Title: Life Event – "Birth or Adoption of Child"
Last Update Date: 09/04/2024

Important Information
• You must complete the enrollment process in Workday **within 30 days of the life event**, or you will have to wait until the next Open Enrollment to make change to benefits that will be effective January 1st of next year. • **Only eligible dependents can be covered on your benefit plans. Click here** to learn more! • If you completed your enrollment after your effective date, **benefit deductions will be retroactively** taken back to your effective date. This means **additional benefit deduction amounts** will be taken on your next paycheck.

Learn about your Benefit Options	
Visit the DTFOC Benefits Website to learn about your benefits and to access the following resources:	• **DTFOC Benefits Website**: **https://dtfamilybenefits.com/new-hires-and-life-events/** • **Access Alex**: interactive tool to learn about your benefits: **https://start.myalex.com/dtfamily** • Schedule a call with **Benefits Educators** and representatives will be available via phone to educate you on your benefits and assist with enrolling you in Workday **https://dtfamily.mybenefits.pro/**

Life Event – Birth or Adoption of Child
SECTION 1 – LOGGING IN

From a computer, log into your Workday Account. **Workday username and password are the same as your work computer.**	https://wd5.myworkday.com/wday/authgwy/dealertire/login.htmld **workday.** Current Worker - Dealer Tire Single Sign-On Requires Dealer Tire email and network. For assistance, contact Helpdesk@dealertire.com. Current Worker - Dent Wizard Single Sign-On Requires Dent Wizard email and password. For assistance, contact Help@dentwizard.com. Current Worker - SimpleTire Single Sign-On Requires SimpleTire email and network. For assistance, contact Helpdesk@simpletire.com. Current Worker - Sonsio Please use this login option if you are a current employee of Sonsio.

SECTION 2 – ADDING YOUR DEPENDENT

To add your dependent. - Click on **Benefit and Pay Hub.** - Under Benefits, click **Dependents.** - Click **Add** button.	**Benefits and Pay** Benefit and Pay Hub → Overview → Benefits → Benefit Elections / Benefits by Date / **Dependents** / Beneficiaries → Add
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? ✏

Instructions Continued - Life Event – Birth or Adoption of Child

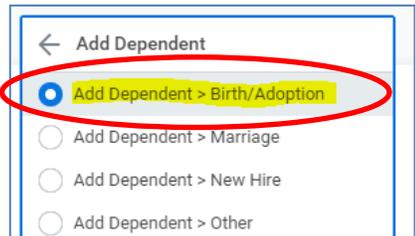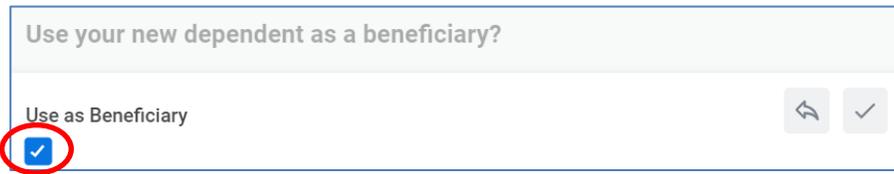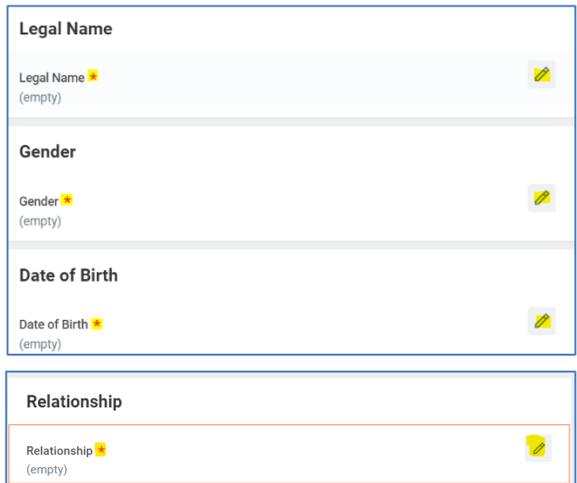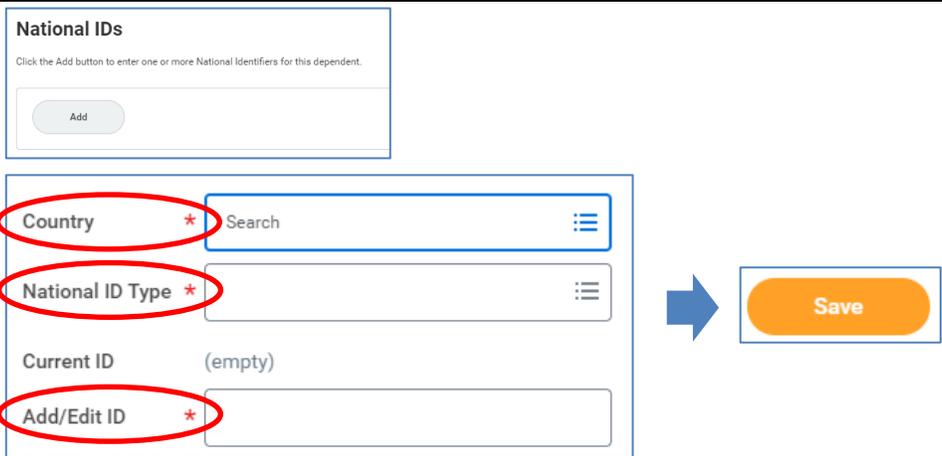|	
Effective Date & Reason: Click edit ✏️ icon. **Enter the Effective Date:** Date of birth or date of adoption. **Enter Reason:** - Click **Reason** box. - Click **Add Dependent.** - Select **Add Dependent > Birth/Adoption.**	Effective Date * 10/00/2020 Add Dependent > Change Dependent > Search ← Add Dependent ○ Add Dependent > Birth/Adoption ○ Add Dependent > Marriage ○ Add Dependent > New Hire ○ Add Dependent > Other
Use your new dependent as a beneficiary?: (for Company provided and Voluntary Life Insurance plans). **-** If yes, click ✏️ edit icon. - Check box **Use as Beneficiary** .	Use your new dependent as a beneficiary? Use as Beneficiary ☑
Dependent Personal Information, complete all Required Fields*: Click edit ✏️ icon: - Legal Name - Gender - Date of Birth - Relationship = Child or Step-Child	**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. Add Country * Search National ID Type * Current ID (empty) Add/Edit ID * **Save**

Instructions Continued - Life Event – Birth or Adoption of Child	
You must attach supporting documentation (i.e., birth certificate or hospital confirmation of birth) - Click **Select files.** - Select the document saved on your hard drive. - Click **Open** to attach document **(i.e., hospital confirmation of baby's birth, baby's birth certificate or adoption court order).** - Under **Category** select **Benefits.** - Click **Submit** .	

<div align="center">TTENTION: 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.</div>

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, Vision, etc.).**	

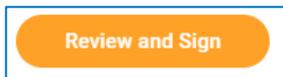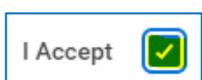| **Note: Social security numbers are required for all covered spouse and children. If you do not have the SSN at the time of enrollment, you must enter the "Reason SSN is Not Available" to continue. Once you have obtained the SSN, you can update your dependent's record later.**	Enter the Reason SSN 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

Instructions Continued - Life Event – Birth or Adotion of Child	
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 20YY 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.**	