workday.
One Stop – Time Saver

Beneficiary Changes	
From a computer, log into your Workday Account. **Workday username and password are the same as your <u>work</u> 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.
Add a new or update an existing beneficiary record: - Click on **Benefit and Pay Hub.** - Under Benefits, click **Benefit Elections.** - Click Change Benefits button.	Benefit and Pay Hub → Benefits and Pay — Overview, Benefits, Benefit Elections, Benefits by Date → Change Benefits
Select **Beneficiary Change** for the Benefit Event Type. Enter today's date in the **Benefit Event Date** and click **Submit.**	Benefit Event Type: Associate or Dependent Gains/Loses Other Coverage; Beneficiary Change; Dependent Care FSA Change; Health Savings Account Change; Wellbeats Enrollment or Change Benefit Event Date ★ MM/DD/YYYY Submit Save for Later Cancel
A **Benefit Change TO DO** will appear in your Workday Inbox. Click **Let's Get Started.**	Benefit Change - Beneficiary Change : → Let's Get Started
Click **Manage** to begin your beneficiary change. Then click **Confirm and Continue.**	Basic Associate Term Life and AD&D — Cost per paycheck: Included, Coverage: 1 X Salary, Manage Voluntary Associate Life — Cost per paycheck, Coverage: $50,000, Manage → Confirm and Continue
To select an EXISTING Beneficiary Click the **+ button** then click on the ellipsis. Click on options to select Existing Beneficiary Persons. Select a person from the list. **Enter percentage %.** If you have multiple primary beneficiaries, the total % **needs to add up to 100%.**	Primary Beneficiaries 2 items ⊕ Beneficiary Percentage ⊖ [ ] ☰ [0] Existing Beneficiary Persons > Existing Trusts > Add New Beneficiary or Trust
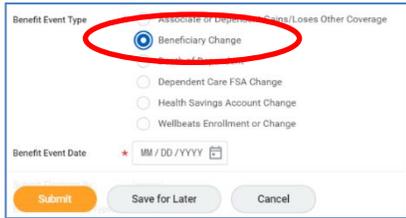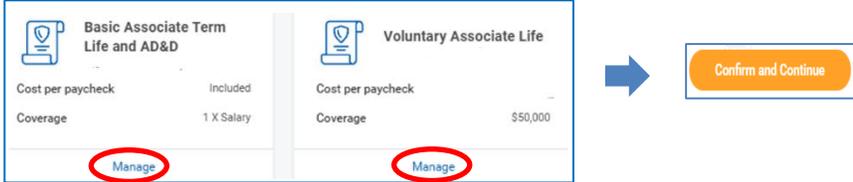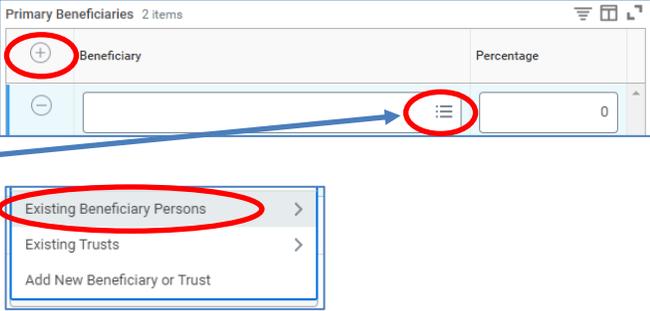
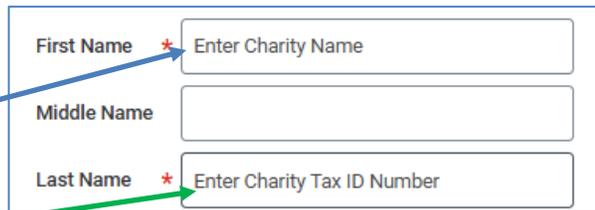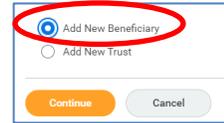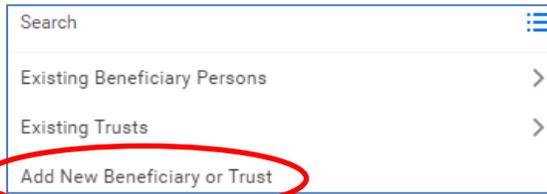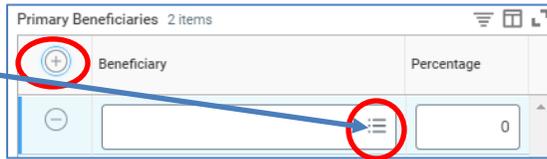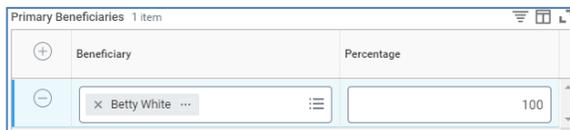|	
To ADD a new beneficiary person: Click the **+ button** then click on the options. Select **Add New Beneficiary or Trust.** Then select **Add New Beneficiary** and click **Continue**. The below fields are required when adding a beneficiary person: • Choose **Relationship** from the dropdown list. **Legal Name Section** • First name and Last Name. **Contact Information Section** • Phone Number, Address, Email. To assign a Charity as a beneficiary: • Choose **Charity** as the Relationship. • Enter the **charity name** as the First Name. • Enter the **charity tax ID number** as the Last Name. • Under the Contact Information Section, **enter charity address**. Click **OK**.	Primary Beneficiaries 2 items (+) Beneficiary Percentage (−) [ ] ☰ 0 Search Existing Beneficiary Persons › Existing Trusts › Add New Beneficiary or Trust (●) Add New Beneficiary ( ) Add New Trust [Continue] [Cancel] **Legal Name Contact Information** First Name * [Enter Charity Name] Middle Name [ ] Last Name * [Enter Charity Tax ID Number] **Legal Name Contact Information**
This is what it would look like when you are finished. Click **Save.** If you have multiple primary beneficiaries, the total % needs to add up to 100%.	Primary Beneficiaries 1 item (+) Beneficiary Percentage (−) [✕ Betty White …] ☰ 100
At the bottom of the page, click **Review and Sign** button. 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
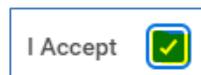
If you are enrolled in the **401(k)** or **HSA** account, you can assign your beneficiaries by logging into each of the vendor's websites. Click here to learn more.