



## Workday Full Time Open Enrollment 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**

Log on 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.

- ✓ **Log in to Workday to complete the Open Enrollment Change. Remember, some benefits don't automatically renew each year.**
- ✓ **Changes to benefit elections will be effective January 1, 2026.**

To start your benefits enrollment:

1. Click the **My Tasks** 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 scroll down the page and review each tile to ensure you have enrolled in each benefit you choose to elect.

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

Enroll	Will display on benefit tiles you are not currently enrolled in.
Manage	Will display on benefit tiles once you are enrolled in the benefit.
REVIEWED	Will display on benefit tiles after you review the information in that tile.

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

	Click when you are finished electing your benefits.
	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
	Click to confirm your election and proceed to the next step.
	Click to cancel changes and return to the previous screen.
	Click to save changes and return to the main benefit screen.

Health Care Elections

1. For each type of health care benefit – **Medical**, **Dental** and **Vision** – click **Select** to elect a Benefit Plan, or click **Waive** to waive coverage.
2. Click **Confirm and Continue**.
3. If you elect a 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 **\***.

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

For additional help, see the **Adding Dependents and Beneficiaries QRG** on the [discounttirefamily.com](https://discounttirefamily.com) website.

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**. You may increase or decrease your weekly contribution amounts in Workday any time throughout the year.

Contribute

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

**Note: Electing the Health Savings Account (HSA) is only available if you selected the Health Savings Plan.** Choosing any other plan will display an inactive (“grayed out”) view of this screen. If you enroll in the Health Savings Plan, you must reset your Health Savings Account **contribution amount** each year during Open Enrollment.

Flexible Spending Account (FSA) Elections

For each type of Flexible Spending Account – **Healthcare** or **Dependent Care** – you want to elect,

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.

Contribute

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

**Note: FSA funds contain a "Use It or Lose It" provision, so please plan carefully!** FSAs do not carry over; you must enroll in the Flexible Spending Account(s) each year during Open Enrollment for coverage in the next calendar year

## Insurance Elections (Life & Disability)



For each type of insurance – **Life, Short and Long Term Disability** – you want to elect,

1. Click **Select** or **Waive**.
2. Click **Confirm and Continue**. (Confirming Basic Life will allow you to enter your beneficiary.)

**IMPORTANT: You are required to name a beneficiary for basic life insurance. Beneficiaries can be added/updated in the Basic Life tile.**


### Beneficiaries

To add a beneficiary:

1. Click , then click .
2. Click **Add New beneficiary or Trust**, then enter the details of your beneficiary in all required fields (marked with \*), then click **OK**.
3. Click in the **Percentage** field and enter the percentage for that beneficiary. Total percentage must equal 100%.

For additional help, see the **Adding Dependents and Beneficiaries QRG** on the [discounttirefamily.com](https://discounttirefamily.com) website.

### Additional, Spouse, and Child Life

1. Click **Select** or **Waive**.
2. If elected, you will be taken to another page to select an amount. Click  and select from available coverage levels.

**Note:** Beneficiaries named for Basic Life will also apply to Additional Life. The beneficiary for Spouse and Child Life is automatically the employee.

## Additional Benefits

For each Additional Benefit – **Legal Insurance, Identity Theft Protection** and **Consent for Benefit Plan Document Delivery** – click the benefit tile.

1. Click **Select** or **Waive**.
2. Click **Confirm and Continue**.
3. For **Identity Theft Protection**, you will have the option to choose an **Individual** or **Family** plan. See guide for details. Only one plan option is offered for **Legal Insurance**.
4. For **Consent for Benefit Plan Document Delivery**, click **Manage** to change from Paper to Electronic.

**Note:** Legal Insurance and Identity Theft Protection do not carry over; you must enroll each year during Open Enrollment.

You are automatically enrolled in the **Employee Assistance Program** and **Care@Work** benefits. These benefits do not need to be elected in Workday and are provided by the Company with no premium contribution required by you. To learn more about these 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/full-time-employee-benefits/](https://discounttirefamily.com/full-time-employee-benefits/).

## Review and Sign

Review your elections, waived coverages, and any beneficiary designations 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>

<p>You need to make a change to your elections after you have submitted them</p> <p><b>If there are any issues with the information submitted</b></p>	<p><b>Before</b> Open Enrollment ends:</p> <p>Click the <b>Menu</b> button in the uppper left corner</p> <p>Click the <b>Benefits</b> worklet</p> <p>Click the <b>Change Open Enrollment</b> button</p> <p>Your Benefits Team will contact you and may send the task back to you to make changes. The task will appear in your Workday Inbox if this is required.</p>
<p><b>Questions?</b></p>	<p>For questions or enrollment support, contact: <a href="mailto:Benefits@discounttire.com">Benefits@discounttire.com</a></p> <p>Tire Rack Employees contact: <a href="mailto:humanresources@tirerack.com">humanresources@tirerack.com</a></p>