

Adding Dependents Workday Quick Reference Guide

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



Use your Okta username and password to log in.

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

Logging in anywhere else

Point your web browser to: <https://discounttire.okta.com/>

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.

For more information, see the [Life Event Benefit Changes page](#) on the Discount Tire Family website.

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 New 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 the 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.

For questions or enrollment support, contact: Benefits@discounttire.com

Questions?

Tire Rack Employees contact: humanresources@tirerack.com