



**Associate Job Aid**

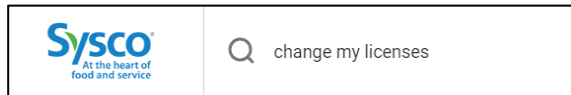
**VEHICLE INSURANCE AND  
LIABILITY INFORMATION**

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

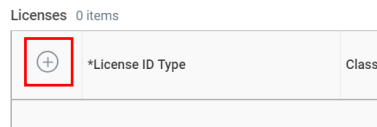
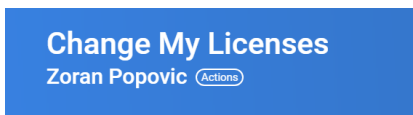
# Vehicle Insurance and Liability Information

## ADDING YOUR DRIVER'S LICENSE

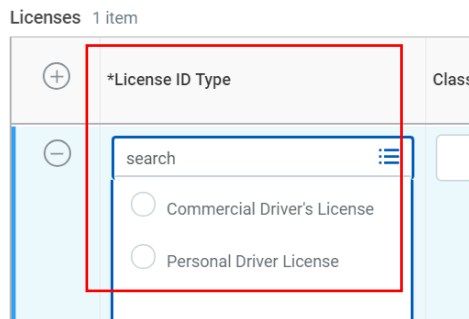
- Search on **Change My Licenses** and select it from the search results.



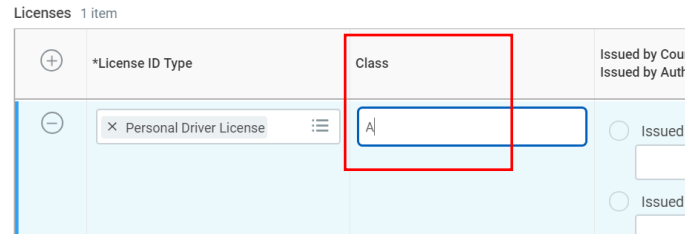
- Click the plus sign.



- Select your license type.



- Enter your license class.



- Fill in the country, identification number, issue date and expiration date.

Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
<input checked="" type="radio"/> Issued by Country × United States of America	12345678	10 / 10 / 2012	10 / 10 / 2022	10/11/2018
<input type="radio"/> Issued by Country Region				
<input type="radio"/> Issued by Authority				
<input type="radio"/> None of the above				

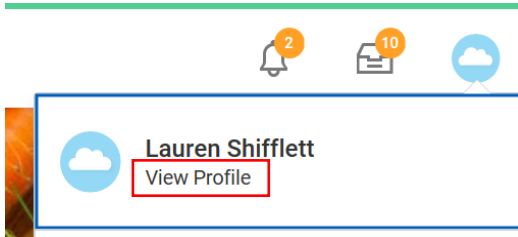
- Click **Submit**.



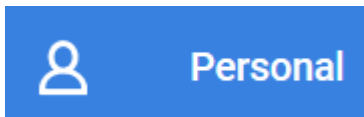
# Vehicle Insurance and Liability Information

## VEHICLE INSURANCE AND LIABILITY INFORMATION

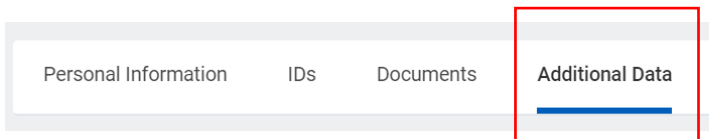
- Click the **Profile** icon, then **View Profile**.



- In the blue sidebar on the left, click **Personal**.



- Click the **Additional Data** tab.



- Click the **Edit** button below **Insurance and Liability**.

### Insurance and Liability

Insurance Company (empty)

Bodily Injury Per Person 0

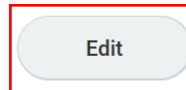
Bodily Injury Per Occurrence 0

Property Damage 0

Single Combined Limit 0

Declaration

Insurance Expiration Date (empty)



- Enter your insurance information.
- Check the **Declaration** box.



- Click **OK**.

**NOTE:** Your OpCo may require that you enter your vehicle information as well. Check with your HR Team.