

## Workday Update Your Contact Information

To update your contact information, log in to Workday and follow the steps below.

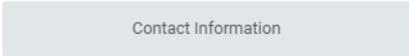
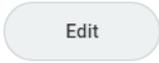
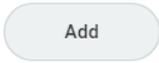
**Logging in at a store or shared company computer,** click the Workday icon on your desktop to get started.



**Logging in anywhere else,** point your web browser to: <https://www.myworkday.com/tires>

Use your employee ID number to log in.

**Forgot your password?** Follow on-screen instructions if you need help signing in.

Steps to update your contact information:	Look for ...
From the Workday home page, click on the <b>Personal Information</b> worklet.	 Personal Information
Then, under <b>Change</b> , click on <b>Contact Information</b> .	
Towards the top-left corner of the page, click the <b>Edit</b> button.	
To <i>change</i> any of the existing information, click the <b>edit icon</b> to the right:	
To <i>add</i> additional information for any section, simply click the <b>Add</b> button.	
When you are finished with your contact info, click the <b>Submit</b> button at the bottom.	
On the following screen, you'll get the confirmation: "Process Successfully Completed."	 Process Successfully Completed
Click the <b>Done</b> button at the bottom of the screen:	

**Questions?**

Please contact your HR Benefits Team at [benefits@discounttire.com](mailto:benefits@discounttire.com) or call (800) 347-4348.