



# Workday Qualified Essential Coverage (QEC) Adding Dependents 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. For more information, see <http://www.discounttirefamily.com/benefits/>.

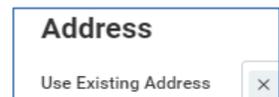
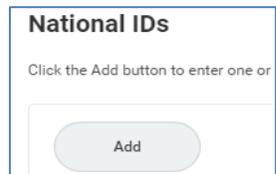
## Adding a Dependent

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 during your Benefits Enrollment on the Health Care Elections screen:

1. Click in the box in the “Enroll Dependents” column to activate the list icon. Then click the list icon and select **Add My Dependent From Enrollment** 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. Be sure to add your newly created dependent to each plan by clicking in the blank space under “Enroll Dependents” to activate the list icon. You do not need to set up your dependent each time. Only set up your dependent once, then click the list icon and select your newly created dependent from the **Existing Dependents** menu in the list.



## Contact

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