

# Workday Enrolling In or Changing Your Life and Disability Coverage Quick Reference Guide



## Logging in at a store or shared company computer

Click the Workday icon on your desktop to get started:



Use your employee ID number to log in.

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

## Guidelines

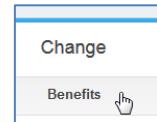
**Life and Disability Insurance enrollment may be completed at any time; you don't need to wait for a qualifying life event or Open Enrollment to sign up or make changes!**

**Note:** Any new life and disability elections require evidence of insurability (EOI). After you submit your new elections, Cigna will send a link to an online EOI form to the personal email address we have on file for you; otherwise a paper form will be mailed to you. Submit the completed form to Cigna; upon approval, benefits will go into effect.

## Start your Benefit Event

### To make changes to your Life and Disability:

- 1) Click the **Benefits** application from the Workday Home page
- 2) Click **Change > Benefits**
- 3) Select **Change Life and Disability Coverage**
- 4) Enter today's date under **Benefit Event Date**
- 5) Click **Submit**.
- 6) Then, under **Change Benefit Elections**, click **Open**.



Benefit Event Date  \*

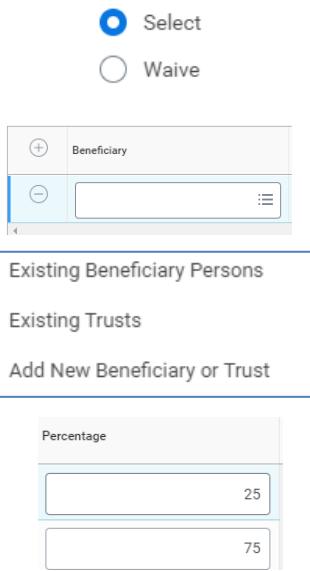
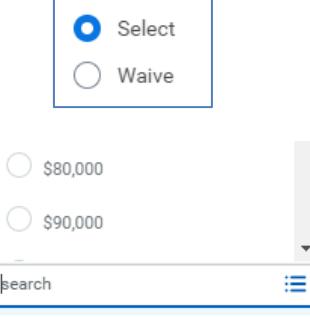
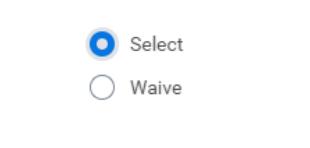
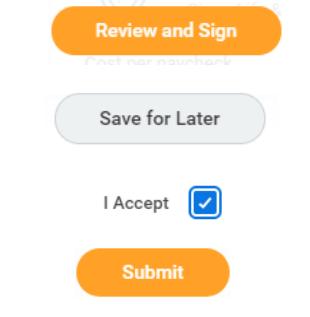
## Navigating Enrollment

Each tile will show one of two options to click to review the benefit information:

<a href="#">Manage</a>	Will display on benefit tiles in which you are currently enrolled.
<a href="#">Enroll</a>	Will display on benefit tiles in which you are not currently enrolled.

At the bottom of each Workday screen, there are navigation buttons. Buttons visible will depend on the page you are currently viewing.

<input type="button" value="Review and Sign"/>	Click when you are finished electing your benefits.
<input type="button" value="Save for Later"/>	Click to save your changes and exit the Benefit Change task (the task will remain in your Inbox).
<input type="button" value="Confirm and Continue"/>	Click to confirm your election and proceed to the next step.
<input type="button" value="Cancel"/>	Click to cancel changes and return to the previous screen.
<input type="button" value="Save"/>	Click to save changes and return to the main benefit screen.

Step-by-step instructions ...	Look for ...
<p>For <b>Basic Life</b>,</p> <ol style="list-style-type: none"> <li>1. Click <b>Select</b> to select the insurance or click <b>Waive</b> to waive it.</li> <li>2. Click <b>Confirm and Continue</b>.</li> <li>3. If selected, you will be taken to the beneficiary page. You must designate at least one beneficiary.</li> <li>4. Click , then click .</li> <li>5. You can choose from your dependents to name as beneficiaries by clicking <b>Existing Beneficiary Persons</b> and choosing from the list, or you can <b>Add a New Beneficiary or Trust</b>. For additional help, see the QRG <b>Workday Adding Dependents and Beneficiaries</b> located on the <a href="#">Discount Tire Family Website</a>.</li> <li>6. Read the instructions on the screen carefully to choose Primary and Secondary beneficiaries. Secondary beneficiaries are not required and only receive funds if the designated primary beneficiaries are deceased at the time of your death. Remember, the percentage totals for each type of beneficiary must total 100%. If you have only one beneficiary, enter 100.</li> <li>7. Click <b>Save</b> to confirm and return to the main benefit menu.</li> </ol>	
<p>For <b>Additional Life, Spouse Life, and Child Life</b>,</p> <ol style="list-style-type: none"> <li>1. Click <b>Select</b> to select the insurance or click <b>Waive</b> to waive it.</li> <li>2. Click <b>Confirm and Continue</b>.</li> <li>3. If elected, you will be taken to another page to select an amount. Click the  then choose your coverage dollar amount.</li> <li>4. Click <b>Save</b> to confirm and return to the main benefit menu.</li> </ol> <p><b>Note:</b> Your Additional Life beneficiary will be the beneficiary you selected for Basic Life. Spouse and Child Life beneficiary will always be the employee.</p>	
<p>For <b>Long Term and Short Term Disability</b>,</p> <ol style="list-style-type: none"> <li>1. Click <b>Select</b> to select the insurance or click <b>Waive</b> to waive it.</li> <li>2. Click <b>Confirm and Continue</b>.</li> <li>3. Review coverage amount and cost, then click <b>Save</b> to confirm and return to the main benefit menu.</li> </ol>	
<p>Once you are finished your enrollment/changes click <b>Review and Sign</b>.</p> <ol style="list-style-type: none"> <li>1. Review your elections, waived coverages, and any beneficiary designations carefully.</li> <li>2. If you need to make changes, click <b>Save for Later</b> to exit the benefit event without submitting your elections. Your elections will be saved and you can reopen the Benefit Event to make changes by clicking the task in your Workday Inbox.</li> <li>3. When you are ready to submit your elected coverage, sign the document via <b>Electronic Signature</b> by checking the box next to <b>I Accept</b>.</li> <li>4. To submit your elections, click the <b>Submit</b> button.</li> </ol>	
<p><b>IMPORTANT:</b> For future reference, print a copy of your elections by clicking the <b>Print</b> button at the bottom of the screen.</p>	

**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.