

Title: Life Event – "Associate or Dependent Gains or Loses Other Coverage"

Life Event - Associate or Dependent Gains or Loses Other Coverage		
SECTION 1 – LOGGING IN		
Log into to your Workday Account.	https://wd5.myworkday.com/wday/authgwy/dealertire/login.htmld	
Workday username and password are the same as your computer login you use every day.	Current Worker - Dealer Tire Single Sign-On Requires Deaker Tire email and network. For assistance, or contact Helpdeak@dealertire.com. Current Worker - Dent Wizard Single Sign-On Requires Demt Wizard email and password. For assistance, or contact Helpdeak@deatrive.com. Current Worker - Simple Tire Single Sign-On Requires Demt Wizard and and password. For assistance, or contact Helpdeatrive.com. Current Worker - Simple Tire Single Sign-On Requires Demt Wizard and network. For assistance, or contact Helpdeak@simpletire.com. Current Worker - Single Tire Single Sign-On Requires dealer tire source Point Worker - Sonsio Piease use this login option if you are a current employee of Sonsio.	
 To begin a new Life Event. Click on Benefit and Pay Hub. Under Benefits, click Benefit Elections. Click Change Benefits button. 	Benefit and Pay Hub Benefits Benefits Benefits Benefits Dependents Beneficiaries	
Select Associate or Dependent	Change Reason Associate or Dependent Gains/Loses Other Coverage	
Gains/Loses Other Coverage.	Associate of Dependent Gains/Loses Other Coverage Benetician, Shangs	
 Enter the Benefit Event Date: If coverage GAIN, enter first date of coverage on DT plan. If coverage LOSS, enter first day <u>NOT</u> covered on the DT plan. 	 Death of Dependent Dependent Care FSA Change Health Savings Account Change HealthWise Wellbeing Program Enrollment Change If GAIN, first day of coverage on DT plan, OR if LOSS, first day NOT covered on the DT plan 	
You must attach supporting		
 documentation showing the gain or loss of coverage. Click Select files. Select the document saved on your hard drive. Click Open to attach document. Click Submit. 	Drop files here or Select files	
ATTENTION: YOU ARE <u>NOT</u> FINISHED - The Benefits Team will review your documentation and Approve ONCE APPROVED, you will have Benefit Change To Do in your WORKDAY INBOX.		
Once approved, a Benefit Change TO	Benefit Change - Associate or Dependent	
DO will appear in your Workday Inbox. Click Let's Get Started .	Gains/Loses Other Coverage on 10/08/2020 26 second(s) ago - Effective 10/08/2020	

Instructions Continued - Life Event - As	ssociate or Dependent Gains or Loses Other Coverage
You must select your new dependent	
for <u>each</u> plan to be covered:	
Pay careful attention to each screen.	Medical
	Cigna PPO Co-Pay Plan 2
1. Click Manage to begin.	Cost per paycheck \$78.79
2. The next screen shows your	Coverage Associate Only
current enrollment - click	
Confirm and Continue.	Manage
3. <u>Check</u> the box next to each	1 item \Xi 🖬 🖍
dependent you wish to cover, or	Select Dependent Relationship Date of Birth
un-check box next to each	Select Dependent Relationship Date of Birth
dependent you wish to remove.	Jane Doe Spouse 01/01/1970
4. Click Save.	4
4. CICK Save.	
Repeat steps 1 - 3 for each plan:	Save
(Medical, Dental and Vision)	
See steps below to Add New Dependents.	
To Add a New Dependent:	
 Click Add New Dependent. Click OK to continue. 	Add New Dependent
Enter Dependent's Name required	Name
fields: - First name	
- Last Name	Country * × United States of America
	Prefix :=
	First Name *
	Middle Name
	Last Name *
	Suffix :=
Enter Dependent's Personal	Personal Information
Information required fields:	
- Relationship	Relationship 🐮
- Date of Birth	Date of Birth * M/DD/YYYY
- Gender	Age (empty)
•	Gender * Delectione V
	Citizenship Status :=
	Full-time Student
	Student Status Start Date
	Student Status End Date
	Disabled

Instructions Continued - Life Event - As	sociate or Dependent Gains or Loses Other Coverage		
Enter Dependent's National IDs (SSN): 1. Click Add.	National IDs Click the Add button to enter one or more National Identifiers for this dependent.		
2. Country: click Frequently Used by, select United State of	Add		
America. 3. National ID Type: select Social Security Number (SSN).	Country * Search :=		
4. Add/Edit ID: enter SSN number 5. Click Save.	National ID Type * Current ID (empty) Add/Edit ID *		
Note: Social security numbers are required for all covered spouse and children. If you do not have the SSN	*Social Security Number Social Security Number (SSN)		
at the time of enrollment, you must enter the "Reason SSN is Not Available" to continue. Once you have obtained the SSN, you can update your dependent's record later.	Reason SSN is Not Available		
Check the box next to each dependent you wish to cover, then click Save.	1 item Image: Transmitted in the image:		
	Jane Doe Spouse 01/01/1970		
Reminder! Repeat steps for each plan your dependent(s) will be covered: (Medical, Dental and Vision)	Medical Active PPO Plan 2 Dental Medical Medical DPPO Low Plan OOO Vision VSP VIS Cost per paycheck \$84.00 Cost per paycheck \$45.33 Cost per paycheck \$33.95		
	Coverage Associate Only Coverage Associate Only Coverage Associate Only Manage Manage Manage Manage Manage Manage		
At the bottom of the page, click Review and Sign to continue. Review your changes. Scroll to the	Review and Sign		
bottom of the page and check the box I Accept.	You MUST submit for your changes to take place		
Click Submit to complete your enrollment.	I Accept		
Click View 20YY Benefits Statement to view, print or save a summary of your benefits.	View 2024 Benefits Statement		
	Your Benefit Changes are now complete.		

If your coverage was effective in the past, you will be charged for changes retroactively in your next paycheck.