

Workday QEC Benefits 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
 Point your web browser to: <https://www.myworkday.com/tires>

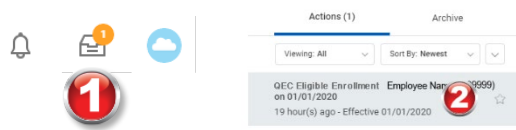
Use your Employee ID number and Okta password to log in.

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

✓ Make your benefit elections within 31 days of your eligibility effective date.

To start your QEC Benefits enrollment:

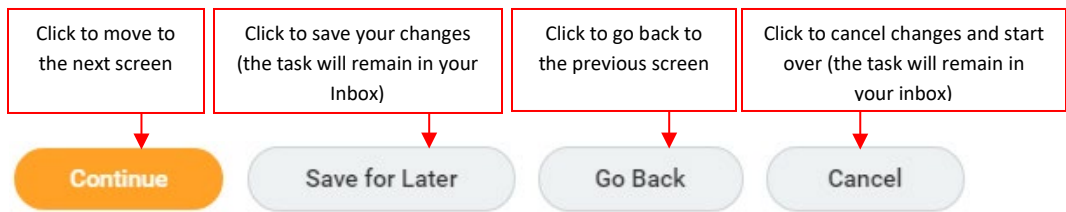
1. Click the **Inbox** icon in the top right corner.
2. Click **QEC Eligible Enrollment** under the Actions tab to begin.



Note: To make changes after your benefits go into effect, see **Mid-Year Changes to benefits due to Qualifying Event** section at the end of this document.

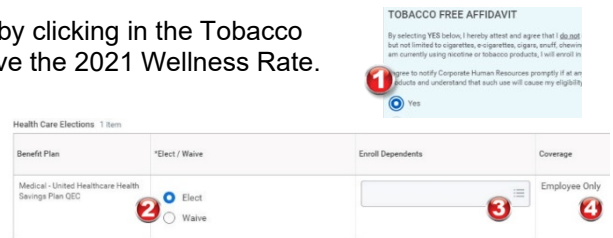
At the bottom of each Workday screen, there are four navigation options:


Navigating Workday Enrollment



Tobacco Free Affidavit and Health Care Elections

1. If you qualify, attest to being **Tobacco Free** by clicking in the Tobacco Free Affidavit box, then choose **Yes** to receive the 2021 Wellness Rate.
2. If you would like to enroll in the Company's medical insurance, click **Elect** to select the Health Savings Plan, or click **Waive** if you do not want to enroll in the plan.



3. To add dependents to your coverage, highlight the Enroll Dependents box row and click . Click the dependents you would like to enroll. Leave blank for Employee Only coverage.

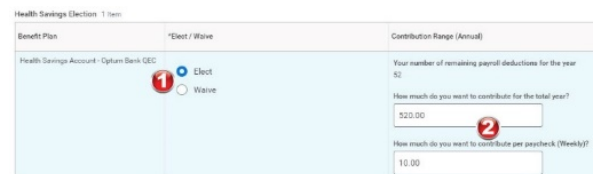
To create a new dependent, click **Add My Dependent From Enrollment**, enter the details of your dependent in all required fields (marked with *), then click **OK**. To remove a dependent from the list, click the **X** next to the name.

4. The coverage level will automatically populate based on the dependents you selected in step 3.

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.

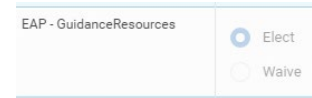
1. Click **Elect**.
2. Enter the total contribution amount for the year. The weekly amount is calculated for you. *If you do not want to make additional contributions through weekly payroll deductions, you may enter 0.00 for the year.*



Note: Electing the Health Savings Account (HSA) is **only available** if you selected the **Health Savings Plan** on the previous screen. If you waived the HSP you will see an inactive ("grayed out") view of this screen; click **Continue** to move to the next screen. You must elect the Health Savings Account and set your **contribution amount** each year during Open Enrollment.

Additional Benefits

You are automatically enrolled in the **Employee Assistance Program** at no cost to you.



Review your elections, waived coverages, and any beneficiary designations carefully.

Review Elected Benefit Plans

If you are adding any new dependents ...	You will need to attach supporting documentation (i.e., Social Security Card(s), Birth Certificate, Marriage Certificate) using the ATTACHMENTS (+) section.
If you need to make changes ...	Click Go Back to return to the appropriate page.
If you are ready to submit your elections	Review and agree to the Electronic Signature, then click the Submit button. IMPORTANT: Click the Print button to print out your elections and save for future reference.

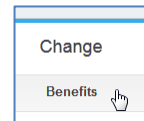
Contact

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

Mid-Year Changes to benefits due to a Qualifying Event

To make changes to your QEC Benefits elections:

1. Click the **Benefits** application.
2. Click **Change > Benefits** to begin.



Select the appropriate Benefit Event Type.

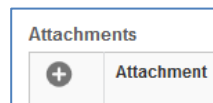
If you want to....	Choose as your Benefit Event Type ...
Add a dependent child due to birth, adoption, court order, legal guardianship	Birth, Adoption, Court Order, Legal Guardianship - Add a Dependent*
Add spouse or dependent due to marriage	Marriage - Add Spouse/Dependent*
Remove spouse or dependent due to divorce	Divorce - Remove Spouse/Dependent *
Change beneficiary only	Change Beneficiary Only
Update elections due to gain of other coverage	Gain of Other Coverage*
Update elections due to loss of other coverage	Loss of Other Coverage*

** Requires supporting documents - Add attachment and include copy of Social Security card, Birth Certificate, Marriage License, Divorce Decree, Letter confirming loss/gain of other coverage, etc.*

- 1) Enter Benefit Event Date (DOB, Marriage Date, etc.).



- 2) Click the + to add an attachment (Required for event types marked with an asterisk above)



Click the **Change** button; then open the **Change Benefit Elections** task.

Please note: The plan elections available depend on the Benefit Event Type selected.