

# Qualified Essential Coverage (QEC) For Eligible Part-Time Employees Open Enrollment Workday Quick Reference Guide

**Logging in at a store or shared company computer**  
Click the Workday icon on your desktop to get started:



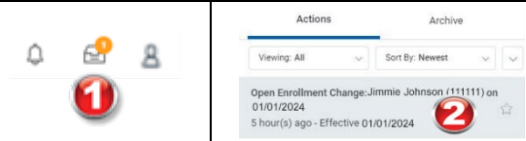
**Logging in anywhere else**  
Point your web browser to: <https://discounttire.okta.com/>

Use your Employee ID and Okta password to log in.  
**Forgot your password?** Follow on-screen instructions if you need help signing in.

- ✓ **You must log in to Workday to complete the Tobacco Free Affidavit to receive the 2024 Medical Wellness Rate.**
- ✓ **Open Enrollment closes Friday, November 24, 2023**
- ✓ **Any changes to benefit elections will be effective January 1, 2024.**

To start your benefits enrollment:

1. Click the **Inbox** icon in the top right corner
2. Click **Open Enrollment Change** under the Actions tab to begin.



## Tobacco Free Affidavit

If you qualify, attest to being **Tobacco Free** by clicking **Yes**. You will then be eligible for the discounted Wellness Rate for your medical benefit.

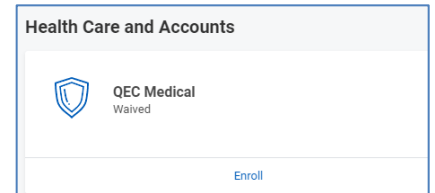


## Navigating Workday Enrollment

Tiles for the benefits you are eligible to elect will populate on the page. Each benefit will be represented on its own tile, so be sure to review each tile to ensure you have enrolled in each benefit you choose to elect.

Each tile will show one of two options to click to review the benefit information:

<b>Enroll</b>	Will display on benefit tiles you are not currently enrolled in.
<b>Manage</b>	Will display on benefit tiles once you are enrolled in the benefit.



At the bottom of each Workday screen, there are navigation buttons. Buttons visible will depend on the page you are currently viewing.

<b>Review and Sign</b>	Click when you are finished electing your benefits.
<b>Save for Later</b>	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
<b>Confirm and Continue</b>	Click to confirm your election and proceed to the next step.
<b>Cancel</b>	Click to cancel changes and return to the previous screen.
<b>Save</b>	Click to save changes and return to the main benefit screen.

**Health Care Elections**

1. For **Medical**, click **Select** to elect the medical plan, or click **Waive** to waive coverage.
2. Click **Confirm and Continue**.
3. If you elect the plan, you will be taken to the add/remove dependents page. Dependents already entered in Workday will be listed, or you may add a new dependent by clicking the **Add New Dependent** button. Required fields for new dependents will be marked with **\***.

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	United Healthcare Health Savings Plan

**Add New Dependent**

**Note:** Before saving your changes, check that all dependents you would like covered by your plan have a blue checkbox next to their name.

For additional help, see the **QEC Adding Dependents and Beneficiaries QRG** at [discounttirefamily.com/qec-open-enrollment](http://discounttirefamily.com/qec-open-enrollment).

4 items

Select	Dependent
<input checked="" type="checkbox"/>	Kyle Busch
<input checked="" type="checkbox"/>	Kurt Busch

**Health Savings Account (HSA) Elections**

If you enrolled in the Health Savings Plan, elect the Health Savings Account (HSA). Even if you do not plan to contribute to the HSA, you must elect the HSA to receive the Company's contribution.

1. Click **Select**, then **Confirm and Continue**.
2. You may choose to enter the amount per paycheck you would like to contribute, or enter the total amount you would like to contribute for the plan year. If you would only like to receive the company contribution and would not like to contribute more, **enter 0** in both fields. You may increase or decrease your weekly contribution amounts in Workday any time throughout the year.

Contribute	
Per Paycheck	Annual
<input type="text" value="11.00"/>	<input type="text" value="297.00"/>
Remaining Paychecks 27	

**Note: Electing the Health Savings Account (HSA) is only available if you elect the Health Savings Plan.** If the Health Savings Plan is not elected, you will see a "grayed out" view of this screen. If you are enrolled in the Health Savings Plan, you must reset your Health Savings Account **contribution amount** each year during Open Enrollment.

**Additional Benefits**

You are automatically enrolled in the **Employee Assistance Program**, which is provided by the Company with no premium contribution required by you. To learn more about this and other benefits available to you that are not elected in Workday, such as the Pet Insurance, 401(k), Employee Discount Program, and more, visit [discounttirefamily.com/part-time-benefits/](http://discounttirefamily.com/part-time-benefits/).

**Review and Sign**

Review your elections and waived coverages carefully.

If ...	Then ...
You need to make changes	Click <b>Save for Later</b> to exit the benefit event without submitting your elections. Your elections will be saved and you can reopen the Benefit Event to make changes by clicking the task in your Workday Inbox.
You added a new dependent	Click <b>Select Files</b> in the <b>Attachment</b> section to upload required documents for any new dependents.
You are ready to submit your elections	Click the <b>I Accept</b> checkbox, then click <b>Submit</b> . <b>IMPORTANT: Click the Print button to print out your elections and save for future reference.</b>
You need to make a change to your elections after you have submitted them	<b>Before</b> Open Enrollment ends: Click the <b>Menu</b> button in the upper left corner Click the <b>Benefits</b> worklet Click the <b>Change Open Enrollment</b> button

**Questions?**

**Discount Tire:** Please contact your HR Benefits Team at [benefits@discounttire.com](mailto:benefits@discounttire.com) or (800) 347-4348 with any benefits enrollment questions or concerns.

**Tire Rack:** Please contact your HR Team at [HumanResources@tirerack.com](mailto:HumanResources@tirerack.com) with any benefits enrollment questions or concerns.