

Workday Adding Dependents and Beneficiaries 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://www.myworkday.com/tires>

Use your Okta username and password to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.

Guidelines

Eligible dependents may be added or removed from the health care plan during the yearly Open Enrollment period for benefits or as a result of a qualifying life event. Documentation will be required. Insurance beneficiaries can be modified at any time, but are required to be added when initially enrolling for any of the benefits for which they are required. For more information, see <http://www.discounttirefamily.com/benefits/>.

Adding a Dependent

Eligible dependents include your **legal spouse** and children up to age 26.
The definition of "child" includes any of the following:

- Your child / stepchild
- A child placed with you for adoption
- Your legally adopted child
- A child for whom you have legal guardianship
- Your child for whom health coverage is required through a Qualified Medical Child Support Order (QMCSO)

Follow these steps to add a dependent once you **Select** and **Confirm** a Health Care Plan during your Benefits Enrollment:

1. On the dependent screen, click the **Add Dependent** button to begin setting up your dependent.
2. Enter the details of your dependent, completing ALL required fields (marked with *).
 - Under **National IDs**, click **Add** to expand that section.
IMPORTANT NOTE: If you are using a Social Security number, DO NOT include an issue date or expiration date.
 - Under **Address**, enter an address for your dependent. If it is your address or an address you previously entered for a different dependent, you may choose it from the first box labeled **Use Existing Address**. Otherwise, click X to remove the existing address and fill in the required address fields. Click the **OK** button at the bottom of the screen. This will return you to where you left off with your benefits elections.
3. Click **Save** to create your dependent and return to the dependent screen.
4. Be sure all dependents you wish to cover have the checkbox selected next to their name. You do not need to set up your dependent each time. Only set up your dependent once, then click the checkbox to select your newly created dependent from the list.

Dependents

Add a new dependent or select an existing dependent

Coverage * Employee Only

Plan cost per paycheck \$32.17

Add New Dependent

National IDs

Click the Add button to enter one or more

Add

Address

Use Existing Address X



Add New Dependent

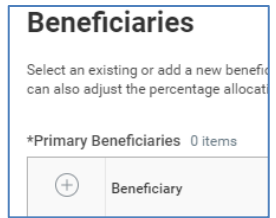
2 items

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

Adding a Beneficiary

Follow these steps to add a beneficiary during your Benefits Enrollment on the Beneficiaries Designations screen:


1. For **Basic Life** you must designate at least one Beneficiary. Click the  to begin.
Note: Your beneficiary for Additional Life will be the beneficiary(s) you select for Basic Life. Spouse and Child life beneficiary is automatically the employee.
2. Click the  to choose your beneficiaries. After selecting a beneficiary, you may add additional beneficiaries by clicking again on the plus icon.
3. For a new person/trust, click **Add New Beneficiary or Trust** to set up the new person/trust.
Note: If you have previously entered beneficiary information, you may choose an existing person/trust by clicking on **Existing Beneficiary Persons** or **Existing Trusts** and select from the list
4. Select whether it is a beneficiary or trust.



Beneficiaries


Select an existing or add a new beneficiary. You can also adjust the percentage allocation.

*Primary Beneficiaries 0 items

 Beneficiary



Search 

Existing Beneficiary Persons 


Existing Trusts 

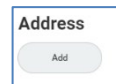
Add New Beneficiary or Trust

Beneficiary

- a. Complete all required fields (marked with *). Please also include your Beneficiary's **Date of Birth** and **Gender**.
- b. Click the **Contact Information** tab.
- c. Scroll down the page and click the **Add** button under Address. If it is your address or an address you previously entered for a different beneficiary or dependent, you may choose it from the first box labeled **Use Existing Address**. Otherwise, click X to remove the existing address and fill in the required address fields (marked with *).
- d. Click the list icon for Usage Type and select **Home** or **Work**. Then click **OK**.



Legal Name **Contact Information** 

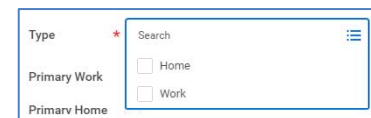


Address


Add



Use Existing Address 



Type *

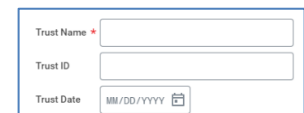
Search 

☐ Home

☐ Work


Trust

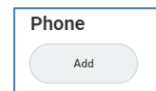
- a. Complete all required fields (marked with *).
 - b. Scroll down the page and click **Add** under Phone. Complete all required fields in the Phone section (marked with *).
 - c. Click **Ok**.
5. **Read the instructions on the screen carefully for information about Primary and Secondary beneficiaries.** Secondary beneficiaries are not required and only receive funds if the designated primary beneficiaries are deceased at the time of your death. Remember that the percentage totals for each type of beneficiary must total 100%. If you have only one beneficiary, enter 100.
 6. Click the **Save** button at the bottom of the screen to return to where you left off with your benefits elections.



Trust Name *

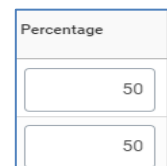
Trust ID

Trust Date MM/DD/YYYY 



Phone

Add



Percentage

50

50

Contact

Please contact your HR Benefits Team at benefits@discounttire.com or (800) 347-4348 with any Benefits questions or concerns.