

STEP BY STEP GUIDE TO CYCLE2WORK

1 CHOOSE VALUE



You need to know how much you'd like to apply for **before** you start making your Cycle2Work application. Browse online or in-store to get an idea for your budget. Don't forget to use our **Savings Calculator** to see exactly how much you'll pay!

2 SIGN UP



Now you've got your budget, sign up at www.cycle2work.info using your name, email address and employer code which is

EA12C2W

3 VERIFICATION



You should almost instantly get an email asking you to verify your email address and complete your Cycle2Work application. All you need to do is **click the link** in the email!

4 COMPLETE APPLICATION



This will take you to our website to **finish off your application**, agree to your hire agreement and agree to a salary sacrifice by ticking the boxes to confirm you agree.



cycle²work

☎ 0345 504 6444 🌐 www.cycle2work.info ✉ cycle2.work@halfords.co.uk

5

APPROVAL



Your application will now be sent off to **your employer**, and someone within your organisation will either **Approve, Reject** or **Refer** your application.

What does my application status mean?

✓ **APPROVED**

Your employer has accepted your application and your Letter of Collection should be with you shortly!

✗ **REJECTED**

Your application was unsuccessful. Your employer should have given you a sufficient reason why.

? **REFERRED**

You are not eligible for the typical Cycle2Work scheme – but we have some great alternative options for you! Just follow the instructions on the email you received confirming you were referred.

6

RECEIVE LoC



Your application has been approved!
You will now receive your Letter of Collection by email – along with all of the exclusive benefits you get for being a Cycle2Work customer!

7

REDEMPTION



halfords

INDEPENDENT BIKE SHOPS

Redeem your bike and accessories in-store or online at **Halfords, Tredz** or one of the **independent bike shops** we work with. All you need to do is present your LoC and ID at the till - either print it off or show your LoC on your phone! Prefer to shop online? Redeem at www.tredz.co.uk or order your bike and accessories on www.halfords.com for Click & Collect in-store.



HAPPY CYCLING!

To sign up, visit www.cycle2work.info and apply using the employer code **EA12C2W**. Your scheme is open all year round!



cycle2work

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