

# Title: Life Event – “Birth or Adoption of Child”

Last Update Date: 03/14/2024

## Life Event – Birth or Adoption of Child

### SECTION 1 – LOGGING IN

**Log into to your Workday Account.**

Workday username and password are the same as your computer login you use every day.

<https://wd5.myworkday.com/wday/authgwy/dealertire/login.html>

### SECTION 2 – ADDING YOUR DEPENDENT

**To add your dependent.**

- Click on **Benefit and Pay Hub**.
- Under Benefits, click **Dependents**.
- Click **Add** button.

**Check if the baby currently has a beneficiary record.**

- Click edit icon,
- If the child’s name is listed, select the child to link the beneficiary record to the new dependent record.
- **If the child’s name is not listed, action required.**

Is your new dependent already a beneficiary or emergency contact?  
If yes, which one?















**Effective Date & Reason:**

Click edit icon.

**Enter the Effective Date:** Date of birth or date of adoption.

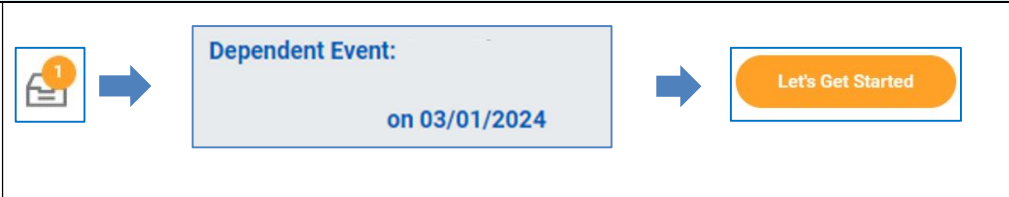
**Enter Reason:**

- Click **Reason** box.
- Click **Add Dependent**.
- Select **Add Dependent > Birth/Adoption**.

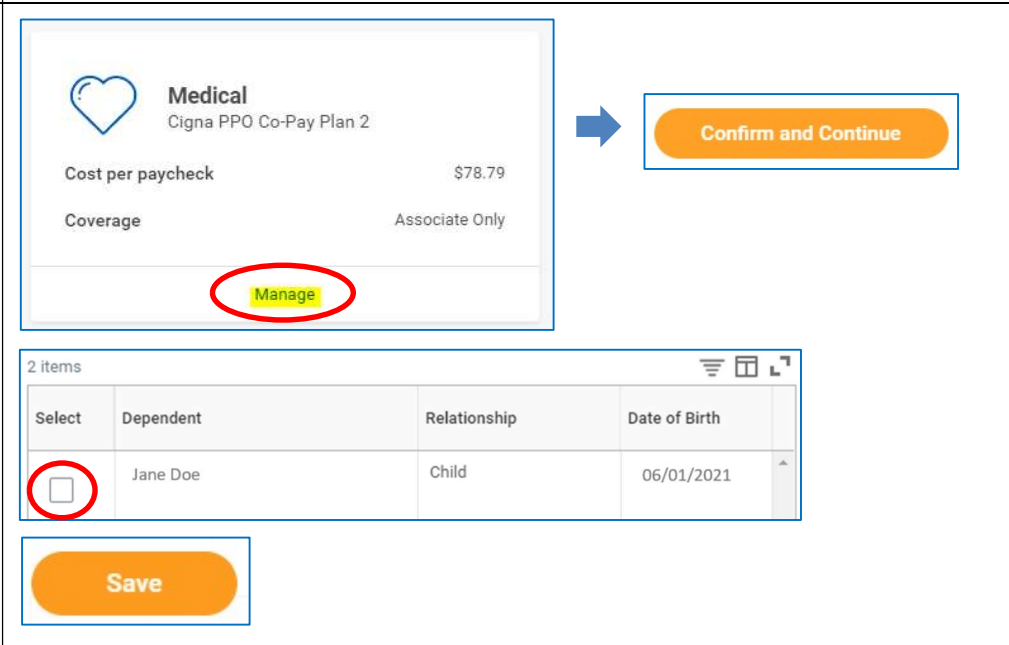
Instructions Continued - Life Event – Birth or Adoption of Child	
<p><b>Use your new dependent as a beneficiary?: (for Company provided and Voluntary Life Insurance plans).</b></p> <ul style="list-style-type: none"> <li>- If yes, click edit  icon.</li> <li>- Check box <b>Use as Beneficiary</b> .</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Use your new dependent as a beneficiary?</p> <hr/> <p>Use as Beneficiary <span style="float: right;"> </span></p> <p><input checked="" type="checkbox"/></p> </div>
<p><b>Dependent Personal Information, complete all Required Fields*:</b></p> <p>Click edit icon: </p> <ul style="list-style-type: none"> <li>- Legal Name</li> <li>- Gender</li> <li>- Date of Birth</li> <li>- Relationship = Child or Step-Child</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Legal Name</b></p> <p>Legal Name * (empty) </p> <hr/> <p><b>Gender</b></p> <p>Gender * (empty) </p> <hr/> <p><b>Date of Birth</b></p> <p>Date of Birth * (empty) </p> <hr/> <p><b>Relationship</b></p> <p>Relationship * (empty) </p> </div>
<p><b>Enter Dependent’s National IDs (SSN):</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Add</b>.</li> <li>2. Country: click <b>Frequently Used</b> by, select <b>United State of America</b>.</li> <li>3. National ID Type: select <b>Social Security Number (SSN)</b>.</li> <li>4. Add/Edit ID: enter <b>SSN number</b></li> <li>5. Click <b>Save</b>.</li> </ol>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>National IDs</b></p> <p><small>Click the Add button to enter one or more National Identifiers for this dependent.</small></p> <p style="text-align: center;"><input type="button" value="Add"/></p> <hr/> <p><b>Country</b> * <input type="text" value="Search"/> </p> <p><b>National ID Type</b> * <input type="text" value="Search"/> </p> <p>Current ID (empty)</p> <p><b>Add/Edit ID</b> * <input type="text"/></p> <div style="text-align: right; margin-top: 10px;">  <input type="button" value="Save"/> </div> </div>
<p><b>You must attach supporting documentation (i.e., birth certificate or hospital confirmation of birth)</b></p> <ul style="list-style-type: none"> <li>- Click <b>Select files</b>.</li> <li>- Select the document saved on your hard drive.</li> <li>- Click <b>Open</b> to attach document.</li> <li>- Under <b>Category</b> select <b>Benefits</b>.</li> <li>- Click <b>Submit</b> .</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Drop files here</p> <p style="text-align: center;">or</p> <p style="text-align: center;"><input type="button" value="Select files"/></p> <div style="text-align: right; margin-top: 10px;">  </div> <hr/> <p><b>Attachments</b></p> <p> test file.docx  <span style="color: green;">✓</span> Successfully Uploaded!</p> <p>Description <input type="text"/></p> <p>Category * <input type="text" value="Benefits"/> </p> <p style="text-align: center;"><input type="button" value="Upload"/></p> <div style="text-align: right; margin-top: 10px;"> <input checked="" type="button" value="Submit"/> <input type="button" value="Save for Later"/> <input type="button" value="Cancel"/> </div> </div>

**ATTENTION: YOU ARE NOT FINISHED** - The Benefits Team will review your documentation and Approve **ONCE APPROVED**, you will have Benefit Change To Do in your **WORKDAY INBOX**.

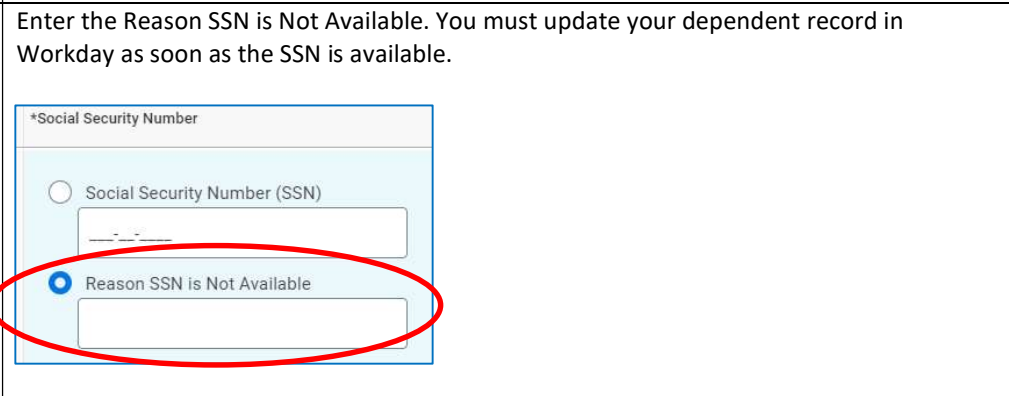
Once approved, a **Benefit Change TO DO** will appear in your Workday Inbox.  
Click **Let's Get Started** .



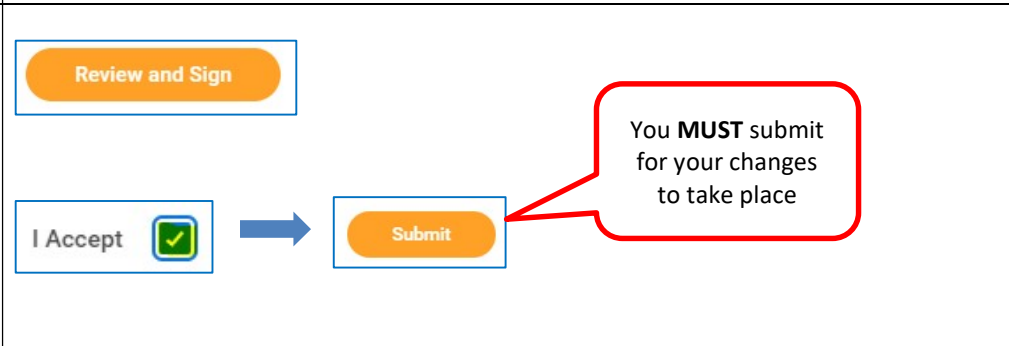
**You must select your new dependent for each plan to be covered:**  
Pay careful attention to each screen.  
1. Click **Manage** to begin.  
2. The next screen shows your current enrollment - click **Confirm and Continue**.  
3. Check the box next to each dependent you wish to cover, then click **Save**.  
**Repeat steps 1 - 3 for each plan your dependent will be covered: (Medical, Dental and Vision).**



**Note: Social security numbers are required for all covered spouse and children. If you do not have the 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.**



At the bottom of the page, **Click Review and Sign** button to continue.  
Review your changes. Scroll to the bottom of the page and check the box **I Accept**.  
Click **Submit** to complete your enrollment.



Click **View 20YY Benefits Statement** to view, print or save a summary of your benefits.



**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.**