

# Workday Enrolling In or Changing Your Life and Disability Coverage 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>

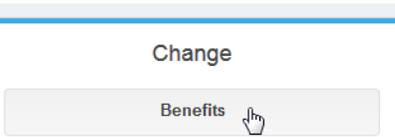
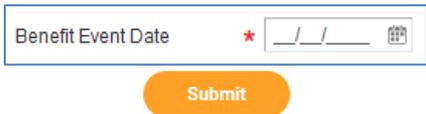
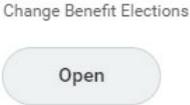
Use your employee ID number to log in.

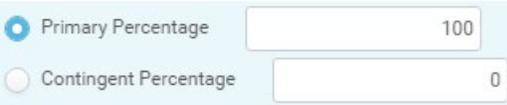
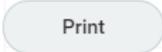
**Forgot your password?** Follow on-screen instructions if you need help signing in.

**Life and Disability Insurance enrollment may be completed at any time; you don't need to wait for a qualifying life event or Open Enrollment to sign up or make changes!**

**Guidelines**

***Note:** Any new life and disability elections require evidence of insurability (EOI). After you submit your new elections, Cigna will send a link to an online EOI form to the personal email address we have on file for you; otherwise a paper form will be mailed to you. Submit the completed form to Cigna; upon approval, benefits will go into effect.*

Step-by-step instructions ...	Look for ...
To start, click the <b>Benefits</b> icon from the Workday Home page.	 <b>Benefits</b>
Click <b>Change &gt; Benefits</b>	
<b>For Benefit Event Type, choose Change Life and Disability Coverage</b>	
Enter today's date under <b>Benefit Event Date</b> , and then click <b>Submit</b> .	
Then click <b>Open</b> under <b>Change Benefit Elections</b> .	
For each type of insurance – <b>Basic Life, Additional Life, Spouse Life, Child Life, Short Term Disability</b> and <b>Long Term Disability</b> – click <b>Elect</b> to select the insurance, or click <b>Waive</b> to waive it.	
To set the coverage amount for any elected <b>Additional Life, Spouse Life or Child Life</b> election, click the corresponding box in the <b>Coverage Level</b> column. If this is a new election, the box will be blank; if you are changing the amount of a current election, the current amount will be displayed. After clicking, the box will populate the icon to select a new amount from a list.	
Click the list icon  , and then choose your coverage dollar amount.	

Step-by-step instructions ...	Look for ...
Click the <b>Continue</b> button at the bottom of the screen.	
For each Basic Life and Additional Life Insurance election, you must designate at least one <b>Beneficiary</b> . Click the plus icon to begin.	
Click the list box to choose your beneficiaries.	
Now you may choose from your dependents to name as beneficiaries by clicking on <b>Beneficiary Persons</b> and selecting from the names in the list. <b>Note:</b> To add a beneficiary who is not currently listed under Beneficiary Persons, click <b>Create</b> and see the QRG titled <b>Workday Adding Dependents and Beneficiaries</b> .	
Read the instructions on the screen carefully to choose a Primary Percentage and a Contingent Percentage (secondary) for each beneficiary. Contingent beneficiaries 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.	
Click the <b>Continue</b> button at the bottom of the screen.	
Review your elections. When you are ready to submit your elected coverage, sign the document via <b>Electronic Signature</b> by checking the box next to <b>I Agree</b> .	
Then click the <b>Submit</b> button.	
<b>IMPORTANT:</b> For future reference, print a copy of your elections by clicking the <b>Print</b> button at the bottom of the screen.	

**Contact**

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