

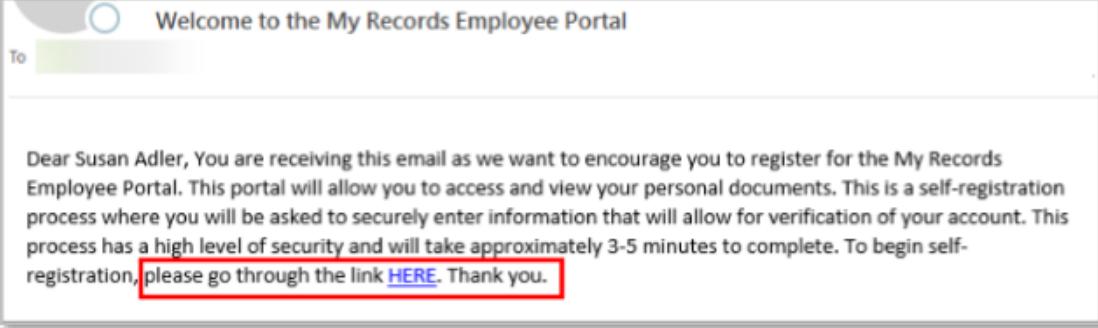
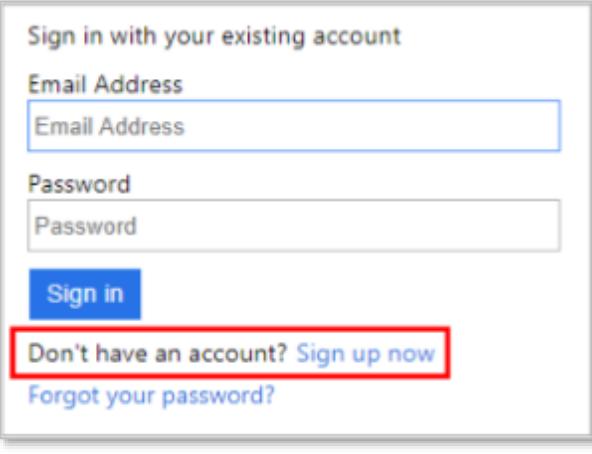
Digital W-2 Portal Registration QRG

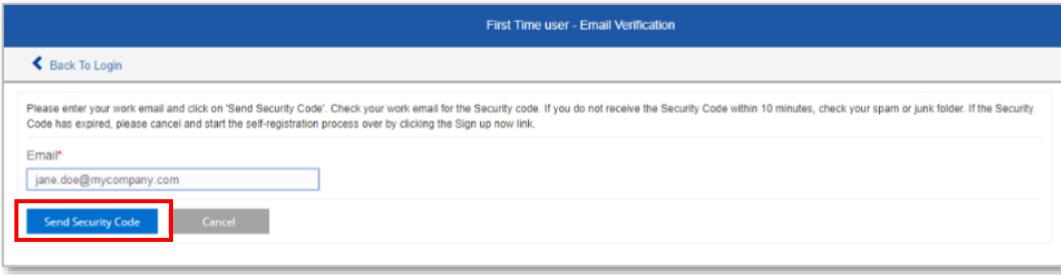
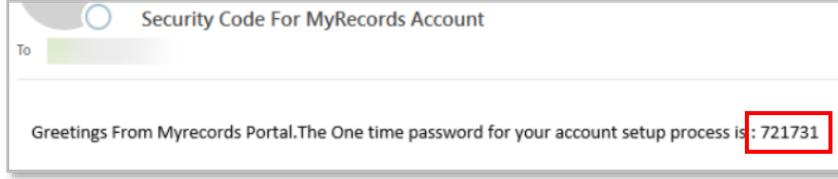
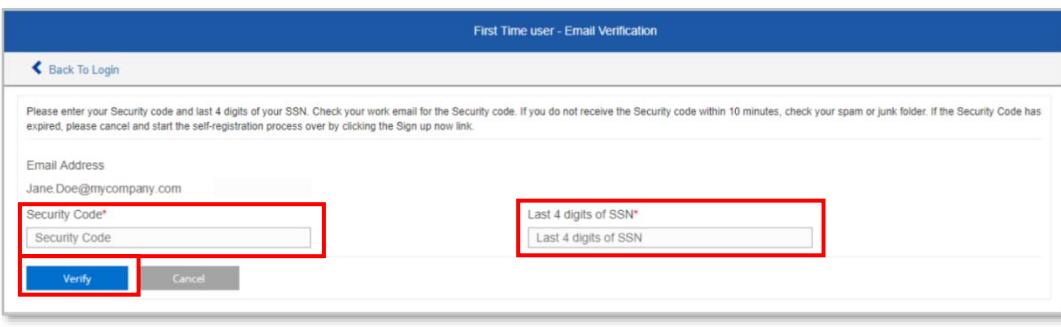
Purpose and Overview

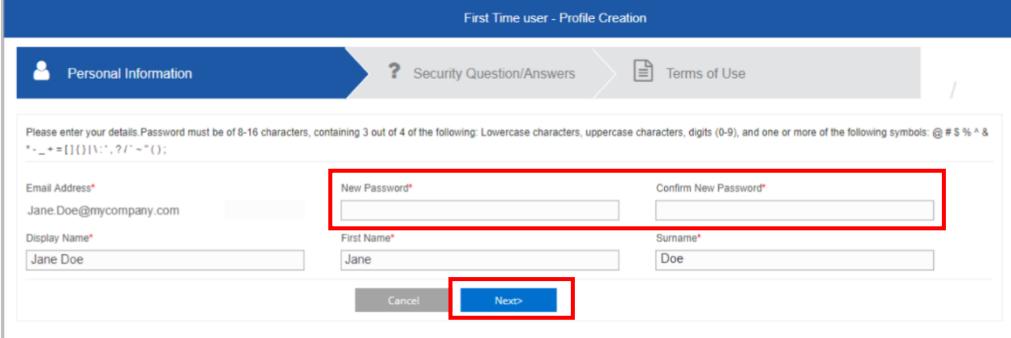
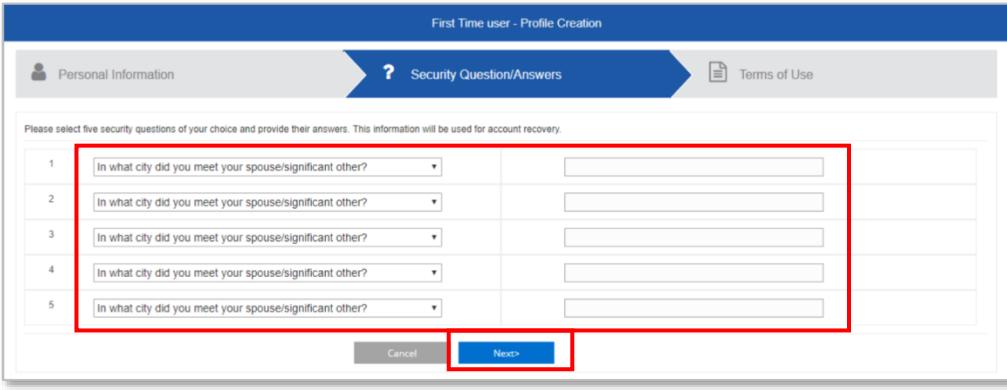
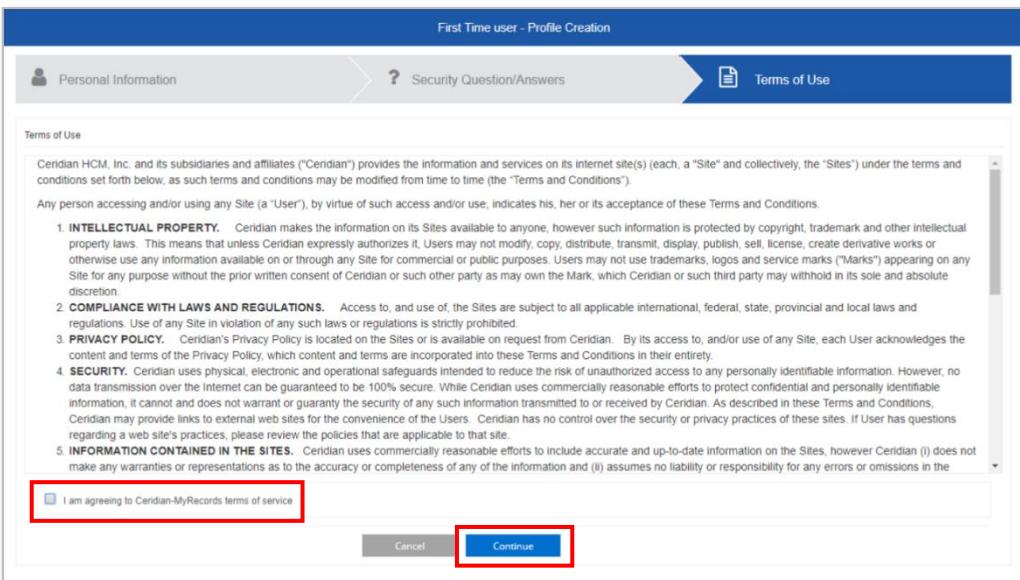
Discount Tire has partnered with Ceridian to provide Our People their W-2s digitally. This document will show how to complete a self-registration process to create a user-specific password for the 'My Records Employee Portal'.

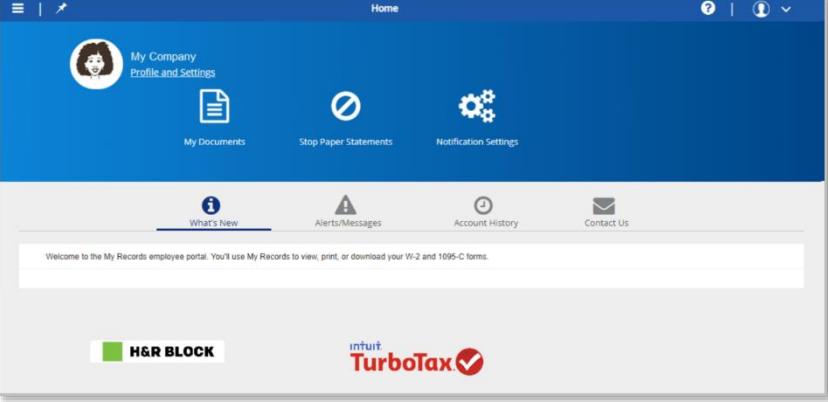
As a first-time user, you must complete the self-registration process to set up your account. Your email address in Workday (work or personal) was provided to initially create an account. You will receive a welcome email with the link to My Records, where you can complete this registration process.

Steps to Complete Self-Registration

Step	Action
1	<p>In the Welcome email, click HERE (the highlighted link) to go to the My Records log in page.</p>  <p>Dear Susan Adler, You are receiving this email as we want to encourage you to register for the My Records Employee Portal. This portal will allow you to access and view your personal documents. This is a self-registration process where you will be asked to securely enter information that will allow for verification of your account. This process has a high level of security and will take approximately 3-5 minutes to complete. To begin self-registration, please go through the link HERE. Thank you.</p>
2	<p>On the employee login page, click Sign up now.</p>  <p>Sign in with your existing account</p> <p>Email Address</p> <p>Email Address</p> <p>Password</p> <p>Password</p> <p>Sign in</p> <p>Don't have an account? Sign up now</p> <p>Forgot your password?</p>

Step	Action
3	<p>Enter your email address on the First Time User – Email Verification page. The email field is not case sensitive. Then, click Send Security Code to receive the code via email.</p> 
	<p>You may receive an error message or warning if you enter an email address that does not match the one on file with your employer or if you enter an incomplete address, such as jane.doe@mycompany instead of jane.doe@mycompany.com.</p>
4	<p>Look for the 'MyRecords' email which contains the Security Code.</p>  <p>The unique security code is only active for 10 minutes. Be sure to check your spam or junk folders. If you do not receive the code in 10 minutes, contact the following to verify the email address on file.</p> <ul style="list-style-type: none"> • Store / Warehouse / Maintenance Employees - your Regional Office • Corporate / DTD / Regional Employees - payroll@discounttire.com <p>If the security code expires before you use it, cancel the self-registration process to return to the login page. Click the Sign up now link again to restart the process and request a new security code.</p>
5	<p>Enter the security code from the email and enter the last four digits of your Social Security Number, then click Verify.</p> 

Step	Action
6	<p>Enter a new password in the Personal Information section of the Profile Creation page. Enter the password again to confirm it and click Next.</p> 
7	<p>In the Security Questions/Answers section, select a question and enter an answer. Do that for all five questions. Then, click Next.</p>  <p>The same question cannot be selected more than once and you cannot use the same answer for all five questions.</p>
8	<p>In the Terms of Use section, check the box to agree to the Terms of Use and click Continue.</p> 

Step	Action
9	<p>The self-registration process is now complete and the My Records homepage will open. The available icons that display will vary.</p> 

Contact

If you any questions, please contact the appropriate group:

- Store / Warehouse / Maintenance Employees – your Regional Office
- Corporate / DTD / Regional Employees - payroll@discounttire.com