

Title: Life Event – “Marriage”

Last Update Date: 03/15/2024

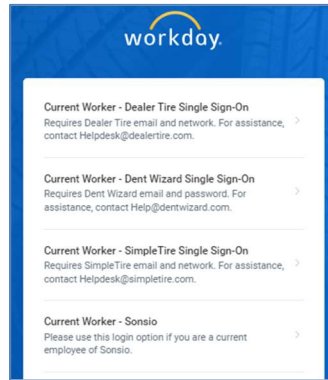
Life Event – Marriage

SECTION 1 – LOGGING IN

Log into to your Workday Account.

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

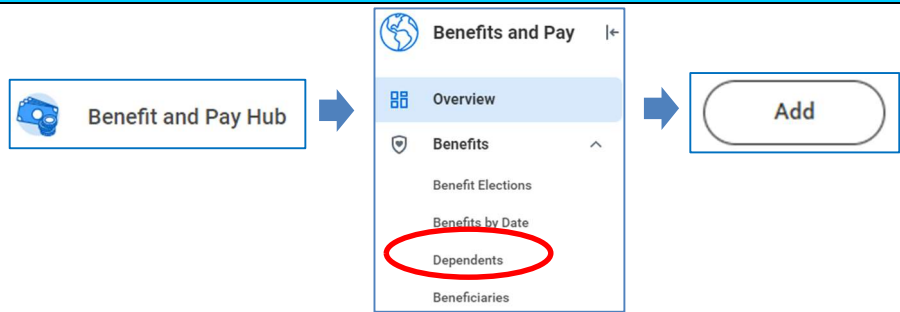
Workday username and password are the same as your computer login you use every day.



SECTION 2 – ADDING YOUR DEPENDENT

To add your dependent.

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



Effective Date & Reason:

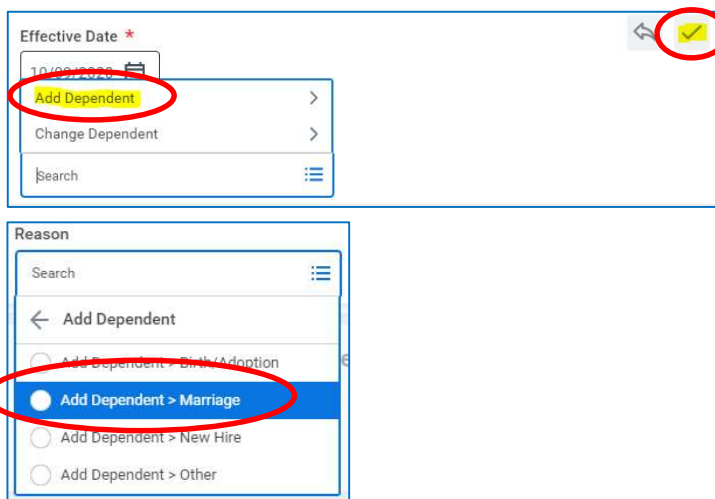
Click edit icon.



Enter the Effective Date: Date of Marriage.

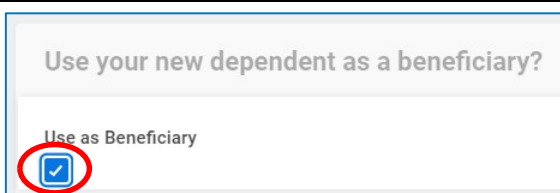
Enter Reason:

- Click **Reason** box.
- Click **Add Dependent**.
- Select **Add Dependent > Marriage**




Use your new dependent as a beneficiary?: (for Company provided and Voluntary Life Insurance plans)

- If yes, click edit icon, then check box **Use as Beneficiary**




Instructions Continued - Life Event – Marriage

Dependent Personal Information, complete all Required Fields*:


Click edit icon: 

- Legal Name
- Gender
- Date of Birth
- Relationship = Spouse


Legal Name

Legal Name *
(empty) 


Gender

Gender *
(empty) 

Date of Birth

Date of Birth *
(empty) 

Relationship


Relationship *
(empty) 


Enter Dependent’s National IDs (SSN):

1. Click **Add**.
2. Country: click **Frequently Used** by, select **United State of America**.
3. National ID Type: select **Social Security Number (SSN)**.
4. Add/Edit ID: enter **SSN number**.
5. Click **Save**.

National IDs


Click the Add button to enter one or more National Identifiers for this dependent.

Country * 

National ID Type * 

Current ID (empty)

Add/Edit ID *




You must attach supporting documentation (i.e., marriage license or marriage certificate)


- Click **Select files**
- Select the document saved on your hard drive
- Click **Open** to attach document
- Under **Category** select **Benefits**
- Click **Submit**

Drop files here


or



Attachments

 test file.docx
✓ Successfully Uploaded!

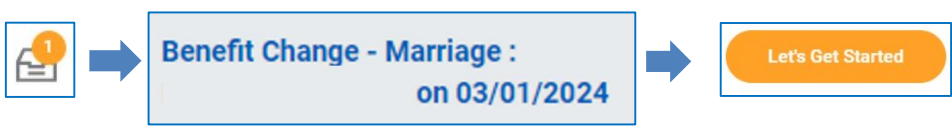
Description

Category * 

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** .



Instructions Continued - Life Event - Marriage

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).

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	Jane Doe	Spouse	01/01/1970

Save

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.

Enter the Reason SSN is Not Available. You must update your dependent record in Workday as soon as the SSN is available.

*Social Security Number

Social Security Number (SSN)

Reason SSN is Not Available

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.

Review and Sign

I Accept

Submit

You **MUST** submit for your changes to take place

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.