

Workday Adding Dependents and Beneficiaries 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 Otka 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. Insurance beneficiaries can be modified at any time, but are required to be added when initially enrolling for any of the benefits for which they are required.

For more information, see <http://www.discounttirefamily.com/benefits/>.

Adding a Dependent

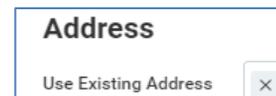
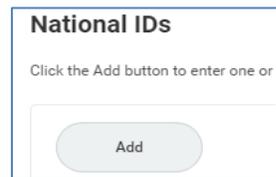
Eligible dependents include your **legal spouse** and children up to age 26.

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:

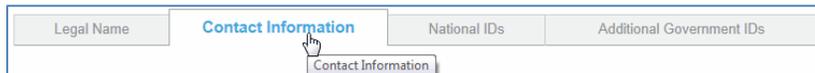
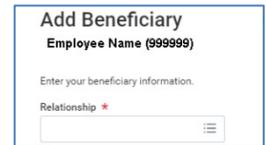
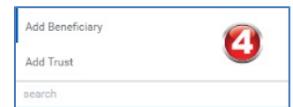
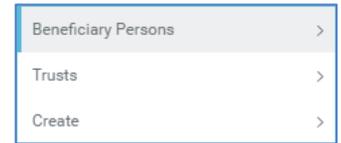
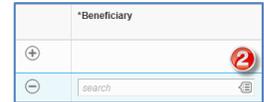
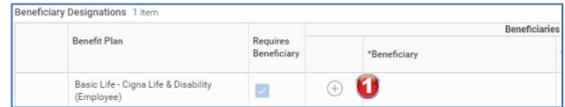
1. Click in the box in the “Enroll Dependents” column to activate the list icon. Then click the list icon and select **Add My Dependent From Enrollment** to begin setting up your dependent.
2. Enter the details of your dependent, completing ALL required fields (marked with *).
 - Under **National IDs**, 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.



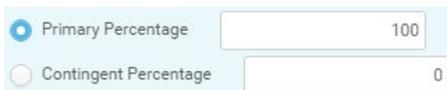
Adding a Beneficiary

Follow these steps to add a beneficiary during your Benefits Enrollment on the Beneficiaries Designations screen:

1. For each Basic Life and Additional Life Insurance election, you must designate at least one Beneficiary. Click the **plus icon** to begin.
2. Click the list box to choose your beneficiaries.
3. Choose an existing beneficiary by clicking on **Beneficiary Persons** and selecting from the names in the list. After selecting a beneficiary, you may add additional beneficiaries from your listed dependents by clicking again on the plus icon. To add a beneficiary who is not listed under Beneficiary Persons, click **Create**.
4. Click **Add Beneficiary** to set up a new person.
5. Complete all required fields (marked with *). Please also include your Beneficiary's **Date of Birth** and **Gender**.
6. Click the **Contact Information** tab.



7. Click the **Add Address** button and enter an address for your beneficiary. If it is your address or an address you previously entered for a different beneficiary or 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 (marked with *). Then, click the **OK** button at the bottom of the screen.
8. Click the list icon for Usage Type and select Home or Work. Then click **OK**.
9. **Read the instructions on the screen carefully to choose a Primary Percentage and a Contingent Percentage (secondary) for each beneficiary.** Contingent beneficiaries only receive funds if the designated primary beneficiaries are deceased at the time of your death. Remember that the percentage totals for each type of beneficiary must total 100%. If you have only one beneficiary, enter 100.



Click the **Continue** button at the bottom of the screen to return to where you left off with your benefits elections.

Contact

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