last year, it is still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year. You will have to accept or decline all benefits being offered to complete your enrollment.

Please be aware that if you are currently enrolled in a Flexible Spending Account (FSA) you MUST re-enroll if you wish to contribute in 2024. Your 2023 healthcare and/or dependent care flexible spending elections WILL NOT rollover.

Don't forget to click '**Complete Enrollment**' after you have made all of your elections for 2024.

Complete Enrollment



After completing Open Enrollment, click '**Benefit Summary Report**' to review and print a copy of your benefit summary.

✓ **Congratulations you have finished selecting your benefits!**

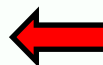
Helpful things to do right now



Write down your confirmation number: 30199772033-b1d20f

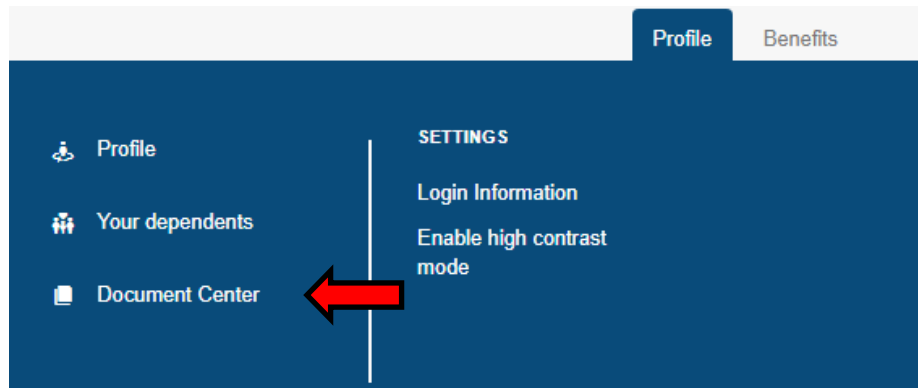


Review and print a copy of your [Benefit Summary Report](#)



How to Upload Documentation to Verify Relationship of A Newly Enrolled Dependent

To upload documentation, move your cursor over **Profile**, located on the top-right of the home page, then click **'Document Center'**.



Click **'Add document'**

Document Center

View, manage, and upload your documents

Document needed

Add document to verify your dependent.

[Why it's needed](#)

[Important info](#)

Add document

Click on **'+'** to choose the file
Enter a **'document name'**
Select the **'type of document'**
Click **'Save document'**

A screenshot of the 'Add document' form. At the top, there is a header 'Add document' with a plus icon. Below the header, there is a text prompt: 'Upload the file(s) associated with your document and add the document name and document type.' Below this, there is a section titled 'Document file(s) and basic information'. Inside this section, there is a large dashed box containing a plus icon and the text: 'Drag your file here to attach or click to select a file. .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted'. Below the dashed box, there are two input fields: 'Document name' and 'Type of document' (with a dropdown arrow). At the bottom, there is a 'Save document' button. Red arrows point to the plus icon in the dashed box, the 'Document name' field, the 'Type of document' dropdown, and the 'Save document' button.

Examples of eligible documentation

- Marriage Certificate for spouse
- Birth Certificate/adoption paperwork for dependent child up to **age 26**

All documentation will be reviewed by the Office of Human Resources.

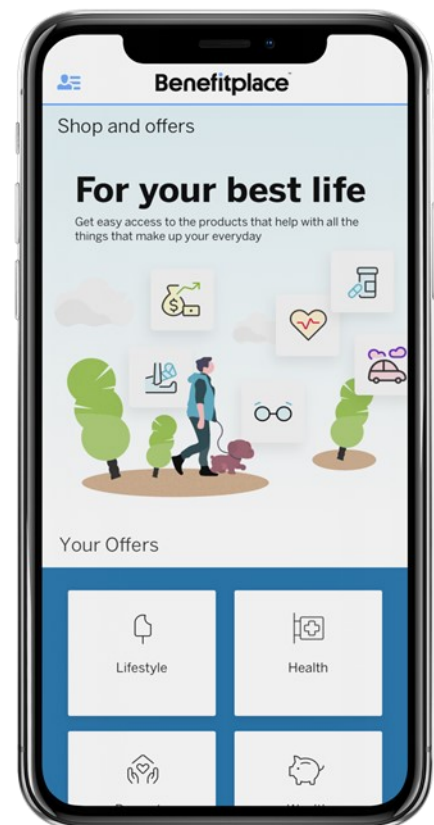
Get the most out of your benefits whenever and wherever you are with the Benefitplace™ app!

Download the app today!

1. Install the Benefitplace™ app from Google Play or the Apple App Store.
2. Enter the company ID shown below.
3. Log into your benefits securely using the same username and password you use on your computer!

You can manage some of the most important things in life on your phone. Your benefits are no different!

- Enroll in your benefits
- View and update beneficiaries
- Update and elect Supplemental 403(b)



Company ID: myhofstrabenefits

Contact the Office of Human Resources for benefits and open enrollment questions at benefits@hofstra.edu or (516) 463-6526