

# Benefits Enrollment Checklist

## For newly eligible full-time employees

*Everything you need to know to complete your benefits enrollment*

### Benefits Enrollment Checklist

Congratulations on your full-time benefit eligibility!

- » You must complete and submit your benefits enrollment in Workday: **Within 14 days of your hire or promotion date.**
- » Even if you have benefit coverage elsewhere, you are still required to submit this enrollment.

#### ACTION NEEDED FOR THE FOLLOWING

- » Review the digital Full-Time Benefits Guide.
- » Log into [Workday](#) and click the benefit task in "Awaiting Your Action" to review benefit costs and options.
- » Scroll to review/select/waive coverage in ALL benefit tiles.
- » If adding a dependent(s) to Medical, Dental, or Vision, be sure to attach/upload appropriate documentation.
- » If electing Basic Life, be sure to add a beneficiary to complete the enrollment.\*
- » Opt In for Electronic Consent if you would like to receive benefit plan documents electronically, rather than by mail.
- » Click "I Accept" and "Submit" to complete the enrollment.
- » Review your personal information (address, email, phone).

*\*Basic life insurance and disability benefits are automatically selected for you unless you choose to waive. We encourage you to consider these important income protection benefits.*

### Support Resources

The following resources are available on our benefits website [discounttirefamily.com](#) to help you make informed decisions about and enroll in our company benefits.

#### DIGITAL BENEFITS GUIDE

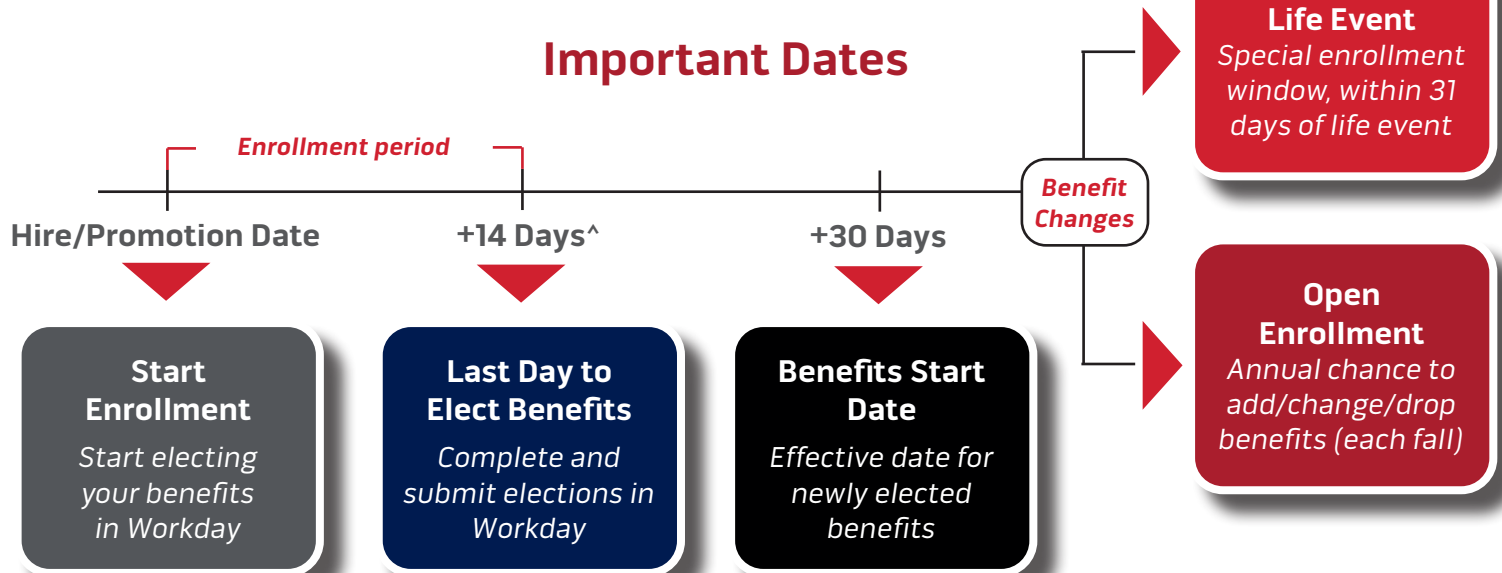
Our digital Benefits Guide provides detailed information about the benefits available.

#### QUICK REFERENCE GUIDES (QRG)

These QRGs will help you understand how to navigate Workday and enroll in benefits.



### Important Dates



*^Newly eligible benefit enrollment must be completed before the benefits start date, or you must wait for an eligible benefit change period to enroll. Enrolling in benefits after 14 days may result in delayed access to benefits and medical ID cards, as well as catch-up premiums.*