

Title: Dependent Care FSA Change

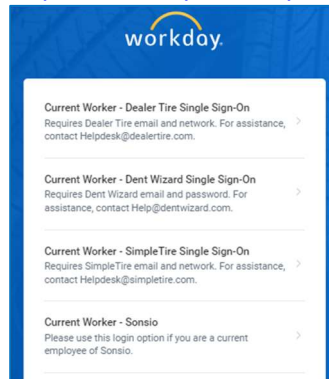
Last Update Date 03/14/2024

Change Dependent Care FSA

Log into your Workday Account.

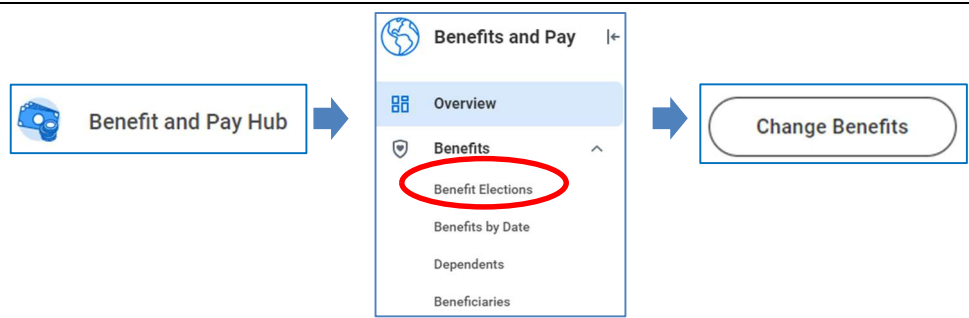
Your log in credentials are the same ones you use to log into your computer each day.

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



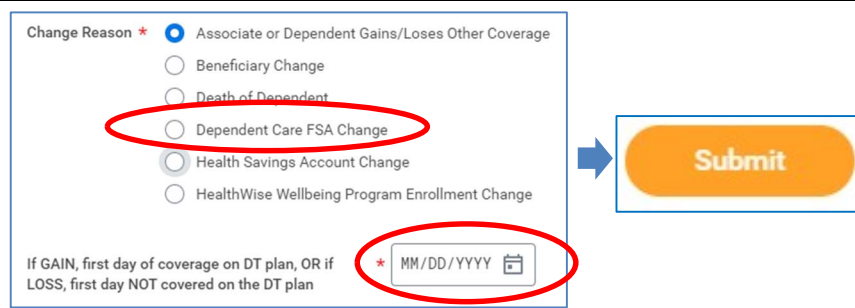
To begin a Benefit Change:

- Click on **Benefit and Pay Hub**.
- Under **Benefits**, click **Benefit Elections**.
- Click **Change Benefits** button.



Under Change Reason:

- Select **Dependent Care FSA Change**.
- Enter **Benefit Event Date = today's date**.
- Click **Submit**.



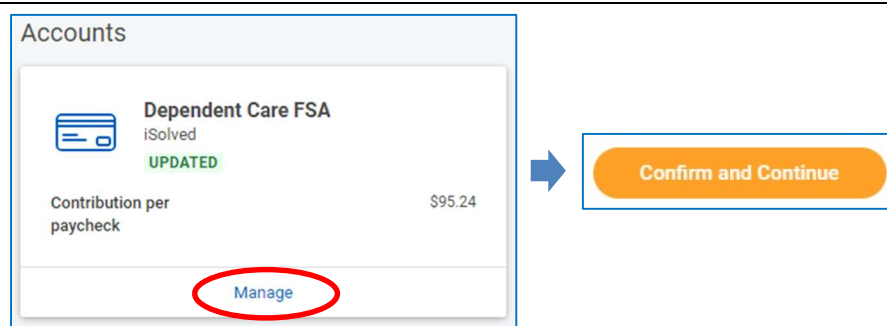
Click **Open**, on the next page.



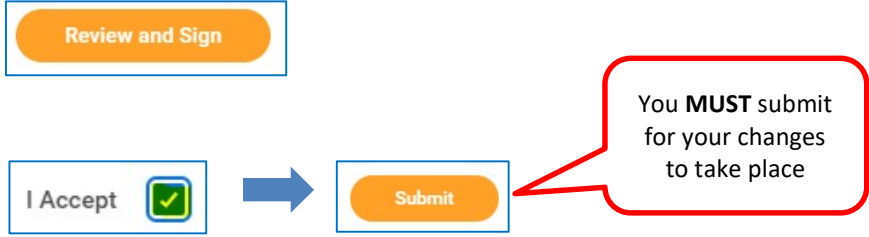
OR, your benefit change event can be found in your Workday inbox. Click on **Let's Get Started**.



Click **Manage**.

Click **Confirm and Continue**.



<p>You have the following options:</p> <p>To increase or decrease your contribution, enter a new Per Paycheck or Annual amount.</p> <p>You can increase up to the Annual IRS limit of \$5,000.</p> <p>To cancel future contributions, enter zero in Per Paycheck or Annual amount.</p>	 <p>Workday will automatically calculate your new per pay contributions based on the remaining paycheck this year.</p>
<p>Once you have entered your new amount, click Save.</p>	
<p>At the bottom of the page, click Review and Sign to continue.</p> <p>Review your changes. Scroll to the bottom of the page and check the box I Accept.</p> <p>Click Submit to complete your enrollment.</p>	
<p>Your Dependent Care FSA Election has been updated and you will see this on your next paycheck.</p>	